



## ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by a Cabinet Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
<b>1. MANSFIELD CREMATORIUM – APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN FOR 2020/21 AND ANNUAL STATEMENT OF ACCOUNTS 2019/20</b>	
<b>2. Is this a Key Decision:</b> A Key Decision is one that is likely to:	
(a) Result in the Council spending or making savings of over <b>£50,000 revenue</b> or <b>£1m capital</b> , or;	
(b) Have a significant impact on <b>two</b> or more Wards, or electoral divisions in the Council's area.	
<b>No</b>	
<b>3. Decision Taken:</b>	
<b><u>Appointment of Chairman and Vice Chairman</u></b>	
<p>1. That Councillor Andy Burgin of Mansfield District Council be appointed as Chairman of the Joint Crematorium Committee for the year 2020/21</p> <p>2. That Councillor Tom Hollis of Ashfield District Council be appointed as Vice Chairman of the Joint Crematorium Committee for the year 2020/21</p>	
<b><u>Statement of Accounts 2019/20</u></b>	
<p>1. The statement of accounts as presented in Appendix A for the financial year 2019/2020 is approved.</p> <p>2. The 2019/2020 budgeted surplus distribution as detailed in Appendix A, page 8, 3.6, is approved.</p> <p>3. The revenue expenditure £11,003 for webcasting equipment as detailed in 3.7, previously approved to be financed from general reserves, is for noting only.</p> <p>4. The detailed revenue and capital information provided in Appendix C, is for noting only.</p> <p>5. The financial information provided in Appendix D and usage information provided in Appendix E, is for noting only.</p>	

- 6. The £627k capital budget for replacement abatement equipment and associated works, as detailed in 3.8, to be carried forward into 2020/21 is approved**

**4. Reasons for the Decision:**

**Appointment of Chairman and Vice Chairman**

In accordance with the Constitution of the Joint Crematorium Committee the offices of Chair and Vice-Chair shall, in successive years, rotate between the three constituent authorities. The Chair for 2020/21 will be a Member from Mansfield District Council. The Vice Chairman for 2020/21 will be a Member from Ashfield District Council.

Mansfield District Council has nominated Councillor Andy Burgin as Chairman. Ashfield District Council has nominated Councillor Tom Hollis as Vice Chairman.

**Statement of Accounts**

The annual statement of accounts for the Joint Crematorium Committee is a statutory document which must be produced and approved by the Committee. The report attached to this urgent decision together with its appendices (referenced below) presents the annual report and statement of accounts for 2019/2020 showing the Committee's financial position as at 31 March 2020 and the revenue and capital activity during the financial year.

The statement of accounts need to be approved before 31 May 2020 to allow the three Authorities to close their own respective statement of accounts.

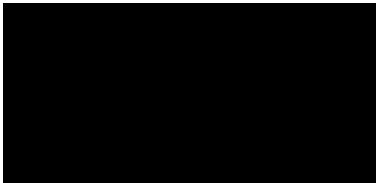
In order to finalise the contract and commence the replacement abatement works without delay, the contract amount for the works which have been identified to date (£627,000) be approved. Officers advised that it is likely further works will be identified once the abatement works has commenced and if so, Committee will be asked to approve additional spend

**5. Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:**

Attached.

**6. Was the Decision classed as exempt? If so, what were the reasons for this:**

No.

<p><b>7. Alternative Options Considered / Rejected:</b></p> <p>None due to the urgency of the decisions and the need to fulfil the requirements to be placed upon the Crematorium during the COVID19 pandemic</p>
<p><b>8. Declarations of Interest and Dispensations – if applicable:</b></p> <p>N/A</p>
<p><b>9. Name / Title of the relevant lead Cabinet Member(s) consulted (if appropriate):</b></p> <p>Councillor Helen-Ann Smith Councillor Tom Hollis Councillor David Martin</p> <p>All are members of the Joint Crematorium Committee</p>
<p><b>10. Name / Title of the decision taker:</b></p> <p>(a) Cabinet Member-The LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY</p> 
<p>Date: 31 May 2020</p>
<p>TO BE COMPLETED BY DEMOCRATIC SERVICES</p>
<p><b>1. Date that the decision was notified to members:</b></p> <p>N/A – Urgent Decision Section 13, Overview and Scrutiny Procedure Rules</p>
<p><b>2. Date and time when the Call-In period for this decision ends:</b></p>
<p><b>3. Date when the decision can be implemented (five working days following publication):</b></p>
<p><b>4. Decision Reference Number:</b></p>

The completed form should be emailed to the Democratic Services Team:

[democratic.services@ashfield.gov.uk](mailto:democratic.services@ashfield.gov.uk)

They will arrange for it to be published on the Council's web site.

**EXEMPT OR CONFIDENTIAL BACKGROUND INFORMATION IN SUPPORT OF THE DECISION:**

Use this section to share any confidential information. **This will not be published or placed on the Council's web site.** It will only be shared within the Authority, as appropriate.

For further support or guidance please contact Ruth Dennis, Director of Legal and Governance (and Monitoring Officer) [r.dennis@ashfield.gov.uk](mailto:r.dennis@ashfield.gov.uk) or any member of the Democratic Services Team.

<b>Report To:</b>	<b>LEADER OF THE COUNCIL</b>	<b>Date:</b>	<b>31 May 2020</b>
<b>Heading:</b>	<b>MANSFIELD CREMATORIUM – APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN FOR 2020/21 AND ANNUAL STATEMENT OF ACCOUNTS 2019/20</b>		
<b>Portfolio Holder:</b>	<b>LEADER OF THE COUNCIL, COUNCILLOR JASON ZADROZNY</b>		
<b>Ward/s:</b>	<b>N/A</b>		
<b>Key Decision:</b>	<b>NO</b>		
<b>Subject to Call-In:</b>	<b>NO</b>		

### **Purpose of Report**

To approve the appointment of the Chairman and Vice Chairman for 2020/21 and approve the 2019/20 statement of accounts for the Mansfield and District Joint Crematorium.

**Recommendation(s)****Appointment of Chairman and Vice Chairman**

1. That Councillor Andy Burgin of Mansfield District Council be appointed as Chairman of the Joint Crematorium Committee for the year 2020/21
2. That Councillor Tom Hollis of Ashfield District Council be appointed as Vice Chairman of the Joint Crematorium Committee for the year 2020/21

**Statement of Accounts 2019/20**

1. The statement of accounts as presented in Appendix A for the financial year 2019/2020 is approved.
2. The 2019/2020 budgeted surplus distribution as detailed in Appendix A, page 8, 3.6, is approved.
3. The revenue expenditure £11,003 for webcasting equipment as detailed in 3.7, previously approved to be financed from general reserves, is for noting only.
4. The detailed revenue and capital information provided in Appendix C, is for noting only.
5. The financial information provided in Appendix D and usage information provided in Appendix E, is for noting only.
6. The £627k capital budget for replacement abatement equipment and associated works, as detailed in 3.8, to be carried forward into 2020/21 is approved

**Reasons for Recommendation(s)****Appointment of Chairman and Vice Chairman**

In accordance with the Constitution of the Joint Crematorium Committee the offices of Chair and Vice-Chair shall, in successive years, rotate between the three constituent authorities. The Chair for 2020/21 will be a Member from Mansfield District Council. The Vice Chairman for 2020/21 will be a Member from Ashfield District Council.

Mansfield District Council has nominated Councillor Andy Burgin as Chairman. Ashfield District Council has nominated Councillor Tom Hollis as Vice Chairman.

**Statement of Accounts**

The annual statement of accounts for the Joint Crematorium Committee is a statutory document which must be produced and approved by the Committee. The report attached to this urgent decision together with its appendices presents the annual report and statement of accounts for 2019/2020 showing the Committee's financial position as at 31 March 2020 and the revenue and capital activity during the financial year.

The statement of accounts need to be approved before 31 May 2020 to allow the three Authorities to close their own respective statement of accounts.

In order to finalise the contract and commence the replacement abatement works without delay, the contract amount for the works which have been identified to date (£627,000) be approved. Officers advised that it is likely further works will be identified once the abatement works has commenced and if so, Committee will be asked to approve additional spend

### **Alternative Options Considered**

*(with reasons why not adopted)*

None considered due to the urgency of the situation.

### **Detailed Information**

Ashfield District Council, Mansfield District Council, and Newark & Sherwood District Council have constituted the Joint Crematorium Committee to exercise their respective powers for the provision, running, maintenance and management of Mansfield Crematorium. Section 101(4) of the Local Government Act 1972 says that this arrangement does not prevent the Council from exercising these functions itself. It is acknowledged that the three Authorities will need to make a unanimous decision in order for it to be implemented.

In accordance with an Executive Decision taken on 17 April 2020, it was agreed to temporarily amend the Executive Scheme of Delegation such that urgent decisions relating to the Mansfield Crematorium, currently delegated to the Mansfield and District Crematorium Joint Committee are taken by the Leader during the coronavirus (COVID-19) pandemic.

The Councils' representatives on the Joint Committee (Councillors, Helen-Ann Smith, Tom Hollis and David Martin) have all been consulted and are in favour of the recommendations.

### **Implications**

#### **Corporate Plan:**

There are no specific Corporate Plan issues relating to these recommendations.

#### **Legal:**

Constitutional and legal issues are set out in the report.

#### **Finance:**

<b>Budget Area</b>	<b>Implication</b>
General Fund – Revenue Budget	Ashfield's share of the surplus is £368,635. This is £4,619 less than the budgeted surplus of £373,254.

General Fund – Capital Programme	N/A
Housing Revenue Account – Revenue Budget	N/A
Housing Revenue Account – Capital Programme	N/A

**Risk:**

<b>Risk</b>	<b>Mitigation</b>
If the statement of accounts are not approved, by 31 <sup>st</sup> May 2020 it prevents the Council from closing its own 2019/20 financial accounts by the required deadlines	To approve the 2019/20 recommendations.

**Human Resources:**

There are no direct HR issues.

**Environmental/Sustainability**

There are no significant Environmental/Sustainability issues.

**Equalities:**

There are no equalities issues.

**Other Implications:**

None

**Reason(s) for Urgency**

In accordance with Part 4 of the Constitution, Overview and Scrutiny Rules of Procedure, Rule 13, where a decision needs to be implemented urgently call in does not apply. The recommendations need to be implemented without delay due to the needs placed upon in during the coronavirus pandemic.

**Reason(s) for Exemption**

N/A

**Background Papers**

None.

**Report Author and Contact Officer**



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