

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Civic Suite, Castle House, Great North Road, Newark, Notts, NG24 1BY on Monday, 23 May 2022 at 10.00 am.

PRESENT: Councillor Mrs R Holloway (Chairman)
Councillor Richardson (Vice-Chairman)

Councillor T Hollis, Councillor D Martin, Councillor H Smith, Councillor A Burgin, Councillor Whitby and Councillor R Jackson

APOLOGIES FOR Councillor P Peacock (Committee Member)
ABSENCE:

1 APPOINTMENT OF CHAIRMAN

In accordance with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the three constituent authorities. The Chairman for 2022/23 to be a Member from Newark & Sherwood District Council.

The outgoing Chairman, Councillor T Hollis invited Newark & Sherwood District Council to nominate a Chairman for this year.

Councillor R Jackson nominated Councillor Mrs R Holloway who then accepted the role.

2 APPOINTMENT OF VICE CHAIRMAN

The Vice Chairman for 2022/23 to be a Member from Mansfield District Council.

The newly elected Chairman, Councillor Mrs R Holloway invited Mansfield District Council to nominate a Vice-Chairman for this year.

Councillor A Burgin nominated Councillor S Richardson who then accepted the role.

3 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

4 DECLARATIONS OF INTENT TO RECORD THE MEETING

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

5 MINUTES OF THE MEETING HELD ON 28 FEBRUARY 2022

The Minutes of the Meeting held on 28 February 2022 were approved as a correct record and signed by the Chairman.

6 GOVERNANCE ARRANGEMENTS FOR THE JOINT COMMITTEE

The report proposed a revised Agreement at Appendix 1 is adopted in relation to the Mansfield and District Crematorium Committee, to reflect governance changes at Newark & Sherwood District Council. The Joint Committee to consider if the Agreement should be further amended to clarify which decisions are reserved to the Joint Committee and which decision Officers are authorised to take. Appendix 2 provided a template for all future Joint Committee reports, attached for information.

Members discussed the report and some concerns were raised about the fact that only Cabinet Members could be appointed to the Committee by Newark & Sherwood following its change in governance arrangements.

It was explained to the Committee that the Local Government Act requires representatives on a joint committee exercising executive functions to be Cabinet Members when an authority is operating under the Cabinet system.

The Committee was in agreement to defer the report to the next meeting for further discussion.

AGREED (unanimously) that:

- i) proposals for amendment to the Agreement in relation to the Mansfield and District Crematorium Joint Committee be brought to the next meeting of the Joint Committee.
- ii) the template for future Joint Committee reports be noted.

7 OPERATIONS UPDATE REPORT

The report provided an update on staffing and the current operation of the Crematorium. The Chairman and the previous Chairman took the opportunity to congratulate Nada Colclough on her appointment to the role of Crematorium and Cemeteries Manager and Registrar.

The Crematorium and Cemeteries Manager and Registrar presented the report.

The Committee discussed the cremators and ancillary equipment proposed works at 4.2, 4.3 and 4.4 of the report, and agreed to add 4.2 to the recommendation, whilst 4.3 and 4.4 be taken to the next Committee for further consideration.

The proposed works at section 7 were also considered referring to Contracts 1, 2, 3 and 4.

AGREED that:

- i) the contents of the report be noted.
- ii) the proposed works at 4.2, 7.2, 7.3, 7.4 and 7.5 be approved.

8 ANNUAL STATEMENT OF ACCOUNTS 2021/2022

The report presented the annual report and statement of accounts for 2021/2022 showing the Committee's financial position as at the 31 March 2022 and the revenue and capital activity during the financial year.

The Treasurer of the Mansfield and District Joint Crematorium Committee informed the meeting that this was a statutory document providing the financial activity for April 2021 to March 2022, having been approved by Assurance Lincolnshire.

The Chairman and Treasurer signed off the Annual Report and Statement of Accounts for 2021/2022.

AGREED (unanimously) that:

- i) the statement of accounts as presented in Appendix A for the financial year 2021/2022 is approved;
- ii) the 2021/2022 budgeted surplus distribution as detailed in Appendix A, 3.7, pages 8 & 9, is approved;
- iii) up to £130,000 of unused capital budget in 2021/2022, as detailed in 3.7 of this report, to be carried forward into 2022/2023 is approved; and
- iv) the detailed revenue and capital information provided in Appendix C is noted.

9 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

10 EXCLUSION OF THE PRESS AND PUBLIC

Agreed (unanimously) that under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in of part 1 of Schedule 12A of the Act.

11 NEW CREMATORIUM UPDATE REPORT

Committee resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the

commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

12 DATE OF NEXT MEETING - 5 SEPTEMBER 2022

Monday, 5 September 2022 at 10 am, to be held at Ashfield District Council Offices.

Meeting closed at 11.17 am.

Chairman