

PORTCHESTER CREMATORIUM JOINT COMMITTEE

MINUTES OF A MEETING of the Joint Committee held in the North Chapel at Portchester Crematorium on Monday 21 March 2022 at 2.00 pm.

Present

Fareham Borough Council

Apologies submitted

Gosport Borough Council

Councillor Kathleen Jones
Councillor Alan Scard

Havant Borough Council

Apologies submitted

Portsmouth City Council

Councillor Dave Ashmore
Councillor Hugh Mason (Chairman)

Apologies for Absence (AI 1)

Apologies were submitted on behalf of Councillor Simon Martin, Fareham BC (engaged on other council business) and Councillor Ian Bastable (Fareham BC), Councillors Lulu Barrowmen and Tim Pike (Havant BC).
(Apologies due to Covid were noted)

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

926 Minutes of the Meeting held on 13 December 2021 (AI 3)

RESOLVED that the minutes of the meeting held on the 13 December 2021 be signed as a correct record.

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

928 Clerk's Items (AI 5) - None

929 Risk Management (AI 6)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer in submitting the report and in response to members' questions the following matters were highlighted –

- Climate change action plan – Officers were in the process of looking into ways to achieve more recycling. These included options regarding the recycling of floral tributes as an opportunity to reduce waste for carbon footprint and removing all plastics;
- Business continuity Plan – The Manager confirmed this was a general review and the present BCP is still fit for purpose, but following Covid there may be something new to insert from that pandemic plan.

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

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

930 Optional Charges 2022/23 (AI 7)

(TAKE IN REPORT OF THE TREASURER)

The Deputy Treasurer reported that she was waiting on the optional charges for the budget report and asked if these charges could be approved. Members indicated the increase on the charges were reasonable and value for money for the services offered.

RESOLVED that the proposed optional charges for web casting and tribute services set out in Appendix A to the report be approved from 1 April 2022.

**931 Manager and Registrar’s Report (AI 8) –
General Statistical Report for December – February 2022**

(TAKE IN REPORT OF THE MANAGER AND REGISTRAR)

In submitting the report the Manager and Registrar mentioned particularly that the Crematorium was managing to maintain over 3,000 cremations per year in line with 2020-21 pre pandemic figures.

In response to a question about increasing gas charges, the Deputy Treasurer explained that the Crematorium is part of the CCS framework; there was no imminent price rise expected and she was confident the budget would cover any unexpected rise.

RESOLVED that the report be received and noted.

932 Building Repairs and Renewal Programme (AI 9)

(TAKE IN REPORT OF THE PROPERTY MANAGER)

In submitting the report, and in response to questions, the Property Manager highlighted particularly the following works proposed –

- Water feature – initial discussions are in progress with designers.

- Feasibility into Cremator replacement – This would involve an exploration of all the market and around the world including other methods of disposal alongside standard cremation. The aim would be to bring results back to next meeting.
- Lighting Upgrade – This involved an overview of all lighting to ensure it was fit for purpose, including use of low energy lighting and LED lighting in all areas where appropriate.
- External decoration – This work involved previously painted areas and re-varnishing or re-staining woodwork.

RESOLVED that the contents of the report be noted and approved.

933 Horticultural Consultant's Report (AI 10)

(TAKE IN REPORT OF THE HORTICULTURAL CONSULTANT)

In submitting his report the Horticultural Consultant explained that the grounds were closed during the recent storms for public safety. The quick response from Gristwood and Toms the tree contractor, and Brighstone's was very good, for which they deserved credit and recognition. Members' agreed that each be sent a letter on behalf of the Joint Committee thanking them for their work and speedy response during the storms.

RESOLVED that the report be noted

934 Portchester Crematorium Grounds Maintenance – Contract Extension (AI 11) (Exempt Item)

Before considering this item the Joint Committee –

RESOLVED that under the provisions of Section 100A of the Local Government Act, 1972 as amended by the Local Government (Access to Information) Act, 1985 the public be excluded from the meeting during consideration of the report because it is likely that if members of the public were present there would be disclosure to them of 'exempt information' within paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 (information relating to the financial or business affairs of any particular person).

(TAKE IN EXEMPT REPORT FROM THE HORTICULTURAL CONSULTANT)

The report from the Horticultural Consultant updated members on the terms of the present horticultural grounds maintenance contract including provision for its 5 year extension option. In submitting the report the Horticultural Consultant amplified its content which included Brighstone's long term investment in new plant and machinery and willingness to undertake the contract extension.

RESOLVED that the recommendation contained within the report to agree an extension of the present contract until 1 January 2028 on the current terms and conditions be approved.

935 Date of Next Meeting – Monday 27 June 2022

Members noted that the next meeting of the Joint Committee will be at 2pm on Monday 27 June 2022 at Portchester Crematorium.

The meeting concluded at 2.35 pm.

Chairman

JH/me
22 March 2022
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