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
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	Ellie Stocks, 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 be a Member		Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer
In accordance with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the	from Ashfield District Council.			NSDC

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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 &			11350
	Sherwood			
	District Council.			
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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
	THOR HEBIOCEI		.vianoneia 20	Mansfield DC
Annual			Dawn Edwards,	Ellie Stocks,
Statement of			Head of Finance,	Senior Finance
			Mansfield DC	
Accounts			Mansheld DC	Advisor,
2023/24	5		0 0	Mansfield DC
Work	Review of Work		Sue Bearman,	Karen Langford,
Programme	Programme		Clerk to the	Democratic
	going forward		Committee	Services Officer
				NSDC
September 2024				
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
Children's	12 month		Sarah Troman,	Nada Colclough,
Funeral Fund	update		Head of	Crematorium and
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			_	
			Services,	Manager and
			Mansfield DC	Registrar
	<u> </u>			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,	Ellie Stocks,
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Management	year end	Head of Finance,	Senior Finance
Review Report	position for the	Mansfield DC	Advisor,
	current financial		Mansfield DC
	year		
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
	going forward	Committee	Services Officer
			NSDC