

## MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

### COMMITTEE WORK PROGRAMME

| <b>Report Title</b>                | <b>Brief Summary of the Agenda Item</b>                                  | <b>Key Decision Y/N</b> | <b>Lead Officer</b>  | <b>Report Author</b>  |
|------------------------------------|--|-------------------------|--|---|
| 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 |
| 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 as at 31 |                         | Dawn Edwards, Head of Finance, Mansfield DC                | Rachel Bownes, Senior Finance Advisor, Mansfield DC                           |

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|------------------------------------|--|--|--|---|
|                                    | October 2023   |  |  |   |
| Annual Review of Fees and Charges  | Proposed Fees and Charges to be introduced from 1 April 2024 to 31 March 2025                          |  | Dawn Edwards, Head of Finance, Mansfield DC                | Rachel Bownes, 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                | 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                              |
| 26 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                | Rachel Bownes, 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                              |
| 20 May 2024                        |  |  |  |   |
| Appointment of the Chairman        | The Chairman for 2024/25 will  |  | Sue Bearman, Clerk to the                                  | Karen Langford, Democratic  |

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| 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                              |
| 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 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                              |