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
22 May June 2023				
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 2023/24 will be a Member from Mansfield District Council.		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2023/24 will be a Member from Ashfield 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 Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register		Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2022/23			Dawn Edwards, Head of Finance, Mansfield DC	Emma Frith, Financial Services Manager/Tracy Wright, Temp Senior Finance Advisor,

			Mansfield DC
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
	808.0		NSDC
September 2023			
Operations	An update on	Sarah Troman,	Nada Colclough,
Update Report	current	Head of	Crematorium and
	operational	Neighbourhood	Cemeteries
	issues	Services,	Manager and
		Mansfield DC	Registrar
			Mansfield DC
New	A regular update	Sarah Troman,	Nada Colclough,
Crematorium	on the new	Head of	Crematorium and
Update Report	Crematorium,	Neighbourhood	Cemeteries
	including the	Services,	Manager and
	Risk Register	Mansfield DC	Registrar
			Mansfield DC
Financial	The forecasted	Dawn Edwards,	Emma Frith,
Management	year end	Head of Finance,	Financial Services
Review Report	position for the	Mansfield DC	Manager/Tracy
	current financial		Wright, Temp
	year		Senior Finance
			Advisor,
			Mansfield DC
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
			NSDC
December 2023		0 1 7	
Operations	An update on	Sarah Troman,	Nada Colclough,
Update Report	current	Head of	Crematorium and
	operational	Neighbourhood	Cemeteries
	issues	Services,	Manager and
		Mansfield DC	Registrar
Name	A 40 5 1 1 5 4 5 4 5 5	Canala Tuanaan	Mansfield DC
New Crematorium	A regular update on the new	Sarah Troman, Head of	Nada Colclough, Crematorium and
			Cemeteries
Update Report	Crematorium,	Neighbourhood	
	including the Risk Register	Services, Mansfield DC	Manager and Registrar
	ווופע ועפאופופו	ויומוואוופוע טכ	Mansfield DC
Financial	The forecasted	Dawn Edwards	+
		Dawn Edwards,	Emma Frith, Financial Services
Management	year end	Head of Finance, Mansfield DC	
Review Report	position for the current financial	ויומוואוופוע טכ	Manager/Tracy
			Wright, Temp Senior Finance
	year as at 31 October 2023		
	October 2023		Advisor, Mansfield DC
Annual Review	Droposed Food	Dawn Edwards	
Allitudi Keview	Proposed Fees	Dawn Edwards,	Emma Frith,

of Fees and Charges	and Charges to be introduced from 1 April 2024 to 31 March 2025	Head of Finance, Mansfield DC	Financial Services Manager/Tracy Wright, Temp Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for 2024/2025 and the proposals for 2025/2026 and 2026/2027	Dawn Edwards, Head of Finance, Mansfield DC	Emma Frith, Financial Services Manager/Tracy Wright, Temp 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
February 2024			
Operations Update Report	An update on staffing restructure and current operational issues	Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register	Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium and Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report		Dawn Edwards, Head of Finance, Mansfield DC	Emma Frith, Financial Services Manager/Tracy Wright, Temp Senior Finance Advisor, Mansfield DC
Dates for Next Meetings	Dates for September 2024, December 2024, February 2025 and May 2025	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Work Programme	Review of Work Programme going forward	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC