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# NOTICE OF MEETING

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**PORTCHESTER CREMATORIUM  
JOINT COMMITTEE**

**MONDAY 27 JUNE 2022 AT 2.00 PM**

**NORTH CHAPEL,  
PORTCHESTER CREMATORIUM**

Telephone enquiries to John Haskell, Clerk to the Joint Committee  
023 9222 0839

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(NB This Agenda should be retained for future reference with the Minutes of this meeting.  
The agenda, minutes and non-exempt reports are available to view on-line at [www.portchestercrematorium.org](http://www.portchestercrematorium.org))

**Membership of the Joint Committee - 2022/23:**

**Gosport Borough Council**

Councillor Alan Durrant  
Councillor Alan Scard

**Havant Borough Council**

Councillor Lulu Bowerman  
Councillor Tim Pike

**Fareham Borough Council**

Councillor Joanne Bull  
Councillor Susan Walker

**Portsmouth City Council**

Councillor Lee Hunt  
Councillor Steve Pitt

**AGENDA**

**Welcome and Introductions**

**1 Apologies for Absence**

**2 Appointment of Chairman**

It is the policy of the Joint Committee to adopt a rotating basis for the appointment of chairman and vice chairman. The Chairman for the 2022/23 municipal year should therefore be appointed from one of Fareham's representatives.

**3 Appointment of Vice-Chairman**

The Vice-Chairman should be appointed from one of Havant's representatives as it will be Havant's turn to act as Chairman for the 2023/24 municipal year.

**4 Declarations of Members' Interests**

**5 Minutes of the Meeting held on 21 March 2022**

... Attached

**6 Matters Arising from the Minutes not specifically referred to on the Agenda**

**7 Clerk's Items**

The Clerk to the Joint Committee will report on any matters requiring attention.

**8 Annual Return for the Financial Year Ended 31 March 2022**

... The purpose of the attached report from the Treasurer is to advise that the Joint Committee's accounts have been prepared and are submitted for approval.

Section 2 of the document includes the Annual Governance Statement. A background paper is attached to the statement as an appendix giving a short explanation of the key components upon which the Joint Committee can rely in agreeing the Annual Governance Statement.

**RECOMMENDED that the Annual Return for the financial year ending 31 March 2022 be approved and signed as appropriate, as follows -**

- (a) Section 1 - Accounting Statements for Portchester Crematorium Joint Committee be approved and signed;**
- (b) Section 2 - Annual Governance Statement be approved and signed;**
- (c) That the Income and Expenditure Statement for the Year ended 31 March 2022 and Balance Sheet as at 31 March 2022 be noted.**

## **9 Portchester Crematorium Joint Committee – Annual Report – 2021/22**

... The purpose of the attached report by the Clerk is to place on record and inform members of the principal work of the Joint Committee during the 2021/22 financial year.

**RECOMMENDED that the annual report for the 2021/22 financial year be received and approved and it be sent for information to each constituent authority.**

## **10 Crematorium Service Times**

... The purpose of the attached report is for members to consider a change to the length of all service times to 45 minutes.

**RECOMMENDED that all service times be extended to 45 minutes for a trial period of 6 months.**

## **11 Building Repairs and Renewal Programme**

... Report from the Property Manager attached.

**RECOMMENDED that the Joint Committee notes the contents of the report.**

## **12 Manager and Registrar's Report**

... **(a) General Statistical Reports attached for March – May 2022**

**(b) Any other items of topical interest**

## **13 Horticultural Consultant's Report**

### **General Report**

... A report from the Horticultural Consultant on grounds maintenance generally is attached.

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

## **14 Dates of Future Meetings**

**RECOMMENDED that the Joint Committee meets at 2pm on the following dates in 2022/23, at Portchester Crematorium –**

**Monday 26 September 2022  
Monday 12 December 2022  
Monday 20 March 2023  
Monday 26 June 2023**

JH/me  
June 2022  
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