

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Newark & Sherwood District Council, Civic Rooms 1+2, Castle House, Great North Road, Newark, NG24 1BY on Monday, 20 May 2024 at 10.00 am.

PRESENT: Councillor T Hollis (Chair)  
Councillor P Peacock (Vice-Chair)

Councillor C Huskinson, Councillor H Smith, Councillor A Burgin,  
Councillor S Richardson, Councillor Whitby and Councillor P Taylor

APOLOGIES FOR Councillor L Brazier  
ABSENCE:

1 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

2 APPOINTMENT OF CHAIR

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 2024/25 to be a Member from Ashfield District Council.

The outgoing Chairman, Councillor A Burgin invited Ashfield District Council to nominate a Chairman for this year.

Councillor H Smith nominated Councillor T Hollis who was then voted in and accepted the role.

3 APPOINTMENT OF VICE-CHAIR

The Vice Chairman for 2024/25 to be a Member from Newark & Sherwood District Council.

The newly elected Chairman, Councillor T Hollis invited Newark & Sherwood District Council to nominate a Vice-Chairman for this year.

Councillor P Taylor nominated Councillor P Peacock who was then voted in and accepted the role.

4 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

Mansfield Councillor A Burgin declared his annual interest as an employee of Ashfield District Council.

5 MINUTES OF THE MEETING HELD ON 15 JANUARY 2024

The Minutes of the Meeting held on 15 January 2024 were approved as a correct

record and signed by the Chair.

## 6 OPERATIONS REPORT

The report provided an update on staff and the current operation of the Crematorium.

The Crematorium and Cemeteries Manager and Registrar presented the report highlighting the staffing, cremator and ancillary equipment, events calendar and cremation data.

The Crematorium and Cemeteries Manager and Registrar informed the committee that the data for 2023 was not available and to provide a calendar year of data for the next meeting.

AGREED (unanimously) that:

- i) Members noted the report.

## 7 ANNUAL STATEMENT OF ACCOUNTS 2023/2024

The report provided the annual report and statement of accounts for 2023/2024 showing the Committee's financial position as at the 31 March 2024 and the revenue and capital activity during the financial year.

The Finance representative on behalf of the Treasurer of the Mansfield and District Joint Crematorium Committee informed the meeting that this was a statutory document providing the financial activity for April 2023 to March 2024, having been approved by TIAA.

The Chairman and Finance representative on behalf of the Treasurer to sign off the Annual Report and Statement of Accounts for 2023/2024.

AGREED (unanimously) that:

- i) the statement of accounts as presented in Appendix A for the financial year 2023/2024 be approved.
- ii) the 2023/2024 budgeted surplus distribution as detailed in Appendix A, 3.7, pages 7 be approved.
- iii) up to £4,603,861 of unused capital budget in 2023/2024, as detailed in 3.8.1 of Appendix A, to be carried forward into 2024/2025 be approved.
- iv) the detailed revenue and capital information provided in Appendix C, be noted only.

## 8 DATES FOR MEETINGS AFTER MAY 2024

The report provided the proposed dates for 2024 – 2025 for consideration and approval having checked against financial reporting deadlines.

AGREED (unanimously) that:

i) the following dates be approved -

23 September 2024 at Ashfield District Council

16 December 2024 at Mansfield District Council

24 February 2025 at Newark & Sherwood District Council

19 May 2025 at Ashfield District Council

9 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

10 EXCLUSION OF THE PRESS AND PUBLIC

Agreed (unanimously) that under section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involved the likely disclosure of exempt information as defined in part 1 of Schedule 12A of the Act.

11 CREMATORIUM DEVELOPMENT OPTIONS REPORT

Committee resolved that under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting during discussion of this item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Schedule 12A of the Act and that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

*Cllr Burgin left the meeting*

It is considered that the need to treat the information in this report as exempt outweighs the public interest in disclosure because of potential to prejudice the commercial interests of the contractor, if the financial details were to be put into the public domain thereby becoming available to competitors.

Meeting closed at 11.18 am.

Chairman