

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, 19 May 2025 at 10.00 am.

PRESENT: Councillor P Peacock (Chair)
Councillor A Burgin (Vice-Chair)

Councillor T Hollis, Councillor Huskinson, Councillor H Smith, Councillor Whitby, Councillor Hammersley and Councillor S Crosby

APOLOGIES FOR ABSENCE: Councillor Richardson and Councillor L Brazier

34 DECLARATIONS OF INTENT TO RECORD THE MEETING

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

35 APPOINTMENT OF CHAIR

In accordance with the Constitution the offices of Chair and Vice Chair shall, in successive years, rotate between the three constituent authorities. The Chair for 2025/26 to be a Member from Newark & Sherwood District Council.

The outgoing Chair, Councillor T Hollis invited Newark & Sherwood District Council to nominate a Chair for this year. Councillor Hollis highlighted the exciting times for the next two years ahead and a well done for this year.

Councillor P Peacock nominated and proposed himself and seconded by Councillor C Whitby. Councillor Peacock was then voted in and accepted the role.

36 APPOINTMENT OF VICE-CHAIR

The Vice Chair for 2025/26 to be a Member from Mansfield District Council.

The newly elected Chair, Councillor P Peacock invited Mansfield District Council to nominate a Vice-Chair for this year.

Councillor C Whitby proposed and Councillor C Hammersley seconded Councillor A Burgin, who was then voted in and accepted the role.

37 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

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

38 MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2025

The minutes of the meeting held on 24 February 2025 were approved as a correct record and signed by the Chair.

39 OPERATIONS REPORT

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

The Crematorium and Cemeteries Manager and Registrar presented the report highlighting the cremator and ancillary equipment, building maintenance and repair, bereavement support and cremation data.

The report referred to the bereavement support at the bereavement café operating over the last 12 months and organised by local funeral celebrants. The crematorium has been hosting the monthly event and as it has grown the group will now meet at the South Mansfield Community Centre with support from Councillor Richard Tempest-Mitchell.

The crematorium will continue to offer support with the new venue that will be able to increase the number of families able to access. The Committee thanked Councillor Richard Tempest-Mitchell for his contribution.

AGREED (unanimously) that the Committee noted the report.

40 ANNUAL STATEMENT OF ACCOUNTS 2024/25

The report provided the annual report and statement of accounts for 2024/2025 showing the Committee's financial position as at the 31 March 2025 and the revenue and capital activity during the financial year.

The Corporate Director for Mansfield District Council 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 2024 to March 2025, having been approved by TIAA.

The Chair and Corporate Director for Mansfield District Council on behalf of the Treasurer to sign off the Annual Report and Statement of Accounts for 2024/2025.

AGREED (unanimously that:

- i) the statement of accounts as presented in Appendix A for the financial year 2024/2025 be approved.
- ii) the 2024/2025 surplus distribution as detailed in Appendix A, 3.7, page 7 be approved.
- iii) up to £4,607,945 of unused capital budget in 2024/2025, as detailed in 3.8.1 of Appendix A, page 8, to be carried forward into 2025/2026 be approved.

- iv) the detailed revenue and capital information provided in Appendix C, be noted only.

41 CREMATORIUM DEVELOPMENT REPORT

The report provided an update on the progression of the refurbishment project following the Mansfield & District Crematorium Joint Committee meeting in February 2025, when Members approved the recommendation to carry out a high-level refurbishment of Mansfield Crematorium.

Following this decision being taken, each constituent authority sought approval from their individual authorities. Full approval to proceed from Mansfield, Ashfield and Newark and Sherwood District Councils was approved.

Councillor Hollis congratulated the Crematorium and Cemeteries Manager and Registrar for including the discussions into one report and this showed how the Committee had evolved. The Crematorium and Cemeteries Manager and Registrar confirming that there would be transparency throughout the project.

At 2.1.4 of the report additional wording was requested to be included 'and meet periodically to discuss progress'. Councillor Hollis as the third Authority representative was happy to meet as often as possible.

AGREED (unanimously) that:

- i) the Committee noted the report, including the exempt Crematorium Development Appendices.
- ii) additional wording requested at 2.1.4 of the report 'and meet periodically to discuss progress'.

42 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

43 DATE OF NEXT MEETING - 22 SEPTEMBER 2025

Meeting closed at 10.33 am.

Chair