

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF THE MEETING of the Joint Committee held in the North Chapel, Portchester Crematorium on Monday 10 December 2018 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

(Apologies submitted)

#### **Gosport Borough Council**

Councillor June Cully  
Councillor Kathleen Jones

#### **Havant Borough Council**

Councillor Tim Pike  
Councillor Leah Turner

#### **Portsmouth City Council**

Councillor Dave Ashmore

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

Councillors Keith Evans and Simon Martin (Chairman) (Fareham BC) – engaged on other urgent Council business, and Councillor Jeanette Smith (Portsmouth CC).

**(Councillor Tim Pike, Vice Chairman in the Chair)**

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

**802 Minutes of the Meeting held on 17 September 2018 (AI 3)**

**RESOLVED that the minutes of the meeting held on the 17 September 2018 be signed as a correct record.**

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

**804 Clerk's Items (AI 5) - None**

**805 Finance Strategy and Budget for 2019/20 (AI 6)**

**(TAKE IN REPORT OF THE TREASURER)**

The Deputy Treasurer presented and highlighted the key aspects of the report including that cremation numbers had now stabilised.

**RESOLVED (1) that the Finance Strategy 2019/20, attached as Appendix A to the report, be approved;**

**(2) that the Finance Strategy 2019/20 be sent to the four constituent authorities to note for their information.**

**806 Revenue Budget Report - 2019/20 (AI 7)**

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer presented and highlighted key aspects within the report on the revenue budget for 2018/19 and 2019/20. This included repairs and renewals and capital fund contributions for 2018/19 and 2019/20 and a review of fees and charges for 2019/20. The cremation fee charged was well below other crematoria.

Arising from consideration and discussion including the level of cremation fee and the need to provide for sufficient funding for future projects, it was also clarified that in Appendix B (Use of Organ) – the higher fee was applicable for services in the south chapel.

**RESOLVED (a) That the capital works programme as detailed in Appendix D be approved;**

**(b) That the proposed cremation fees and other charges as set out in Appendices B & C from 1 April 2019 be approved;**

**(c) That the proposed revenue account estimates as set out in Appendix A to the report be approved;**

**(d) That the Leader of each constituent authority be advised of the annual payment to be received from the Portchester Crematorium Joint Committee in 2018/19 and in 2019/20.**

**807 Building Works Programme (AI 8)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In presenting his report the Property Manager explained that some of the works proposed were currently 'on hold' awaiting completion of the North Chapel scheme to ensure there were not two contractors on site at the same time.

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

**808 North Chapel Refurbishment (AI 9)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

The Property Manager amplified the content of his report and gave members a short presentation on the key points of the refurbishment scheme.

Robert Benn (RBA Architects Ltd), architect for the scheme, was present and gave members an overview of the project, which included –

- 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;
- Introducing wooden cladding to the walls, similar to that used in the South Chapel;
- Provision of low energy feature lighting (three pendent light fittings were still awaited from the manufacturer and due for delivery before Christmas);
- Reorientation of the catafalque and new curtains;
- Replacement of the wooden pews with linked individual chairs, some with arms (which were due to arrive within the next few days).

Members welcomed the work undertaken and the quality of the excellent finishes achieved, which had created an ‘airy’ and welcoming space.

Following the meeting the Joint Committee was given a guided tour of the crematorium facilities, during which members were shown the various aspects of the cremation process and the procedural arrangements for cremations.

**RESOLVED that the report be noted, and the appreciation of the Joint Committee for the excellent standard of work achieved and undertaken be conveyed to RBA Architects, Premier Interiors (the main contractor), the Property Manager, and all others involved in the successful conclusion of the project.**

#### **809 Manager and Registrar’s Report (AI 10)**

##### **(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)

Arising from the report, the Clerk updated members on the content of the two letters that had been received and the letters he had sent apologising to both families who had complained about the appearance of the North Chapel whilst it was undergoing refurbishment.

**RESOLVED that the report be noted.**

## **810 Horticultural Consultant's Report (AI 11)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In the absence of Ashley Humphrey, the Horticultural Consultant, Mr Doug Gray presented the report, and in doing so also mentioned that various timber structures were recently treated.

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

## **811 Date and Venue of Next Meeting (AI 12)**

Members discussed and agreed that for the foreseeable future meetings of the Joint Committee should be held at the Crematorium North Chapel rather than alternating between each local authority area.

**RESOLVED that Joint Committee next meet at 2pm on Monday 25 March 2019 in the North Chapel, Portchester Crematorium, and that future meetings also be held at the Crematorium.**

The meeting concluded at 2.51pm

Chairman

JH/me  
11 December 2018  
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