

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 |
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| 24 February 2025 | | | | |
| 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 |
| Revenue and Capital Budget | Details of the Revenue and Capital Budgets for 2025/2026 and the proposals for 2026/2027 and 2027/2028 | | Dawn Edwards, Head of Finance, Mansfield DC | Ellie Stocks, Senior Finance Advisor, Mansfield DC |
| Dates for Next Meetings | Dates for September 2025, December 2025, February 2026 and May 2026 | | 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 |
| 19 May 2025 | | | | |
| Appointment of the Chairman In accordance | The Chairman for 2025/26 will be a Member from Newark & | | Sue Bearman, Clerk to the Committee | Karen Langford, Democratic Services Officer NSDC |

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| with the Constitution the offices of Chairman and Vice Chairman shall, in successive years, rotate between the three constituent authorities. | Sherwood District Council. | | | |
| 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 |
| September 2025 | | | | |
| Operations Update Report | An update on current operational issues. Provide a calendar year of data, as requested by the Committee. | | 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 | Nada Colclough, Crematorium and |

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| | | | Neighbourhood Services, Mansfield DC | 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 2025 | | | | |
| 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 30 September 2025 | | Dawn Edwards, Head of Finance, Mansfield DC | Ellie Stocks, Senior Finance Advisor, Mansfield DC |
| Annual Review of Fees and Charges | Proposed Fees and Charges to be introduced from 1 April 2026 to 31 March 2027 | | Dawn Edwards, Head of Finance, Mansfield DC | Ellie Stocks, Senior Finance Advisor, Mansfield DC |
| Revenue and Capital Budget | Details of the Revenue and Capital Budgets for 2026/2027 and the | | Dawn Edwards, Head of Finance, Mansfield DC | Ellie Stocks, Senior Finance Advisor, Mansfield DC |

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| | proposals for 2027/2028 and 2028/2029 | | | |
| Work Programme | Review of Work Programme going forward | | Sue Bearman, Clerk to the Committee | Karen Langford, Democratic Services Officer NSDC |