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
18 September 2023				
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
Financial Management Review Report	The forecasted year end position for the current financial year		Dawn Edwards, Head of Finance, Mansfield DC	Rachel Bownes, 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
11 December 2023				
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
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Financial Management Review Report	The forecasted year end position for the current financial year as at 31		Dawn Edwards, Head of Finance, Mansfield DC	Rachel Bownes, Senior Finance Advisor, Mansfield DC

	October 2023		
Annual Review		Dawn Edwards,	Pachol Pourses
of Fees and	Proposed Fees	Head of Finance,	Rachel Bownes, Senior Finance
Charges	and Charges to be introduced	Mansfield DC	Advisor,
Charges	from 1 April	Ivialished DC	Mansfield DC
	2024 to 31		Ivialisheld DC
	March 2025		
Revenue and	Details of the	Dawn Edwards,	Rachel Bownes,
Capital Budget	Revenue and	Head of Finance,	Senior Finance
Capital Baaget	Capital Budgets	Mansfield DC	Advisor,
	for 2024/2025		Mansfield DC
	and the		
	proposals for		
	2025/2026 and		
	2026/2027		
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
			NSDC
26 February 2024			
Operations	An update on	Sarah Troman,	Nada Colclough,
Update Report	staffing	Head of	Crematorium and
	restructure and	Neighbourhood	Cemeteries
	current	Services,	Manager and
	operational	Mansfield DC	Registrar
	issues		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
Einancial		Dawn Edwards	Mansfield DC
Financial		Dawn Edwards, Head of Finance,	Rachel Bownes, Senior Finance
Management Review Report		Mansfield DC	Advisor,
Review Report		Ivialished DC	Mansfield DC
Dates for Next	Dates for	Sue Bearman,	Karen Langford,
Meetings	September	Clerk to the	Democratic
Meenigs	2024, December	Committee	Services Officer
	2024, Becember 2024, February	331111111111111111111111111111111111111	NSDC
	2025 and May		
	2025		
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
			NSDC
20 May 2024			
Appointment of	The Chairman	Sue Bearman,	Karen Langford,
the Chairman	for 2024/25 will	Clerk to the	Democratic

In accordance with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the three constituent authorities.	be a Member from Ashfield District Council.	Committee	Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2024/25 will be a Member from Newark & Sherwood District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
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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 2023/24		Dawn Edwards, Head of Finance, Mansfield DC	Rachel Bownes, 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