

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A VIRTUAL REMOTE MEETING of the Joint Committee held on Monday 14 December 2020 at 2.00 pm.

Present

Fareham Borough Council

Apologies submitted

Gosport Borough Council

Councillor June Cully (Chairman)
Councillor Kathleen Jones

Havant Borough Council

Councillor Leah Turner

Portsmouth City Council

Councillor Dave Ashmore

Introduction

The Clerk to the Joint Committee explained the arrangements for the holding of this virtual remote meeting. This was taking place in accordance with the regulations issued by government to allow local authority meetings to take place remotely using video or telephone conferencing technology.

Apologies for Absence (AI 1)

Apologies were submitted on behalf of Councillors Keith Evans and Simon Martin (Fareham BC); Councillor Michael Wilson (Havant BC – engaged on other council business); Councillor Lee Hunt (Portsmouth CC), and Ashley Humphrey (Horticultural Consultant)

870 Declarations of Members' Interests (AI 2) – None

871 Minutes of the Meeting held on 28 September 2020 (AI 3)

RESOLVED that the minutes of the meeting held on the 28 September 2020 be signed as a correct record.

872 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 4) –

(a) Minute 864 – Carbon Emissions

The Manager and Registrar explained that having spoken to Fareham's Environmental Health Officer no comparisons were made between crematoria as each crematorium reported on carbon emissions to its own environmental health department.

The Manager also referred to a recently published article in PHAROS magazine about the impact of carbon emissions on the green agenda, which would be circulated to members for their information.

(b) Minute 865 – Cultivation of plants

Following the question raised at the previous meeting, members were advised that peat was not used at all in the cultivation of plants used at the Crematorium.

873 Clerk's Items (AI 5)

(a) The late Brian Kidd, former Horticultural Consultant

The Clerk reported sadly that Brian Kidd, the former Horticultural Consultant for some 23 years from 1980 to 2003, passed away on the 29th November. He mentioned that in Brian's memory it might be appropriate next year to carry out an enhancement of the Brian Kidd summerhouse located in the grounds.

(b) Portchester Crematorium – Lease extension

Work was taking place on preparation of a new lease and in the meantime until this was concluded the Joint Committee would be holding over on the existing terms and conditions.

874 Finance Strategy and Budget for 2021/22 (AI 6)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED (1) that the Finance Strategy 2021/22, attached as Appendix A to the report, be approved;

(2) that the Finance Strategy 2021/22 be sent to the four constituent authorities to note for their information.

875 Revenue Budget Report - 2021/22 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer amplified the content of this report and in doing so drew particular attention to the recommendation to retain and not increase the present cremation fee for the year from 1 April 2021.

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

(b) That the Joint Committee approves the proposed cremation fees and other charges as set out in Appendices B & C to the report from 1 April 2021;

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

(d) That the Joint Committee writes to the Leader of each constituent authority to advise them of the annual payment to be received from the Portchester Crematorium Joint Committee in 2020/21 and 2021/22.

876 Portchester Crematorium Coronavirus Covid-19 Response – Autumn Update (AI 8)

(TAKE IN REPORT OF THE CLERK AND THE MANAGER AND REGISTRAR)

In submitting the report, the Manager and Registrar mentioned in particular –

- In respect of Obitus, the very good feedback from service users on the quality of the new multi-media system];
- that unclaimed items cleared from the garden during March and August had now been disposed of;
- the complimentary feedback received from an individual on the new open air garden clearance storage facility;
- consideration of arrangements to seek to avoid in the lead up to Christmas the crossover of garden visitors with those attending funerals.

Members complimented the appearance of the grounds and the action being taken by staff during pandemic.

RESOLVED that the further action taken in continuing to respond to the Coronavirus Pandemic be noted.

877 Portchester Crematorium Risk Management (AI 9)

(TAKE IN REPORT OF THE TREASURER)

RESOLVED (1) that the Risk Management Strategic Framework and Policy as set out in Appendices A & B to the report be approved;

(2) That the Risk Management progress report set out in Appendix C to the report be noted.

878 Building Repairs and Renewal Programme (AI 10)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

RESOLVED that the contents of the report be noted.

879 Manager and Registrar's Report (AI 11)

(a) General Statistical Reports for September - November 2020

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the report, the Manager and Registrar advised that the 3,232 cremations carried out to the end of November now exceeded the total number undertaken during 2019.

Although a large number of ashes had been removed from the crematorium many were now being returned for scattering. The crematorium was now up-to-date with appointments.

(b) Metals Recycling Charitable Scheme

The Institute of Cemetery and Cremation Management (ICCM) had recently advised that following the Joint Committee's nomination, the Rowan's Hospice would be the recipient of a £10,000 donation under the metals recycling scheme.

In accordance with long established practice, members would be consulted when the ICCM next sought nominations.

RESOLVED that the reports be received and noted.

880 Horticultural Consultant's Report (AI 12)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In the absence of the Horticultural Consultant, Dave Stribling presented the general update on the Crematorium grounds.

Members expressed their thanks to Dave and Brighstone (the contractor) for the excellent appearance of the grounds.

RESOLVED that the report be received and approved.

881 Date of Next Meeting (AI 13)

RESOLVED that the next meeting be held on Monday 22 March 2021 at 2pm

The meeting concluded at 2.45 pm.

Chairman

JH/me
15 December 2020
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