

NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Meeting of **Mansfield and District Crematorium Joint Committee** held at Mansfield Crematorium, Derby Road, Mansfield NG18 5BJ Monday, 18 May 2026 at 10.00 am.

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

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

APOLOGIES FOR Councillor L Brazier
ABSENCE:

22 DECLARATIONS OF INTENT TO RECORD THE MEETING

NOTED that no intention to record the meeting was declared apart from through the usual web platforms.

23 APPOINTMENT OF 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 to be a Member from Mansfield District Council.

The outgoing Chair, Councillor P Peacock invited the Committee to nominate a Chair for this year. Councillor Peacock advised the Committee how he had enjoyed his year of office as Chair, with good progress having been made.

Councillor A Burgin was nominated and seconded as Chair for 2026/27. Councillor Burgin was then voted in and accepted the role.

24 APPOINTMENT OF VICE-CHAIR

The Vice Chair for 2026/27 to be a Member from Ashfield District Council.

The newly elected Chair, Councillor A Burgin invited the Committee to nominate a Vice-Chair for this year.

Councillor C Huskinson was nominated and seconded. Councillor Huskinson was then voted in and accepted the role.

25 DECLARATIONS OF INTEREST BY MEMBERS AND OFFICERS

There were no declarations of interest.

26 MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2026

The Minutes of the Meeting held on 23 February 2026 were approved as a correct record and signed by the Chair.

27 CLERK TO THE JOINT CREMATORIUM COMMITTEE

Nigel Hill, Business Manager for Elections & Democratic Services and a Deputy Monitoring Officer at Newark & Sherwood District Council, brought the report again to the Committee to consider further for the appointment of Clerk to the Committee.

Newark and Sherwood District Council had 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.

Councillor Whitby thought that the existing arrangements were working well and Councillor Peacock advised that Newark & Sherwood were content with the existing arrangements continuing.

AGREED (unanimously) that Newark & Sherwood continue as Clerk to the Committee.

28 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, staffing, building maintenance and repair, grounds maintenance projects, children's bereavement centre, digital platforms – BACAS replacement and cremation data.

Last year a donation to support the counselling for bereaved children was made by the Committee at this point in the year in 2025. The £3000 donation provided for 15 children, 5 within each district of Mansfield, Ashfield and Newark and Sherwood.

More recently the charity had seen an increase in demand for the need for counselling services for bereaved children from a school locally, following the death of a child. The charity, through engagement with the school have provided initial immediate support and this intervention had seen an increase in the number of referrals.

The report proposed that a further donation be made to the charity for £9000 to provide counselling support for 45 children to receive 1-2-1 for counselling, 15 children within each of the authority areas of Mansfield, Ashfield and Newark and Sherwood, providing a much needed resource for locally bereaved children.

AGREED (unanimously) that:

- i) the committee noted the report; and
- ii) the committee approved a charitable donation of £9000 to the Children's Bereavement Centre, to be funded from the Children's Funeral Fund.

29 ANNUAL STATEMENT OF ACCOUNTS 2025/26

The report provided the annual report and statement of accounts for 2025/2026 showing the Committee's financial position as at the 31 March 2026 and the revenue and capital activity during the financial year.

Emma Frith for Mansfield District Council on behalf of the Treasurer of the Mansfield and District Joint Crematorium Committee informed the meeting that this was a statutory document providing the financial activity for April 2025 to March 2026, having been approved by Tiaa Ltd.

AGREED (unanimously that:

- i) the statement of accounts as presented in Appendix A for the financial year 2025/2026 be approved.
- ii) the 2025/2026 surplus distribution as detailed in Appendix A, 3.7, page 7 be approved.
- iii) up to £4,595,612 of unused capital budget in 2025/2026, as detailed in 3.8.1 of Appendix A, page 8, to be carried forward into 2026/2027 be approved.
- iv) the detailed revenue and capital information provided in Appendix C, be noted only.

30 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 during the mobilisation meeting the idea was discussed to house the crematory externally to the main building. This was to consider future proofing the site and provided a more flexible use of the building space without having to consider the placement of the cremators.

This had identified that there would be five homes that would be impacted under the Cremation Act as they were sited within 200 yards of the proposed crematory site.

The Crematorium and Cemeteries Manager and Registrar advised that external legal advice had been sought and subsequently the impacted properties were being communicated with to identify whether housing the crematory externally on either a temporary or permanent basis is going to be agreeable.

It was explained to the Committee that where agreement could not be sought to house the crematory externally, this would reduce the ability to install electric cremators due to service down time for the installation and the required construction work required to house electric cremators. Consideration would need to be made to the replacement of the existing cremators with new gas cremators; reducing the service downtime, the required substation upgrades and the need for temporary

cremators.

The Committee raised concerns over the previous advice they had received from the specialist contractor and the frustrations over having to install gas cremators when the preference was for electric. The Crematorium and Cemeteries Manager and Registrar agreed to arrange further meetings with the Members of the Committee to discuss the current position as soon as practicable.

AGREED (unanimously) that the Committee noted the report.

31 COMMITTEE WORK PROGRAMME

AGREED that Members note the Committee Work Programme.

32 DATE OF NEXT MEETING - MONDAY, 14 SEPTEMBER 2026 AT NEWARK & SHERWOOD DISTRICT COUNCIL

Meeting closed at 10.38 am.

Chair