

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held in the Mansfield & District Crematorium, Derby Road, Mansfield NG18 5BJ on Monday, 22 September 2025 at 3.00 pm.

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

Councillor T Hollis, Councillor H Smith, Councillor V Heslop, Councillor C Whitby, Councillor A Jackson and Councillor S Crosby

APOLOGIES FOR ABSENCE: Councillor C Huskinson, Councillor C Hammersley and Councillor L Brazier

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 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

At the last meeting Mansfield Councillor A Burgin declared his annual interest as an employee of Ashfield District Council, however this had now changed given he was no longer an employee at Ashfield District Council.

3 MINUTES OF THE MEETING HELD ON 19 MAY 2025

The Minutes of the Meeting held on 19 May 2025 were approved as a correct record and signed by the Chair.

4 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, grounds maintenance, book of remembrance room and cremation data.

The Committee considered the position in respect of cremator number 4 and the approximate £60,000 repair cost to keep it operational for the next 12 months. In addition, the Committee considered the crack in the chimney stack which required a temporary repair.

AGREED (unanimously that:

- i) the committee to approve the cremator repairs costing £60,000, from the existing revenue budget;
- ii) delegated authority be given to the Chair Councillor P Peacock (Newark and Sherwood District Council), Vice-Chair Councillor A Burgin

(Mansfield District Council) and Councillor T Hollis (Ashfield District Council), for approval of repairs to the cracked chimney stack if required for health and safety reasons; and

iii) the report be noted.

## 5 CHILDREN'S FUNERAL FUND

The report provided an annual update on the Children's Funeral Fund spend.

The Crematorium and Cemeteries Manager and Registrar presented the report and referred to the Committee decision in September 2023 that any funds that are claimed back can be repurposed to improve the children's bereavement services at the crematorium and within the wider community, on an ongoing basis, rather than these funds being utilised as income. This report set out the previous 12 months activity and the anticipated spend for 25/26 and 26/27.

The report proposed the continuation of the current donation to the Children's Bereavement Centre, but in addition, a longer lasting interactive memorial was proposed following the Crematorium refurbishment.

Councillor Hollis also referred to the Emily Harris Foundation in Mansfield as an example of a charity supporting bereaved parents. The Committee requested further information on the scope to support such charities going forward.

AGREED (unanimously) that the Committee noted the report and a further report be submitted to a future meeting on supporting bereavement charities.

## 6 FINANCIAL MANAGEMENT REVIEW REPORT

The report showed the forecasted year end position for the 2025/2026 financial year for the Mansfield Crematorium as at 30 June 2025.

The Financial Services Manager for Mansfield District Council gave an overview of the report to the Committee.

AGREED (unanimously) that the financial information provided in Appendix 1 and Table 1 be noted.

## 7 CREMATORIUM DEVELOPMENT REPORT

The report provided an update to Members on the refurbishment project at the Crematorium, noting the open report with an exempt appendix.

The Crematorium and Cemeteries Manager and Registrar advised that Mansfield District Council Design Services team had been working with Nottinghamshire County Council who have been managing the procurement of an external project manager. In respect of the contract and a moderation meeting had been held and an evaluation of costs now being undertaken. It was reported that 5 out of 7 tender submissions were proceedable to the evaluation process.

The Comms Teams at Ashfield, Mansfield and Newark & Sherwood District Councils would be contacted as work progresses and when milestones were hit, to share as appropriate.

AGREED (unanimously) that the Committee noted the report.

8 CLERK TO THE JOINT CREMATORIUM COMMITTEE

The report considered was required to reassign the role of Clerk to the Joint Committee due to the current Clerk, Sue Bearman leaving Newark & Sherwood District Council. In addition, the report suggested the provision of support service could also be moved to another authority.

The Joint Committee all thanked Sue Bearman in her role as Clerk to the Joint Crematorium Committee and wished her all the best for future.

AGREED (unanimously) that the Joint Committee confirms the temporary appointment of Nigel Hill, Deputy Monitoring Officer, Newark and Sherwood District Council, to the role of Clerk to the Joint Committee until the end of this municipal year; following which a new Clerk would need to be considered, as well as consideration to which authority should undertake the admin support service going forward.

9 COMMITTEE WORK PROGRAMME

The Members noted the Committee Work Programme.

10 DATE OF NEXT MEETING - MONDAY, 15 DECEMBER 2025 AT NEWARK & SHERWOOD DISTRICT COUNCIL

Meeting closed at 3.56 pm.

Chair