

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held at Ashfield District Council on Monday, 23 February 2026 at 10.00 am.

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

Councillor T Hollis, Councillor C Huskinson, Councillor H Smith,
Councillor C Hammersley and Councillor C Whitby

APOLOGIES FOR ABSENCE: Councillor L Brazier and Councillor S Crosby

11 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intentions to record the meeting were declared.

12 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

13 MINUTES OF THE MEETING HELD ON 22 SEPTEMBER 2025

The Minutes of the Meeting held on 22 September 2025 were approved as a correct record and signed by the Chair.

14 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, soil management, charity engagement, communication and digital platforms – BACAS upgrade, digital presence and cremation data.

In respect of the BACAS upgrade, the Crematorium and Cemeteries Manager and Registrar explained to the committee the need to replace the existing software which will give an opportunity to go paperless and provide a better service for mourners. The full business case for the upgrade was set out in an exempt appendix.

AGREED (with 6 votes for and 1 abstention) that:

i) the committee approve the replacement of the existing crematorium software £52,572 over five years; £21,372.50 in year one and the annual support subscription costs, in subsequent years, to be financed from existing budgets; and

ii) the committee note the report.

15 FINANCIAL MANAGEMENT REVIEW APRIL-DECEMBER 2025

The report showed the forecasted year end position for the 2025/2026 financial year for the Mansfield Crematorium as at 31 December 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 in the report be noted.

16 ANNUAL REVIEW OF FEES AND CHARGES FOR 2026/27

The report provided the proposed fees and charges to be introduced from 1 April 2026 to 31 March 2027.

The Committee discussed the trends and inflation for the cremation fees, updating the importance of being comparable with other crematoriums.

AGREED (unanimously) that:

- i) the proposed cremation fee as shown in Table 2 for the period 1 April 2026 to 31 March 2027 be approved. The fee proposed for 2026/2027 was £1,031, which has not increased since 2025/26. The medical referee fee £19 will have to be added to the proposed standard cremation fees.
- ii) the proposed standard cremation fees as shown in Table 2 for 2027/2028 and 2028/2029 be approved in principle. The standard cremation fees proposed are: 2026/27 £1,031, 2027/28 £1,031 and 2028/29 £1,031. The medical referee fee £19 will be added to these proposed standard cremation fees.
- iii) the proposed fees and charges for 1 April 2026 to 31 March 2027, as set out in Appendix 1 be approved.

17 REVENUE AND CAPITAL BUDGET 2026/27 - 2028/29

The report provided the revenue and capital budgets for 2026/2027 and the proposals for 2027/2028 and 2028/2029.

Table 1 in the report summarised the revenue budget information provided in more detail at Appendix 1.

AGREED (unanimously) that:

- i) the proposed revenue and capital budgets for 2026/27 be approved, as per Appendix 1;
- ii) the proposed revenue and capital budgets for 2027/28 and 2028/29 be approved in principle, as per Appendix 1;

iii)in 2026/27 the annual surplus of £518,612 be approved; and

iv)in 2027/28 and 2028/29 an annual surplus of £386,112 and £350,469 respectively be approved in principle.

18 CREMATORIUM DEVELOPMENT REPORT

The report provided an update to Members on the refurbishment project of the Crematorium.

The Crematorium and Cemeteries Manager and Registrar advised that following an extensive procurement process with Nottinghamshire County Council, a recommendation was made by them, for the appointment of the winning tender for the crematorium refurbishment project manager.

This appointment has taken place and an immobilisation meeting took place on Thursday 6 February between Edmond Shipway, Crematorium Manager, AD for Neighbourhood Services and MDC colleagues from Design Services.

An update report from the project manager would be shared with members in due course.

Once initial milestones are reached, communication strategy and focus group meetings will be set up with key officers and monthly update meetings held with key members.

The Committee considered the legacy of this Committee in respect of the new Crematorium given impending LGR.

AGREED (unanimously) that the Committee noted the report.

19 COMMITTEE WORK PROGRAMME

AGREED that Members note the Committee Work Programme.

20 DATES FOR MEETINGS AFTER MAY 2026

The report provided the proposed dates for 2026 – 2027 for consideration and approval having checked against financial reporting deadlines.

AGREED (unanimously) that the following dates be approved -

14 September 2026 at Newark & Sherwood District Council

30 November 2026 at Ashfield District Council

22 February 2027 at Mansfield District Council

24 May 2027 at Newark & Sherwood District Council

21 DATE OF NEXT MEETING - MONDAY, 18 MAY 2026 AT MANSFIELD CREMATORIUM

Meeting closed at 10.50 am.

Chair