

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the Civic Offices, Civic Centre Plaza, Havant on Monday 17 September 2018 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Keith Evans  
Councillor Simon Martin (Chairman)

#### **Gosport Borough Council**

Councillor June Cully

#### **Havant Borough Council**

Councillor Tim Pike  
Councillor Leah Turner

#### **Portsmouth City Council**

Councillor Dave Ashmore

### **Joint Committee Membership & Introductions**

The Clerk reported that since the previous meeting, Havant BC had appointed Councillors Tim Pike and Leah Turner to the Joint Committee. The newly appointed members were welcomed to the meeting.

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

Councillor Jeanette Smith (Portsmouth CC), and Councillor Kathleen Jones (Gosport BC) – both engaged on other council business.

### **791 Appointment of Vice-Chairman (AI 2)**

**RESOLVED** that Councillor Tim Pike (Havant Borough Council) be appointed Vice Chairman of the Joint Committee meeting for the municipal year 2018/19.

### **792 Declarations of Members' Interests (AI 3) – None**

### **793 Minutes of the Meeting held on 25 June 2018 (AI 4)**

**RESOLVED** that the minutes of the meeting held on the 25 June 2018 be signed as a correct record.

**794 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 5) –**

(a) Recycling Metal Scheme – Charitable Nomination

The Manager & Registrar reported that following the request from the Institute of Cemetery and Cremation Management the Macmillan Nurses had been nominated under the metals recycling scheme, and an award of £5,000 had now been made.

**795 Clerk's Items (AI 6) - None**

**796 North Chapel Refurbishment (AI 7)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager gave members a short presentation on the key points of the refurbishment scheme which included –

- Introducing wooden cladding to the walls, similar to that used in the South Chapel;
- Removal of the existing ceiling in order to increase the volume of the chapel and create a more spacious appearance by realigning the ceiling into the roof space;
- Provision of low energy feature lighting similar to that used in the South Chapel;
- Reorientation of the catafalque in the committal area;
- Removal of the wooden pews and their replacement with linked individual chairs, some with arms.

Arising from the report, the Property Manager updated members and answered questions from members on the successful tender and the arrangements for implementation of the works programme, which was currently scheduled to start on the 6 October and continue until the 19 November. The initial phase would involve a two week closure of the North Chapel for major works to the ceiling and floor. During the second phase the chapel would be available three days each week, with work being undertaken at weekends, and overnight when necessary. Orders had now been placed for the timber wall cladding.

Members agreed that it would be appropriate, subject to completion of the works, to hold the next Joint Committee meeting at Portchester Crematorium, to include an opportunity for a tour of the building.

**RESOLVED that the report be noted.**

## **797 Building Works Programme (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

Arising from questions, the Property Manager explained that the various works to be undertaken would be programmed taking into account the major works to the North Chapel to ensure there were not two contractors on site at the same time.

In respect of the glazing repairs (item 1901) it was explained that this related to high level specialist glazing works in the South Chapel, including replacement of one of the large panes fronting the conservatory.

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

## **798 Manager and Registrar's Report (AI 9)**

### **(a) General Statistical Report**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In presenting his report the Manager and Registrar gave a short presentation on the management and operation of the crematorium, including the number of cremations being undertaken annually. He also explained the statutory arrangements for continuous monitoring and sampling of emissions.

**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.**

### **(c) General Data Protection Regulations**

In presenting his report the Manager and Registrar also referred to the GDPR (General Data Protection Regulations) which had come into force earlier in the year. Working with Fareham BC's Data Protection team a review had been undertaken to ensure that the Crematorium was compliant in its processes and procedures with the new regulations. Some additional work was needed on some technical aspects and CCTV.

**NOTED**

## **799 Horticultural Consultant's Report (AI 10)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant displayed colour photographs of the planter troughs commemorating the 60<sup>th</sup> year of the Crematorium which had been planted with bedding plants. During the winter months the troughs would have winter bedding – mixed polyanthus.

The Horticultural Consultant was also pleased to report that the Crematorium had again received a Gold Award in the South and South East in Bloom Competition.

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

## **800 Date of Next Meeting (AI 11)**

**The Joint Committee will next meet at 2pm on Monday 10 December 2018 at Portchester Crematorium.**

The meeting concluded at 2.35 pm

Chairman

JH/me  
19 September 2018  
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