

Report to: **Mansfield and District Joint Crematorium Committee**

Date: 22 September 2025

Director Lead: Sue Bearman, Assistant Director Legal & Democratic Services Newark & Sherwood District Council, Clerk to the Committee

| Report Summary | |
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| Type of report | Open Report Non-key decision |
| Report Title | Clerk to the Joint Crematorium Committee |
| Purpose of Report | To reassign the role of Clerk to the Joint Committee. |
| Recommendations | That the Joint Committee confirms the appointment of the Deputy Monitoring Officers, Newark and Sherwood District Council, to the role of Clerk to the Joint Committee until the end of this municipal year; and resolves for the role to be undertaken by Mansfield District Council in 2026-7 and Ashfield District Council in 2027-8. |
| Alternative Options Considered | Newark and Sherwood District Council has undertaken clerking duties for several years. The clerking function could be undertaken by an Officer from any of the 3 constituent Councils or could rotate annually with the chairmanship of the Committee. |
| Reason for Recommendations | To ensure the provision of a Clerk to the Joint Committee. |

1.0 Background

- 1.1 At its meeting on 13 January 2020, the Joint Committee noted that the services of a Clerk together with the provision of committee services were undertaken by way of a Service Level Agreement with one of the constituent authorities, with the service being provided by Newark and Sherwood District Council. The Council's Business Manager for Legal Services (now the Assistant Director for Legal & Democratic Services) was noted to have been appointed as Clerk to the Joint Committee, and has been in the role since that time.

2.0 Proposal/Options Considered and Reasons for Recommendation

- 2.1 Due to the departure of the Assistant Director from Newark and Sherwood District Council, the Council now wishes to nominate its Deputy Monitoring Officers, as Clerk to the Joint Committee. There remain advantages in the same authority providing both committee services and those of Clerk, although this is not essential. There would be no changes to the existing financial arrangements agreed by the Committee in December 2018.
- 2.2 The Committee may wish to consider accepting an offer from Ashfield or Mansfield to provide one or both services, or to rotate the clerking service in the same way chairmanship is rotated annually. Any revised arrangements would be in place until reorganisation in April 2028. Any revised arrangements would also need to include clear provision for record keeping in relation to historical agendas and minutes.

3.0 Implications

In writing this report and in putting forward recommendations officers have considered the following implications; Data Protection, Digital and Cyber Security, Equality and Diversity, Financial, Human Resources, Human Rights, Legal, Safeguarding and Sustainability, and where appropriate they have made reference to these implications and added suitable expert comment where appropriate.

3.1 Financial Implications - FIN25-26/9421

The annual income received for carrying out Clerk duties for the joint committee is £3,277 net, and this amount has remained unchanged for several years. Similarly, the annual fee for administration and committee services is £2,040 net, which has also stayed the same over time. If there is a change in the authority responsible for delivering either of these services, the associated income will be transferred to the new authority providing the relevant service.

3.2 Legal Implications LEG2526/9773

Committee is the appropriate body to consider the content of this report. Paragraph 18.1 of the Crematorium Agreement stipulates that should the Clerk resign or otherwise cease to hold office the Joint Committee will make a new appointment; any appointee must be an employee of one of the constituent authorities.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

13 January 2020 Committee report Clerk to the Joint Committee - <https://democracy.newark-sherwooddc.gov.uk/ieListDocuments.aspx?CId=147&MId=438>