MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

COMMITTEE WORK PROGRAMME

Report Title	Brief Summary of the Agenda	Key Decision	Lead Officer	Report Author
	Item	Y/N		
September 2024				
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
Children's Funeral Fund	12 month update		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	Ellie Stocks, 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
December 2024				
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 (as a more detailed report to include planning)	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

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Financial	The forecasted	Dawn Edwards,	Ellie Stocks,
Management	year end	Head of Finance,	Senior Finance
Review Report	position for the	Mansfield DC	Advisor,
	current financial		Mansfield DC
	year as at 31		
	October 2024		
Annual Review	Proposed Fees	Dawn Edwards,	Ellie Stocks,
of Fees and	and Charges to	Head of Finance,	Senior Finance
Charges	be introduced	Mansfield DC	Advisor,
	from 1 April		Mansfield DC
	2025 to 31		
	March 2026		
Revenue and	Details of the	Dawn Edwards,	Ellie Stocks,
Capital Budget	Revenue and	Head of Finance,	Senior Finance
	Capital Budgets	Mansfield DC	Advisor,
	for 2025/2026		Mansfield DC
	and the		
	proposals for		
	2026/2027 and		
	2027/2028		
Work	Review of Work	Sue Bearman,	Karen Langford,
Programme	Programme	Clerk to the	Democratic
1 logi di inic	going forward	Committee	Services Officer
	going for ward	committee	NSDC
February 2025			
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,	
	Risk Register	Mansfield DC	Manager and Registrar
	NISK NEGISLEI		Mansfield DC
Financial		Dawn Edwards	
		Dawn Edwards,	Ellie Stocks,
Management		Head of Finance,	Senior Finance
Review Report		Mansfield DC	Advisor,
Detector	Detes for	Cue Desarra -	Mansfield DC
Dates for Next	Dates for	Sue Bearman,	Karen Langford,
Meetings	September	Clerk to the	Democratic
	2025, December	Committee	Services Officer
	2025, February		NSDC
	2026 and May		
	2026		
Work	Review of Work	Sue Bearman,	Karen Langford,
Drogrammo	Programme	Clerk to the	Democratic
Programme	going forward	Committee	Services Officer

			NSDC
May 2025			
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 2025/26 will be a Member from Newark & Sherwood District Council.	Sue Bearman, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chairman	The Vice Chairman for 2025/26 will be a Member from Mansfield 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 2024/25		Dawn Edwards, Head of Finance, Mansfield DC	Ellie Stocks, 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