

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Ashfield District Council Offices, Kirkby-in-Ashfield on Thursday, 2 September 2021 at 10.00 am.

PRESENT: Councillor T Hollis (Chairman)
Councillor Mrs Hurst (Vice-Chairman)

Councillor D Martin, Cllr H Smith, Councillor A Burgin, Councillor S Richardson, Councillor C Whitby and Councillor T Wildgust

ALSO PRESENT: A Abrahams (previously a Committee Member)

APOLOGIES FOR ABSENCE: Councillor T Smith (Committee Member)

12 EXCLUSION OF THE PRESS AND PUBLIC

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.

13 CREMATION AND ABATEMENT EQUIPMENT UPDATE

This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) which is a category of exempt information under Schedule 12A of the Local Government Act 1972, Paragraph 3 under which the Committee has the power to exclude the press and public if it so wishes.

RECOMMENDED 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.

The Committee then continued with the open meeting.

14 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Councillor A Burgin declared a personal interest as an employee of Ashfield District Council.

15 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared.

16 MINUTES OF THE MEETING HELD ON 24 MAY 2021

The Minutes of the Meeting held on 24 May 2021 were approved as a correct record and signed by the Chairman.

17 OPERATIONS UPDATE REPORT

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

The Crematorium and Cemeteries Manager and Registrar went through the report highlighting the staffing, Covid-19, new proposals, commercial innovation and cremation data.

The Committee had requested for a visit to other crematoriums which had been held back from last year due to the pandemic. The Crematorium and Cemeteries Manager and Registrar would make contact with other local Crematoriums and then come back to the Committee for their availability.

Councillor Burgin along with the other Committee members requested their thanks be passed on to all the staff at the Crematorium for everything they have done since the pandemic.

AGREED (unanimously) that:

- i) the contents of the report be noted.

18 DEVELOPMENT OF MEMORIALS AND LEASE OPTIONS AT MANSFIELD CREMATORIUM

The report provided current progress and future proposals for renovating the Memorial Gardens at the Crematorium and the proposed improvements to the range and affordability of memorialisation through new lease options. The report also addressed issues arising from unauthorised memorials being placed in the Crematorium Gardens.

The Committee discussed the report and suggested more choice be provided in the case of childrens memorials. It was also highlighted to the meeting that signage be provided explaining what you can and can't do, as well as referring to the Policy on Memorials to be discussed at the next meeting.

AGREED (unanimously):

- i) to leasing space at the Crematorium for 5 or 10 years for a range of quality memorials and plaques which are available for

purchase from the Council.

- ii) to continue with the current grounds improvements at the Crematorium to provide a sustainable quality location for leased memorials.
- iii) to the removal of unauthorised memorials following all reasonable attempts to get the families to remove them.
- iv) that the net required budget is met from the general reserves in year 1.
- v) that the current Policy on Memorials be brought to and discussed at the next meeting.

19 CREMATORIUM FUTURE OPTIONS

The report provided the Committee with options on the future provision with regard to the Crematorium.

Alongside the replacement of the cremators and associated equipment, the existing chapels do need refurbishment to provide/meet modern day requirements.

Therefore a number of options to meet today's requirements were considered in the report for members consideration.

- (a) Option 1 – New build Crematorium.
- (b) Option 2 - To replace existing cremators alongside improvements to all other areas of the building over the next 18 months.
- (c) Option 3 – To progress a refurbishment programme on the building in line with the existing PPW.
- (d) Option 4 – Suspend Abatement Works and Retender Contract as Joint contract (cremators and abatement).
- (e) Option 5 – Outsource management and investment of the crematorium to external provider.
- (f) Option 6 – Cease provision.

AGREED (unanimously) that:

- i) Officers are tasked with exploring Options 1 (new build crematorium) and 2 (18 month refurbishment programme) as set out in the report in more detail including firm costings for each option therefore allowing members to make an informed choice of the future provision of the service.

20 FINANCIAL MANAGEMENT REVIEW – 1 APRIL 2021 TO 31 JULY 2021

The report provided the forecasted year end position for the 2021/2022 financial year for the Mansfield Crematorium as at 31 July 2021.

The Head of Finance for Mansfield District Council gave an overview of the report to the members of the Committee.

AGREED (unanimously) that:

- i) the financial information provided in Appendix 1 and Table 3 is for noting only.
- ii) the revenue budget realignments provided in Appendix 2 are for noting only.
- iii) the acquisition of the memorial tree is financed from general reserves, as detailed in 3.1.5.

21 COMMITTEE WORK PROGRAMME

The report considered the Committee Work Programme, noting that the Review of Agreement relating to the Joint Management Arrangements for the Crematorium including Constitutional Changes is to be taken to the February 2022 Committee meeting.

22 DATE OF NEXT MEETING

Monday, 6 December 2021 at 10 am, to be held at the Mansfield District Council Offices.

Meeting closed at 12 pm.

Chairman