

## MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

### COMMITTEE WORK PROGRAMME

<b>Report Title</b>	<b>Brief Summary of the Agenda Item</b>	<b>Lead Officer</b>	<b>Report Author</b>
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 Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
<b>XX September 2022</b>			
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
Financial Management Review Report	The forecasted year end position for the current financial year	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
<b>XX December 2022</b>			
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
Financial Management Review Report	The forecasted year end position for the current financial year as at 31 October 2022	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Annual Review of Fees and Charges	Proposed Fees and Charges to be introduced from 1 April 2023 to 31 March 2024	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for	Dawn Edwards, Head of Finance, Mansfield DC	Wendy Gregson, Senior Finance Advisor, Mansfield

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