

## **PORTCHESTER CREMATORIUM JOINT COMMITTEE**

MINUTES OF A MEETING of the Joint Committee held in the North Chapel at Portchester Crematorium on Monday 20 September 2021 at 2.00 pm.

### **Present**

#### **Fareham Borough Council**

Councillor Ian Bastable

#### **Gosport Borough Council**

Councillor Alan Scard  
Councillor Kathleen Jones

#### **Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike

#### **Portsmouth City Council**

Councillor Dave Ashmore  
Councillor Hugh Mason

### **Welcome and Introductions**

Members were welcomed to the meeting, and officers serving the Joint Committee and members were introduced.

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

Apologies were submitted on behalf of Councillor Simon Martin (Fareham BC) and Victoria Hatton (Crematorium Manager).

### **903 Appointment of Chairman (AI 2)**

**RESOLVED that Councillor Hugh Mason (Portsmouth City Council) be appointed Chairman for the municipal year 2021/22.**

**(Councillor Hugh Mason in the Chair)**

### **904 Appointment of Vice-Chairman (AI 3)**

**RESOLVED that Councillor Ian Bastable (Fareham Borough Council) be appointed Vice-Chairman for the municipal year 2021/22.**

### **905 Declarations of Members' Interests (AI 4) – None**

**906 Minutes of the Meeting held on 21 June 2021 (AI 5)**

**RESOLVED** that the minutes of the meeting held on the 21 June 2021 be noted.

**907 Matters Arising from the Minutes not specifically referred to on the Agenda (AI 6) – None**

**908 Clerk's Items (AI 7)**

The Clerk drew attention to Minute 898 relating to the CMA's Funerals Order 2021. This included a requirement for each crematorium operator to provide the CMA with timely periodic financial information on the number of cremations and revenue received for each type of service conducted. He explained that the officers had now made arrangements to ensure the information was supplied in the form required, including certification that the crematorium had complied with the various requirements of the Order.

**NOTED**

**909 Coronavirus Covid-19 Response – Update (AI 8)**

(TAKE IN REPORT FROM THE CLERK AND THE MANAGER & REGISTRAR)

Arising from consideration of the report and in response to questions members were advised of track and trace arrangements; the level of sanitisation and cleaning undertaken between services and in toilets and communal areas of the crematorium. Mention was also made that the waiting rooms had now re-opened.

**RESOLVED** that the current arrangements and action taken be noted.

**910 Manager and Registrar's Report (AI 9) - General Statistical Report for June - August 2021**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

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

**911 Building Repairs and Renewal Programme (AI 10)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report, and in response to questions, the Property Manager explained –

- The South Chapel work to replace the existing curtains, which would be of a similar 'neutral' design to those in the North Chapel, and some remedial works to floor areas;
- The arrangements to carry out redecoration of the conservatory;

- Samples had now been received for the Waiting Rooms refurbishment;
- The North Chapel enhancement programme was still encountering some supply problems which could affect the overall cost, although was not considered a huge risk.

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

## **912 Water Fountain – Proposed Feasibility Study (AI 11)**

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting this report Property Manager explained that officers had looked further at the water feature and its operational issues; the requirement to provide an improved solution and the need to examine options generally and for this area in particular. Simply replacing/repairing the water feature would not enhance the area given its location, which was very much a ‘transit area’ through which visitors passed to access the Book of Remembrance Room, and mourners passed from attending funerals.

(At the conclusion of the meeting members had the opportunity to visit the Crematorium’s technical facilities and the immediate grounds generally. This gave an opportunity for members to comment further to the Property Manager on any matters that could be included for consideration within the initial feasibility plan)

**RESOLVED that the proposal to examine options to update and improve facilities at the crematorium, as outlined in paragraph 6 of the report be approved, with the cost for the initial feasibility design works of £7,500 being funded from the Repairs and Renewals Programme for 2021/22, and that in due course a further report on the outcome be considered by the Joint Committee.**

## **913 Horticultural Consultant’s Report (AI 12)**

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting the report, Ashley Humphrey, the Horticultural Consultant, said he was pleased to report that Portchester Crematorium had again won the Gold Award in the South and South East in Bloom Awards. The judging had taken place on the 15 July.

Members paid tribute to the hard work of the grounds staff employed by Brighstone Landscapes, and asked that their thanks be conveyed to the Company’s staff.

The Horticultural Consultant also explained the work being undertaken to replace any shrubs which had died and for replanting that had taken place to ensure the long term future of trees.

Arising from questions, it was explained that whilst it was not a policy to have 'sponsorship' of trees and bushes for practical reasons, the Crematorium had a grounds improvement fund to which any person could contribute financially. Leaflets about the fund were made available to families.

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

**914 Date of Next Meeting – Monday 13 December 2021**

**Members noted that the next meeting of the Joint Committee will be at 2pm on Monday 13 December at Portchester Crematorium, and items to be considered will include the Finance Strategy and Budget for 2022/23 and a Report on the Revenue Budget for 2022/23**

The meeting concluded at 2.35 pm.

Chairman

JH/me  
21 September 2021  
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