MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

COMMITTEE WORK PROGRAMME

Report Title	Brief Summary	Key Decision	Lead Officer	Report Author
	of the Agenda Item	Decision Y/N		
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 October 2023		Dawn Edwards, Head of Finance, Mansfield DC	Rachel Bownes, Senior Finance Advisor, Mansfield DC
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		Sarah Troman, Head of	Nada Colclough, 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
	5		Mansfield DC
Financial		Dawn Edwards,	Rachel Bownes,
Management		Head of Finance,	Senior Finance
Review Report		Mansfield DC	Advisor,
			Mansfield DC
Dates for Next	Dates for	Sue Bearman,	Karen Langford,
Meetings	September	Clerk to the	Democratic
Wiecenigs	2024, December	Committee	Services Officer
	2024, February	committee	NSDC
	2025 and May		NSDC
	2025 and Way 2025		
Work	Review of Work	Sue Bearman,	Karen Langford,
-		Clerk to the	Democratic
Programme	Programme	Committee	Services Officer
	going forward	Committee	NSDC
20 May 2024			NSDC
20 May 2024	The Chairman	Suo Doormon	Karan Langford
Appointment of the Chairman		Sue Bearman, Clerk to the	Karen Langford, Democratic
	for 2024/25 will be a Member	Committee	
		Committee	Services Officer
In accordance	from Ashfield		NSDC
with the	District Council.		
Constitution the			
offices of			
Chairman and			
Vice Chairman			
shall, in			
successive			
years, rotate			
between the			
three			
constituent			
authorities.			
Appointment of	The Vice	Sue Bearman,	Karen Langford,
the Vice	Chairman for	Clerk to the	Democratic
Chairman	2024/25 will be	Committee	Services Officer
	a Member from		NSDC
	Newark &		
	Sherwood		
Operations	Sherwood	Sarah Troman, Head of	Nada Colclough,

	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
Annual		Dawn Edwards,	Rachel Bownes,
Statement of		Head of Finance,	Senior Finance
Accounts		Mansfield DC	Advisor,
2023/24			Mansfield DC
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
			NSDC