



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

Date: 18 May 2026

Lead Officer: Nigel Hill, Business Manager - Elections & Democratic Services, Newark & Sherwood District Council, Temporary Clerk to the Committee

Report Summary	
Type of report	Open Report Non-key decision
Report Title	Clerk to the Joint Crematorium Committee
Purpose of Report	To consider the role of Clerk to the Joint Committee.
Recommendations	That the Joint Committee considers further the appointment of a Clerk to the Joint Committee.
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 The services of a Clerk, together with the provision of committee services, are undertaken by way of a Service Level Agreement with one of the constituent authorities. This has been Newark and Sherwood District Council for a number of years. 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.
- 1.2 Following the departure of the Assistant Director from Newark and Sherwood District Council, the Joint Committee, at their meeting held on 22 September 2026, confirmed the appointment of the Deputy Monitoring Officers at Newark and Sherwood District Council to the role but on a temporary basis with future arrangements to be considered at a later meeting. In practice this

role, to date has been performed by Nigel Hill, Business Manager - Elections & Democratic Services and Deputy Monitoring Officer.

2.0 Proposal/Options Considered and Reasons for Recommendation

2.2 The Committee may wish to consider requesting 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 - FIN26-27/4090

Newark and Sherwood District Council

The proposal set out in this report is to consider the available options for the provision of Clerk and administrative / committee services to the Mansfield and District Joint Crematorium Committee. Newark and Sherwood District Council currently provide both services under a Service Level Agreement, for which a fee is charged and increased annually with inflation in line with assumed salary increases. The proposed charges for 2026/27 are:

- Clerk - £3,570
 - Administrative and Committee Services – £2,470
- Total £6,040**

If the services were to continue to be delivered under the existing arrangements, this would cost the Committee £6,040 as above, increasing with annual inflation, until April 2028 at which point the arrangements will change as a result of Local Government Reorganisation.

Mansfield District Council

Should the current arrangement remain in place, the proposed charges above have been budgeted for and are affordable for the Crematorium Committee. If alternative arrangements were proposed, the costs associated with that would need to be determined.

3.2 Legal Implications - LEG2526/757

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>