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
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

Constitution the offices of Chairman and Vice Chairman and shall, in successive years, rotate between the three constituent authorities.District Council.Image: Constituent authorities.Karen Langford, Democratic Services Officer NSDCAppointment of the Vice Chairman 2025/26 will be a Member from Mansfield District Council.Sue Bearman, Clerk to the Clerk to the Clerk to the Clerk to the Clerk to the CommitteeKaren Langford, Democratic Services Officer NSDCOperations Update Report Update ReportAn update on current operational issuesSarah Troman, Head of Services, Mansfield DCNada Colclough, Crematorium and Cemeteries Manager and Neighbourhood Services, Mansfield DCNew Update ReportA regular update on the new Crematorium, including the Risk RegisterSarah Troman, Head of Crematorium, Nada Colclough, Crematorium, including the Risk RegisterNada Colclough, Crematorium, Nada Colclough, Crematorium, including the Risk RegisterNada Colclough, Crematorium, Nada Colclough, Crematorium, including the Risk RegisterDawn Edwards, Elie Stocks, Services, Mansfield DCNork Programme going forwardSue Bearman, Clerk to the CommitteeRegistrar Mansfield DCOperations Update ReportAn update on Programme going forwardSarah Troman, Clerk to the CommitteeNada Colclough, Crematorium and Cemeteries Services, Mansfield DCOperations Update ReportAn update on current operational issues. Provide a calendar year of data, as<			1	1
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Committee.		Committee.		
Children's 12 month Sarah Troman, Nada Colclough,	Children's			
Funeral Fund update Head of Crematorium and		12 month	Sarah Iroman,	Nada Colclough,

New Crematorium Update Report	A regular update on the new Crematorium, including the Risk Register	Neighbourhood Services, Mansfield DC Sarah Troman, Head of Neighbourhood Services, Mansfield DC	Cemeteries Manager and Registrar 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

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