

MANSFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

COMMITTEE MEETING

Meeting to be held at Newark & Sherwood District Council.

Monday, 15 December 2025 at 10.00 am

Members:-

Ashfield District Council	Councillor T Hollis Councillor C Huskinson Councillor H Smith
Mansfield District Council	Councillor A Burgin (Vice-Chair) Councillor C Hammersley Councillor C Whitby
Newark & Sherwood District Council	Councillor L Brazier Councillor S Crosby Councillor P Peacock (Chair)

AGENDA

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1. Declarations of intent to record the meeting	
2. Apologies for Absence	
3. Declarations of interest by Members and Officers	
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9. Date of Next Meeting - Monday, 23 February 2026 at Ashfield District Council	

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Mansfield & District Crematorium, Derby Road, Mansfield NG18 5BJ on Monday, 22 September 2025 at 3.00 pm.

PRESENT: Councillor P Peacock (Chair)
Councillor A Burgin (Vice-Chair)

Councillor T Hollis, Councillor H Smith, Councillor V Heslop, Councillor C Whitby, Councillor A Jackson and Councillor S Crosby

APOLOGIES FOR ABSENCE: Councillor C Huskinson, Councillor C Hammersley and Councillor L Brazier

1 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

2 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

At the last meeting Mansfield Councillor A Burgin declared his annual interest as an employee of Ashfield District Council, however this had now changed given he was no longer an employee at Ashfield District Council.

3 MINUTES OF THE MEETING HELD ON 19 MAY 2025

The Minutes of the Meeting held on 19 May 2025 were approved as a correct record and signed by the Chair.

4 OPERATIONS REPORT

The report provided an update on the current operation of the Crematorium.

The Crematorium and Cemeteries Manager and Registrar presented the report highlighting the cremator and ancillary equipment, building maintenance and repair, grounds maintenance, book of remembrance room and cremation data.

The Committee considered the position in respect of cremator number 4 and the approximate £60,000 repair cost to keep it operational for the next 12 months. In addition, the Committee considered the crack in the chimney stack which required a temporary repair.

AGREED (unanimously that:

- i) the committee to approve the cremator repairs costing £60,000, from the existing revenue budget;
- ii) delegated authority be given to the Chair Councillor P Peacock (Newark and Sherwood District Council), Vice-Chair Councillor A Burgin

(Mansfield District Council) and Councillor T Hollis (Ashfield District Council), for approval of repairs to the cracked chimney stack if required for health and safety reasons; and

iii) the report be noted.

5 CHILDREN'S FUNERAL FUND

The report provided an annual update on the Children's Funeral Fund spend.

The Crematorium and Cemeteries Manager and Registrar presented the report and referred to the Committee decision in September 2023 that any funds that are claimed back can be repurposed to improve the children's bereavement services at the crematorium and within the wider community, on an ongoing basis, rather than these funds being utilised as income. This report set out the previous 12 months activity and the anticipated spend for 25/26 and 26/27.

The report proposed the continuation of the current donation to the Children's Bereavement Centre, but in addition, a longer lasting interactive memorial was proposed following the Crematorium refurbishment.

Councillor Hollis also referred to the Emily Harris Foundation in Mansfield as an example of a charity supporting bereaved parents. The Committee requested further information on the scope to support such charities going forward.

AGREED (unanimously) that the Committee noted the report and a further report be submitted to a future meeting on supporting bereavement charities.

6 FINANCIAL MANAGEMENT REVIEW REPORT

The report showed the forecasted year end position for the 2025/2026 financial year for the Mansfield Crematorium as at 30 June 2025.

The Financial Services Manager for Mansfield District Council gave an overview of the report to the Committee.

AGREED (unanimously) that the financial information provided in Appendix 1 and Table 1 be noted.

7 CREMATORIUM DEVELOPMENT REPORT

The report provided an update to Members on the refurbishment project at the Crematorium, noting the open report with an exempt appendix.

The Crematorium and Cemeteries Manager and Registrar advised that Mansfield District Council Design Services team had been working with Nottinghamshire County Council who have been managing the procurement of an external project manager. In respect of the contract and a moderation meeting had been held and an evaluation of costs now being undertaken. It was reported that 5 out of 7 tender submissions were proceedable to the evaluation process.

The Comms Teams at Ashfield, Mansfield and Newark & Sherwood District Councils would be contacted as work progresses and when milestones were hit, to share as appropriate.

AGREED (unanimously) that the Committee noted the report.

8 CLERK TO THE JOINT CREMATORIUM COMMITTEE

The report considered was required to reassign the role of Clerk to the Joint Committee due to the current Clerk, Sue Bearman leaving Newark & Sherwood District Council. In addition, the report suggested the provision of support service could also be moved to another authority.

The Joint Committee all thanked Sue Bearman in her role as Clerk to the Joint Crematorium Committee and wished her all the best for future.

AGREED (unanimously) that the Joint Committee confirms the temporary appointment of Nigel Hill, Deputy Monitoring Officer, Newark and Sherwood District Council, to the role of Clerk to the Joint Committee until the end of this municipal year; following which a new Clerk would need to be considered, as well as consideration to which authority should undertake the admin support service going forward.

9 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

10 DATE OF NEXT MEETING - MONDAY, 15 DECEMBER 2025 AT NEWARK & SHERWOOD DISTRICT COUNCIL

Meeting closed at 3.56 pm.

Chair



Report to: **Mansfield and District Joint Crematorium Committee**
Date: Monday 15th December 2025 (10.00 am)
Director Lead: Mansfield District Council, Ady Selby, Assistant Director Neighbourhood Services, 01623 463036
Lead Officer: Mansfield District Council, Nada Colclough, Crematorium and Cemeteries Manager and Registrar, 01623 463882

Report Summary	
Type of report	Open Report
Report Title	Operations Report
Purpose of Report	This report seeks to provide an update the current operation of the crematorium
Recommendations	1. That the committee note the report.

1.0 Background

The previous report was presented to the committee in September 2025. This report provides the committee with an update on the crematorium operation since then.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 Cremator and Ancillary Equipment

2.2 Winter servicing has been completed on the cremators, and this has identified the following concerns:

2.2 Cremator number 4 – The blast tube and a small number of tiles have been replaced which has provided a temporary repair. It is anticipated that the additional approved spend of up to £60k, approved at the previous meeting, will be spent on the heath and the flu box.

2.3 Cremator numbers 2 – The rake door keeps coming loose however we have spares available to repair this. Issues have been identified with the integrity of the brickwork which is being reviewed. Any required reline may render conversations that will determine the decommissioning of the cremator.

2.4 Number 3 cremator is operating as expected with no issues

2.5 Building Maintenance and Repair

2.6 The identified crack in the chimney stack that requires repair is still on hold due to the bat roosts. While ongoing monitoring of the roosts is required an amendment to the license is required prior to any works being carried out.

2.7 Bearing in mind the health and safety concerns, a referral has been made to building control to firstly provide confidence that there are no immediate concerns of collapse and secondly that advice sought may support the license for works to be carried out.

2.8 While there was no immediate concern for collapse identified we are awaiting a report from building control to determine a way forward for the works. Appointment of an appropriate contractor and the associated bat monitoring is being managed through MDC Design Services team.

2.9 Grounds Maintenance

2.10 Tree work detailed in the operations report from September '25 has now been completed with further tree works planned for the 26/27 financial year. This is in line with the new financial year but also to support permitted felling amounts per quarter.

2.11 The further tree work is required for tree management and to overcome challenges with tree cover effecting the growth of grass and shrubs.

2.12 Soil Management

2.13 At the meeting in September members were made aware of concerns with the soil quality within the crematorium grounds and the impact that this was having on the growth of memorial plants, shrubs and grass.

2.14 Issues have been identified specifically in areas where cremated remains are scattered due to the ashes being Very high in salts, high in pH (alkaline), low in organic matter, low in nutrients usable by plants and are mostly calcium phosphate and minerals. Because of this, adding cremated remains directly to soil can harm or stunt plants unless it is handled appropriately.

- 2.15 The negative effects on soil & plants are that high salt levels can dehydrate roots, and a high pH can prevent nutrient uptake. Low organic material also means that soil structures are not improved.
- 2.16 Effectively diluted or treated remains can be included into soil safely and incorporated as part of memorial planting
- 2.17 To overcome the concerns a further extensive analysis of the soil is being carried out and an action plan will be provided.
- 2.18 We know from initial discussions with a specialist that significant watering can support the dilution of specific areas, and the notion of a watering system being installed was explored during the previous committee meeting.
- 2.19 While the Crematorium will take the initial steps to identify the action plan for the improvement of the soil, consideration will be taken to the implementation of a watering system in line with the proposed plans for water harvesting at the crematorium, following the refurbishment.

2.20 **Charity Engagement**

- 2.21 During the committee meeting in September charity engagement was discussed following the donation to the Children's Bereavement Centre. Members requested further information on the charities that the Crematorium currently engage with, and this prompted the need to formalise the Crematorium Charity Engagement Strategy.
- 2.22 While work with charities is pivotal in ensuring that bereaved families have access to robust bereavement support, this happens informally and doesn't allow for any indication of outcomes for families. While numbers are currently low for referrals this needs tracking effectively so that we can demonstrate the impact that the wider bereavement services have on families seeking support.
- 2.23 While referrals to support services is important, engagement with local and national charities to raise awareness to support local provision, this is also considered within the strategy that can be seen in Appendix 1.
- 2.24 There are some elements of the strategy that are unable to be implemented until the crematorium has improved facilities to be able to house support sessions of information days, but this is considered as part of the longer-term plan.

2.25 Cremation Data

2.24 Numbers unexpectedly low for the summer period. Overall, at 89.8% of cumulative target for Q1 and Q2. This is anticipated to improve during Q3 with 372 bookings already made, at the time of writing this report, with the increase expected to be seen in weeks 2-4 of December.

Year	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Q1	565	745	533	576	561	469	490
Q2	505	511	558	595	476	469	408
Q3	579	640	607	512	521	506	372
Q4	660	838	601	691	586	546	
Total	2309	2734	2299	2374	2144	1990	898

Implications

In writing this report and in putting forward recommendation's officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have referred to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

NIL

Charity Engagement Strategy for Bereavement Services

1. Strategic Purpose

To build meaningful, ethical, and sustainable relationships with charities that enhance emotional, practical, and social support for bereaved families before, during, and after the funeral service.

2. Core Objectives

1. **Enhance Support Services:** Provide families with access to high-quality bereavement resources, counselling, and specialised support.
2. **Strengthen Community Trust:** Demonstrate social responsibility and transparency through charitable partnerships.
3. **Increase Awareness of Support:** Ensure every family knows where and how to access additional help.
4. **Support Vulnerable Groups:** Tailor partnerships to families facing financial hardship, traumatic loss, disability, or cultural needs.
5. **Promote Staff Capability:** Equip staff with tools, training, and networks to signpost families effectively.

3. Priority Charity Categories

These categories ensure a holistic approach to bereavement care:

A. General Bereavement Support Charities - Providing emotional and practical support; host support groups.

- Cruse Bereavement Support
- Local grief counselling charities

B. Child & Young Adult Bereavement Services - Assisting families coping with the loss of a child or supporting bereaved children.

- Winston's Wish / local children's support groups
- Children's Bereavement Centre
- The Emily Harris Foundation

• **C. Mental Health & Trauma Organisations** - Providing crisis support, therapeutic referrals, and trauma-informed resources.

- Mind
- Samaritans

- PTSD organisations

D. End-of-Life, Hospice & Palliative Charities - Supporting continuity between end-of-life care and bereavement.

- John Eastwood Hospice
- Beaumont House Hospice Care
- Macmillan
- Marie Curie

E. Financial Assistance & Welfare Charities - Assisting families struggling with funeral costs.

- Government Funeral Fund
- Quaker Social Action
- Nottinghamshire Miners Welfare Trust Fund

F. Community and Cultural Groups - Ensuring respectful, culturally competent support.

- Pink Therapy
- Stonewall
- Muslim Bereavement Support Service
- Sikh Helpline
- Faith organisations, cultural associations, LGBTQ+ charities

4. Engagement Pillars & Actions

Pillar 1: Partnership Development

Actions:

- Map local and national charities that align with bereavement themes.
- Conduct quarterly outreach to form collaboration agreements.
- Develop clear referral pathways for families (including permission protocols).

Pillar 2: Enhanced Family Support & Resources

Actions:

- Provide a “Support After Loss” booklet featuring partner charities.
- Offer private rooms for charity-led sessions (counselling, group support).
- Implement a digital bereavement resource hub on the crematorium website.
- Create accessible materials (e.g., for families with disabilities, translations).
- Introduce specialist support for sudden or traumatic loss.

Pillar 3: Staff Training & Sector Development

Actions:

- Deliver bereavement awareness sessions with charity specialists.
- Train staff on sensitive signposting and trauma-informed communication.
- Build a “Guided Referral Checklist” for staff to support families consistently.
- Partner with charities to deliver workshops (e.g., child grief, suicide loss, dementia).

Pillar 4: Community Engagement & Events

Actions:

- Host remembrance events in collaboration with charities (e.g., Wave of Light).
- Sponsor awareness weeks (e.g., Dying Matters Week, Baby Loss Awareness Week).
- Provide charity information tables in waiting areas.
- Offer chapel or gardens for fundraising or reflective events.

Pillar 5: Communication & Awareness

Actions:

- Create a clear communications plan promoting available support.
- Spotlight charity partners on social media and newsletters.
- Produce short video stories explaining how charities help.
- Ensure consistent messaging across staff, signage, printed materials, and website.

Pillar 6: Ethical Governance & Partnership Assurance

Actions:

- Screen partners to ensure ethical governance and safeguarding.
- Define roles, expectations, and boundaries in a Partnership Charter.
- Ensure no charity promotion appears exploitative or commercialised.
- Monitor feedback from families regarding effectiveness and sensitivity.

5. Measuring Success

Use KPIs aligned with family well-being, partnership strength, and operational impact:

Quantitative Indicators

- Number of families signposted to charities
- Number of charity-led sessions delivered on site
- Attendance at support events
- Staff trained in bereavement support
- Digital resource usage

Qualitative Indicators

- Family satisfaction feedback
- Partner charity feedback
- Staff confidence levels
- Case studies showing improved family outcomes

Action Plan

Timeframe	Action	Additional Information
1-3 months	Conduct partner-mapping exercise	
	Meet 3–5 priority charities	<ol style="list-style-type: none"> 1. The Emily Harris Foundation 2. Bereavement by Suicide 3.
	Create draft bereavement support booklet	Information already collated but requires review in line with current charity network
	Agree internal signposting process	
3-6 months	Launch staff training with first charity partner	Charity to be selected in line with need
	Publish online bereavement resource hub	In line with website enhancements and increased social media presence
	Establish referral pathways	Linked to signposting process
	Host first charity-partnered community support event	Consideration to be made in line with available space and key themes
	Promote support services through social channels	
	Gather first round of feedback from families & staff	
6-12 months	Become a recognised community hub for bereavement wellness	
	Formalise multi-charity partnership network	
	Launch annual remembrance and support programme	An enhancement of the existing events calendar
	Offer voluntary peer-support groups onsite	



Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 15th December 2025

Director Lead: Mansfield District Council, Dawn Edwards, Director of Corporate Resources/Deputy CEO.

Contact Details: - email dedwards@mansfield.gov.uk or tel. 01623 463015

Lead Officer: Mansfield District Council, Pamela Jalle, Senior Finance Advisor.

Contact Details: - email pjalle@Mansfield.gov.uk or tel. 01623 463514

Report Summary	
Type of report	Open Report
Report Title	Financial Management Review April-September 2025
Purpose of Report	This report shows the forecasted year end position for the 2025/26 financial year for the Mansfield Crematorium as at 30 September 2025
Recommendations	1. The financial information provided in Appendix 1 and Table 1 is for noting only.

1.0 Background

- 1.1 Summary forecast financial position as at 30 September 2025 for revenue and capital budgets, see appendix 1.

Table 1 below summarises the income and expenditure incurred to 30 September 2025 and the variances to revised budgets expected at the financial year end. Explanations are provided where there are significant variances between the forecasted out-turn position and the revised budgets.

Table 1- Revenue and Capital Forecast

CREMATORIUM REVENUE				1 April 2025 to 30 September 2025
Description	Current Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Employee Costs	501,931	439,774	-62,157	218,749
Premises Related Expenses	627,913	608,391	-19,522	272,705
Supplies and Services	225,050	234,050	9,000	70,281
Support Services	91,810	91,810	0	9,225
Capital Charges	120,000	0	-120,000	0
Revenue Gross Expenditure	1,566,704	1,374,025	-192,679	570,960
Revenue Income	-2,234,800	-2,342,300	-107,500	-966,087
Income	-2,234,800	-2,342,300	-107,500	-966,087
Recharge to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
Revenue Gross Income	-2,267,010	-2,374,510	-107,500	-966,087
Net Cost of Service	-700,306	-1,000,485	-300,179	-395,127
Contribution to/-from General Reserve	0	300,179	300,179	0
Below Net Cost of Service	0	300,179	300,179	0
Net (-) Surplus	-700,306	-700,306	0	-395,127

CREMATORIUM CAPITAL				1 April 2025 to 30 September 2025
Description	Current Budget	Forecast	Variance - Forecast to Revised Budget	Actuals
Crem Capital Unallocated - Hired Contracted Services	3,000	3,000	0	0
Crem Capital Fire Doors & Works	13,471	13,471	0	0
Crem Capital New Water Main	36,000	36,000	0	4,200
Crem Cap New Dev Crematorium	7,386,139	0	-7,386,139	0
Crem Cap New Dev Crematorium - SSRS - Design Services	18,171	18,171	0	4,017
Capital Gross Expenditure	7,456,781	70,642	-7,386,139	8,217

1.1.1 Employee Expenses total forecasted variance -£62,157.

There has been a reduction in employee expenses due to multiple vacant posts on the establishment.

There has been a reduction in Premises Related Expenses due to a decrease in electricity charges.

Supplies and Services has increased due to a demand in Webcast services.

1.1.2 Capital Charges total forecasted variance -£120,000.

Capital Charges are not expected to begin in 25/26 in relation to the New Development, due to a delay on requiring borrowing until 26/27.

1.1.4 Revenue Income forecasted variance -£107,500.

Due to high interest rates, a significant increase in interest income has been forecasted.

1.1.3 Below Net Cost of Service forecasted variance £300,179.

Due to the above forecasted revisions, we are forecasting that we will be able to contribute £300,179 to the General Reserve at year end.

1.1.4 Capital

At the end of September 2025, the capital spend is £8,217 for a new water main to be installed and Design Services fees.

Table 2- Aged Debtors

The total outstanding debtors at 30 September 2025 was £283,192. The table below breaks down the outstanding value per period.

Summary	£
2021/2022	835.50
2022/2023	876.50
2023/2024	908.00
2024/2025	10,894.17
April 2025	24,200.00
May 2025	1,050.00
June 2025	6,173.00
July 2025	34,215.00
August 2025	5,009.00
September 2025	202,640.60
Unallocated Payments	- 3,610.00
TOTAL	283,192

Table 3- General Fund

General Reserves Balance Brought Forward 1 April 2025	£915,371
Less Provision for Temporary Cremators	-£198,000
Add Contribution to General Reserve	£300,179
General Reserves Forecasted Balance as at 31 March 2026 (Surplus/-Deficit)	£1,017,550

Table 4- Capital Fund

Capital Fund Balance Brought Forward 1 April 2025	£463,234
Less:	
Planned Preventative Maintenance 2025/26	-£3,000
Design Services fees 2025/26	-£18,171
Fire Door Works 2025/26	-£13,471
New Water Main 2025/26	-£4,200
Capital Fund Forecasted Balance as at 31 March 2026 (Surplus/-Deficit)	£424,392

1.1.6 The surplus position as at 30 September 2025 is £395,127.

Table 5 below shows the forecast surplus payments to each authority based on the revised budget surplus and the usage to date by area as at 30 September 2025.

Table 5

District	April - September 2025 Number of Cremations	April - September 2025 Usage Percentage	Forecast Budget Surplus £700,306 split
Ashfield	352	45.48%	£318,485
Mansfield	392	50.65%	£354,677
Newark & Sherwood	30	3.88%	£27,144
TOTAL	774	100.00%	£700,306

2. Proposals

To receive and comment upon the Financial Management Review Report April-September 2025 and note its content.

3. Implications

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

NIL

Appendix 1

REVENUE CREMATORIUM				1 April 2025 to 30 September 2025
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Salaries Basic Pay	363,844	296,456	-67,388	148,247
Salaries Overtime	15,000	20,000	5,000	10,325
Salaries National Insurance	44,077	39,425	-4,652	19,657
Salaries Superannuation	77,497	68,161	-9,336	33,821
Salaries Vacancy Savings	-14,219	0	14,219	0
Superann Additional Allowances	1,400	1,400	0	1,542
Pension Deficit Lump Sum	9,330	9,330	0	4,815
Training Expenses Staff	3,000	3,000	0	341
Apprenticeship Levy	2,002	2,002	0	0
Employee Related Expenditure	501,931	439,774	-62,157	218,749
Repair/Maintenance Buildings	30,000	35,000	5,000	24,340
Electricity	89,018	65,000	-24,018	15,975
Gas	138,872	138,872	0	30,701
Rent of Premises	159	159	0	0
Business Rates	147,579	147,075	-504	147,075
Sewage/Water Rates	8,885	8,885	0	1,035
EPA Testing	1,200	1,200	0	0
Repair/Maintenance Fixed Plant Cremators	190,000	190,000	0	44,930
Cleaning Materials	4,200	4,200	0	1,534
Legionella	500	500	0	191
Grounds Maintenance General	17,500	17,500	0	6,922
Premises Related Expenditure	627,913	608,391	-19,522	272,705
Furniture Acquisitions	2,000	1,000	-1,000	42
Light Plant and Tools	1,500	1,500	0	132
Material Purchases	5,000	5,000	0	3,412
Rodent Control	500	500	0	0
Office Machinery Replacement	500	500	0	0
Uniforms	2,000	2,000	0	175
Printing	1,500	1,500	0	0
Stationery	2,000	2,000	0	589
Advertising Other	500	500	0	0
Hired & Contracted Services (large coffins)	2,000	2,000	0	849
Waste Collection Skips	1,000	1,000	0	0
Medical Referee Fees	38,000	38,000	0	17,328
Payments to Local Authorities	7,250	7,250	0	2,040
Software Licences	13,000	13,000	0	3,197
Systems Software	300	300	0	0
Telephones	15,000	15,000	0	8,730
Webcasting Costs	30,000	40,000	10,000	20,862
Conference Expenses	1,000	1,000	0	-25
Subscriptions	1,500	1,500	0	505
Book of Remembrance Inscriptions	8,000	8,000	0	2,938
External Legal Expenses - valuation	500	500	0	0
Children's Memorial Garden	0	0	0	3,000
Memorials	25,000	25,000	0	6,285
Other Expenses General	500	500	0	0
Organist Fees	500	500	0	224
CAMEO Non Abatement Fees	66,000	66,000	0	0
Supplies & Services Expenditure	225,050	234,050	9,000	70,281

REVENUE CREMATORIUM				1 April 2025 to 30 September 2025
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Design Services	6,985	6,985	0	978
Trade Waste/Recycling	7,496	7,496	0	8,247
Central Corporate Overhead	77,329	77,329	0	0
Support Services	91,810	91,810	0	9,225
MRP and Interest Charges	120,000	0	-120,000	0
Capital Charges	120,000	0	-120,000	0
Revenue Gross Expenditure	1,566,704	1,374,025	-192,679	570,960
Grants Current Year - Childrens Funeral Fund	0	0	0	-14,787
Book of Remembrance Inscriptions	-18,000	-18,000	0	-10,287
Charities Collection	0	0	0	-232
Crematorium Containers	-100	-100	0	-95
Crematorium Memorials	-72,700	-72,700	0	-29,157
Organist	-500	-500	0	-205
Cremation Fees	-2,062,000	-2,062,000	0	-834,428
Webcasting Fees	-35,000	-45,000	-10,000	-24,464
Interest Income	-2,500	-100,000	-97,500	-35,941
Medical Fees	-40,700	-40,700	0	-16,492
Misc Income	-3,300	-3,300	0	0
Income	-2,234,800	-2,342,300	-107,500	-966,087
Recharges to Cemeteries	-32,210	-32,210	0	0
Income Recharges	-32,210	-32,210	0	0
Revenue Gross Income	-2,267,010	-2,374,510	-107,500	-966,087
Net Cost of Service	-700,306	-1,000,485	-300,179	-395,127
Contribution to/-from General Reserve	0	300,179	300,179	0
Below Net Cost of Service Sub Total	0	300,179	300,179	0
Net Surplus	-700,306	-700,306	0	-395,127

CAPITAL CREMATORIUM				1 April 2025 to 30 September 2025
Description	Current Budget	Forecast Budget	Variance Forecast Budget to Current Budget	Actuals
	£	£	£	£
Crem Capital Unallocated - Hired Contracted Services	3,000	3,000	0	0
Crem Capital Fire Doors & Works	13,471	13,471	0	0
Crem Capital New Water Main	36,000	36,000	0	4200
Crem Cap New Dev Crematorium	7,386,139	0	-7,386,139	0
Crem Cap New Dev Crematorium - SSRS - Design Services	18,171	18,171	0	4017
Grand Total	7,456,781	70,642	-7,386,139	8,217



Report to: **Mansfield and District Joint Crematorium Committee**

Date: Monday 15th December 2025

Director Lead: Mansfield District Council, Ady Selby, Assistant Director
Neighbourhood Services, 01623 463036

Lead Officer: Mansfield District Council, Nada Colclough, Crematorium
and Cemeteries Manager and Registrar, 01623 463882

Report Summary	
Type of report	Open Report
Report Title	Crematorium Development Report
Purpose of Report	This report provides an update to members on the refurbishment project of the crematorium
Recommendations	1. That members note the report

1.0 Background

- 1.1 During the JCC meeting in September 2025 members were provided an update on the Crematorium development project. This report provides members with an update on progress against the project timeline.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.1 External Project Management

- 2.2 Following an extensive procurement process with Nottinghamshire County Council, a recommendation was made by them, for the appointment of the winning tender for the crematorium refurbishment project manager.

- 2.3 The process was delayed due to further due diligence required as part of the costs submitted in two tenders.

2.4 While MDC Officers will take operational and professional decisions in relation to the project. It was agreed that the Chair, Vice Chair and nominated Member from the third Authority will be consulted in relation to any decisions of strategic significance or that are potentially contentious. At this stage in the project the following upcoming decisions have been identified for prior consultation:

2.4.1 Cremators – Electric vs Gas (Following Structural / Feasibility Survey)

2.4.2 Sign off at each RIBA Stage

2.4.3 Decision of further sustainability requirements

2.4.4 Appointment of Key Consultants

2.4.5 Decision on Temporary Solutions to maintain business continuity.

2.5 Consultation with members has taken place with two of the three authority areas confirming their approval of the appointment of the recommended project manager.

2.6 The appointment of the Project Manager has been delayed while confirmation is sought from the remaining authority area.

2.7 Next Steps

2.7 Following contract award the appointed project manager will take over the development and inception of the project timeline, with an immediate focus on the following:

2.7.1 Procurement of the structural survey

2.7.2 Procurement and appointment of the design team

2.7.3 Investigation and planning of business continuation

2.8 Once developed, the project timeline will inform the joint communication strategy.

3.0 Implications

3.1 In writing this report and in putting forward recommendations' officers have considered the following implications: Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda Item	Key Decision Y/N	Lead Officer	Report Author
23 February 2026				
Operations Report	An update on staffing restructure and current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year as at 31 December 2025		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Annual Review of Fees and Charges	Proposed Fees and Charges to be introduced from 1 April 2026 to 31 March 2027		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for 2026/2027 and the proposals for 2027/2028 and 2028/2029		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Dates for Next Meetings	Dates for September 2026, December 2026, February 2027 and May 2027		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
18 May 2026				
Appointment of the Chair	The Chair for 2026/27 will be a Member from Mansfield District Council.		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer

In accordance with the Constitution the offices of Chair and Vice Chair shall, in successive years, rotate between the three constituent authorities.				NSDC
Appointment of the Vice Chair	The Vice Chair for 2026/27 will be a Member from Ashfield District Council.		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Clerk to the Committee and Support Services	To consider future arrangements for the Clerk and the Committee for the provision of the support services		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Operations Report	An update on current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2025/26			Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
September 2026				
Operations Report	An update on current operational issues. Provide a calendar year of data, as requested by the Committee		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Children's Funeral Fund	12 month update, along with an up date as to		Ady Selby, Assistant	Nada Colclough,

	how bereavement charities can be supported going forward		Director Neighbourhood Services, Mansfield DC	Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Clerk to the Committee	Democratic Services Officer
December 2026				
Operations Report	An update on current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
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Work Programme	Review of Work Programme going forward		Clerk to the Committee	Democratic Services Officer