## MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

## COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda Item	Lead Officer	Report Author
23 May 2022			
Appointment of the 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 will be a Member from Newark & Sherwood District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2022/23 will be a Member from Mansfield District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Operations Update Report	An update on current operational issues	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report (Exempt Item)	A regular update on the new Crematorium, including the Risk Register	Sarah Troman, Head of Neighbourhoods Mansfield DC	Sarah Troman for Crematorium and Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2021/22		Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Governance arrangements for the Joint Committee	To review the remit of the Committee including decision- making in relation to procurement matters, and to reflect constitutional changes at Newark	Sue Bearman, Clerk to the Committee	Sue Bearman, Clerk to the Committee

	& Sherwood DC		
Work Programme	Review of Work	Sue Bearman, Clerk	Karen Langford,
	Programme going	to the Committee	Democratic Services
	forward		Officer NSDC
XX September 2022			
Operations Update	An update on	Sarah Troman,	Sarah Troman for
Report	current operational	Head of	Crematorium and
	issues	Neighbourhoods	Cemeteries
		Mansfield DC	Manager and
			Registrar
			Mansfield DC
New Crematorium	A regular update on	Sarah Troman,	Sarah Troman for
Update Report	the new	Head of	Crematorium and
(Exempt Item)	Crematorium,	Neighbourhoods	Cemeteries
	including the Risk	Mansfield DC	Manager and
	Register		Registrar
			Mansfield DC
Financial	The forecasted year	Dawn Edwards,	Wendy Gregson,
Management	end position for the	Head of Finance,	Senior Finance
Review Report	current financial	Mansfield DC	Advisor, Mansfield
	year		DC
Work Programme	Review of Work	Sue Bearman, Clerk	Karen Langford,
	Programme going	to the Committee	Democratic Services
	forward		Officer NSDC
XX December 2022			
Operations Update	An update on	Sarah Troman,	Sarah Troman for
Report	current operational	Head of	Crematorium and
	issues	Neighbourhoods	Cemeteries
		Mansfield DC	Manager and
			Registrar
			Mansfield DC
New Crematorium	A regular update on	Sarah Troman,	Sarah Troman for
Update Report	the new	Head of	Crematorium and
(Exempt Item)	Crematorium,	Neighbourhoods	Cemeteries
	including the Risk	Mansfield DC	Manager and
	Register		Registrar
Financial		Devue Edvarde	Mansfield DC
Financial	The forecasted year	Dawn Edwards,	Wendy Gregson,
Management	end position for the	Head of Finance,	Senior Finance
Review Report	current financial	Mansfield DC	Advisor, Mansfield
	year as at 31 October 2022		DC
Annual Review of	Proposed Fees and	Dawn Edwards,	Wendy Gregson,
			Senior Finance
Fees and Charges	Charges to be introduced from 1	Head of Finance, Mansfield DC	Advisor, Mansfield
	April 2023 to 31		DC
	March 2024		
Revenue and	Details of the	Dawn Edwards,	Wendy Gregson,
Capital Budget	Revenue and Capital	Head of Finance,	Senior Finance
Capital Dauget	Budgets for	Mansfield DC	Advisor, Mansfield
	Dudgets IOI		indvisor, ividitsticiu

	2023/2024 and the proposals for 2024/2025 and		DC
	2025/2026		
Work Programme	Review of Work	Sue Bearman, Clerk	Karen Langford,
	Programme going	to the Committee	Democratic Services
	forward		Officer NSDC