

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices,  
Fareham on Monday 19 March 2018 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Susan Bell  
Councillor Keith Evans

#### **Gosport Borough Council**

Councillor June Cully  
Councillor Dr Philip Raffaelli (standing deputy)

#### **Havant Borough Council**

Councillors Tony Briggs

#### **Portsmouth City Council**

Councillor Frank Jonas (Chairman)

#### **Apologies for Absence (AI 1)**

Councillor David Guest (Havant BC); Councillor Hannah Hockaday  
(Portsmouth CC)

**767 Declarations of Members' Interests (AI 2) – None**

**768 Minutes of the Meeting held on 11 December 2017 (AI 3)**

**RESOLVED that the minutes of the meeting held on the 11 December 2017 be signed as a correct record.**

**769 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) - None**

**770 Clerk's Items (AI 5)**

(a) Recycling of Metals Scheme – Charitable Nomination

The Clerk reported that following consultation with members the Rowans Hospice had been nominated to receive an award under the metals recycling scheme operated by the Institute of Cemetery and Cremation Management. He was pleased to report that an award of £5,000 had now been received for presentation to the Rowans.

**NOTED**

(b) Internal Audit Report 1110, dated February 2018

(TAKE IN REPORT)

This report, which was received on the 12 March, was circulated to members following publication of the agenda, rather than holding it over until the June meeting of the Joint Committee.

Following presentation of the report by the Treasurer, the officers answered questions arising from members, including arrangements to use the Fareham BC employee performance management scheme.

**NOTED**

**771 Risk Management Strategy (AI 6)**

(TAKE IN REPORT OF THE TREASURER)

**RESOLVED (1) That the Risk Management Strategic Framework and Policy as set out in Appendices A and B of the Treasurer's report be approved.**

**(2) That the form and presentation of the Strategic and Operational Risk Registers be reviewed, taking into account current good practice, and a further report be made to the Joint Committee on the outcome.**

**772 Building Works Programme (AI 7)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

**RESOLVED that the contents of the report be noted.**

**773 North Chapel Refurbishment (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager presented and amplified the key points of the report and explained that the detailed design process being undertaken by RBA Architects should be finished shortly. Should any significant changes arise in the detailed design from the previously approved design principles arrangements would be made to consult with members. Following the procurement process it was hoped that work would be undertaken in the late summer 2018.

**RESOLVED that the report be noted**

**774 Manager and Registrar's Report (AI 9)**

**(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be received and noted.**

**(b) Any other items of topical interest – public comments register**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

**RESOLVED that the report be noted with interest**

**775 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant drew particular attention to work undertaken by Brighstone to ensure that paths and roadways had been treated and cleared of snow to provide access to the crematorium facilities.

**RESOLVED that the report be received and the thanks of the Joint Committee be conveyed to Brighstone Landscapes and its on-site staff for the work undertaken during the period of snow.**

**776 Date of Next Meeting (AI 11)**

**RESOLVED that the next meeting be held at 2pm on Monday 25 June 2018 in Gosport**

The meeting concluded at 2.28 pm.

Chairman

JH/me  
20 March 2018  
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