

**MANSFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE**

**COMMITTEE WORK PROGRAMME**

<b>Report Title</b>	<b>Brief Summary of the Agenda Item</b>	<b>Key Decision Y/N</b>	<b>Lead Officer</b>	<b>Report Author</b>
<b>18 May 2026</b>				
Appointment of the 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 2026/27 will be a Member from Mansfield District Council.		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Appointment of the Vice Chair	The Vice Chair for 2026/27 will be a Member from Ashfield District Council.		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Clerk to the Committee and Support Services	To consider future arrangements for the Clerk and the Committee for the provision of the support services		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Operations Report	An update on current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Annual Statement of Accounts 2025/26			Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC

Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
September 2026				
Operations Report	An update on current operational issues. Provide a calendar year of data, as requested by the Committee		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Children's Funeral Fund	12 month update, along with an up date as to how bereavement charities can be supported going forward		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
December 2026				
Operations Report	An update on current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Financial Management	The forecasted year end position for the current		Dawn Edwards, Corporate	Ellie Stocks, Senior Finance

Review Report	financial year as at 30 September 2026		Director, Mansfield DC	Advisor, Mansfield DC
Annual Review of Fees and Charges	Proposed Fees and Charges to be introduced from 1 April 2027 to 31 March 2028		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Revenue and Capital Budget	Details of the Revenue and Capital Budgets for 2027/2028 and the proposals for 2028/2029 and 2028/2029		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
February 2027				
Operations Report	An update on staffing restructure and current operational issues		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Crematorium Development Report	A regular update on the new Crematorium, including the Risk Register		Ady Selby, Assistant Director Neighbourhood Services, Mansfield DC	Nada Colclough, Crematorium & Cemeteries Manager and Registrar Mansfield DC
Financial Management Review Report	The forecasted year end position for the current financial year as at 31 December 2025		Dawn Edwards, Corporate Director, Mansfield DC	Ellie Stocks, Senior Finance Advisor, Mansfield DC
Dates for Next Meetings	Dates for September 2027, December 2027, February 2028 and May 2028		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC
Work Programme	Review of Work Programme going forward		Nigel Hill, Clerk to the Committee	Karen Langford, Democratic Services Officer NSDC