

# Institute of Cemetery & Crematorium Management (Inc)



**ANNUAL GENERAL MEETING 2017**

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NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Institute of Cemetery & Crematorium Management (Inc) will be held at 2.00pm on Monday 25<sup>th</sup> September 2017 at the Belfry Hotel, Thame

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**Institute of Cemetery & Crematorium Management (Inc)  
Limited by Guarantee**  
Founded 1913 – Incorporated 1958 – London Register 610299

#### **Registered Office**

**ICCM National Office  
City of London Cemetery  
Aldersbrook Road  
Manor Park  
London  
E12 5DQ**

**NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Institute will be held on Monday 25<sup>th</sup> September 2017 at 2.00pm at the Belfry Hotel, Thame for the following purposes:**

**Ordinary business**

1. Opening of the meeting
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on Monday 31<sup>st</sup> October 2016 at the Belfry Hotel, Thame.
4. To receive and consider the report of the Board of Directors for the year ended 31<sup>st</sup> March 2017.
5. To receive and consider the audited accounts for the year ended 31<sup>st</sup> March 2017.
6. To appoint auditors for 2017/2018 and to authorise the Directors to fix their remuneration. Recommendation of the Board of Directors: Messrs HSKS Greenhalgh and Company, Nottingham.
7. Appointment of Fellows, Life Members, and Honorary Vice Presidents.
8. To confirm the appointments of the President and Deputy President for 2017/2018.
9. To induct the President and Deputy President for 2017/2018.
10. Close of meeting.

NOTES:

**Minutes of the Annual General Meeting of the Institute held on Monday 31<sup>st</sup> October 2016 at the Belfry Hotel, Thame:**

**Ordinary business**

**1. Opening of the meeting**

The President, Martin Birch, opened the meeting and welcomed members.

**2. Apologies for absence**

Apologies were received from John O'Callaghan.

The President asked members to stand in silence in memory of those members that had died during the previous year namely Michael Ashby, Peter Waltham and Roy Bennett.

**3. To approve the minutes of the Annual General Meeting held on 28<sup>th</sup> September 2015 at the Forest Pines Hotel, Nr Scunthorpe.**

The minutes were accepted as a true record.

Proposed by Julie Dunk, seconded by Linda Barker.

There were no matters arising.

**4. To receive and consider the report of the Board of Directors for the year ended 31<sup>st</sup> March 2016.**

Members considered and approved the report. There were no matters arising.

Proposed by Nick Barton, seconded by Linda Barker.

**5. To receive and consider the audited accounts for the year ended 31<sup>st</sup> March 2016.**

Members considered the accounts. It was noted that a healthy surplus had been generated. There were no matters arising.

Proposed by Julie Dunk, seconded by Dammi Rutter.

**6. To appoint auditors for 2016/2017 and to authorise the Directors to fix their remuneration. Recommendation of the Board of Directors: Messrs HSKS Greenhalgh and Company, Nottingham.**

The recommendation of the board was approved by members.

**7. Appointment of Fellows, Life Members, and Honorary Vice Presidents.**

The President announced that presentations will be made at the Convention dinner.

Fellowship – Mike Headington – For services to members in South Wales.

Honorary Vice Presidency – Neil Richardson – For contributions to the Institute knowledgebase through the 40 Journal articles provided over the last 10 years.

It was further announced that the Wesley Award and some other special awards will also be presented at the Convention dinner.

**8. To confirm the appointments of the President and Deputy President for 2016/2017.**

The President confirmed that the incoming President and Deputy President will be Kevin Pilkington and Mathew Crawley respectively.

**9. To induct the President and Deputy President for 2016/2017.**

The President passed his chain of office to Kevin Pilkington who inducted the Deputy President Mathew Crawley. Kevin presented the out-going President Martin Birch with his Immediate Past President's badge.

Martin Birch passed the chair to Kevin Pilkington.

**10. Close of meeting.**

The President gave a short indication of his intentions for his year of office, thanked members for their attendance and close the meeting.

**NOTES:**

**Annual Report of the Board of Directors  
for the year ended 31<sup>st</sup> March 2017**

MISSION STATEMENT

TO PROMOTE THE DEVELOPMENT, ADVANCEMENT AND WELFARE OF OUR MEMBERS.  
TO FACILITATE THE BETTER PROVISION, OPERATION, ADMINISTRATION AND  
MANAGEMENT OF CEMETERIES, CREMATORIA AND BEREAVEMENT RELATED  
SERVICES

**PRIMARY PURPOSES:**

1. To promote the improvement of cemeteries, crematoria and public services for the disposal of the dead.
2. To promote the advancement and welfare of people employed in the above undertakings.
3. To encourage technical and other studies in relation to the above and to improve and develop the technical and general knowledge of the profession.
4. To provide education and training, including lectures and conferences.
5. To provide library facilities
6. To distribute a journal and papers produced by the Institute.
7. To undertake investigations.
8. To engage people to act in a technical and advisory capacity.
9. To distribute trust funds.
10. To promote, support or oppose initiatives (including proposed legislation) relating to burial, cremation and ancillary public services.

**Report of the Board of Directors**

There was much change on the horizon as the new financial year commenced. The work of the various committees, formed in Scotland by the Scottish Government due to the Infant Cremation Commission, continued. The Institute was represented on all committees by Bill Stanley. The Burial & Cremation (Scotland) Act 2016 received Royal Assent in early summer with focus then turning to the regulations to be made under the Act. As the new Act is phased in the board will concentrate on guidance, education and training specific to Scotland, and it was agreed by directors that a specific Diploma law unit will be created. The national investigation report into baby and infant cremation was published in June 2016. The results of which will be fed into the above formation of regulations.

Amendment of cremation regulations in England & Wales came into force on 1<sup>st</sup> October 2016 to include a definition of ashes. This was seen as the first step to regulating baby and infant cremations in a similar manner to Scotland. The board was pleased that this amendment had been made as the definition of ashes was the fundamental issue as identified in reports in Scotland. The National Working Group on Infant Cremation convened by the Ministry of Justice worked on drafting statutory forms during the year, again in a similar manner to Scotland. It is hoped that further amendment to regulations will be made in the not too distant future. The board agreed that once the cremation of foetuses has been brought into regulation the Institute's policy on the Sensitive Disposal of Fetal Remains will have served its purpose with most of its content being redundant. It was pleasing to note that the Institute's campaign for sensitive disposal has at last been acknowledged, albeit thirty-two years after the first policy statement was made. The board has indicated that it intends to continue to oppose sensitive incineration of babies as being insensitive and not appropriate for a caring society.

The new death certification process in Scotland, introduced in 2015, had settled down and no major problems had been reported. The introduction of the new process in England & Wales

had been set for April 2018 however toward the end of the financial year it became evident that this date might be put back.

In June 2016, the Institute held a highly successful seminar on the subject of funeral poverty that explored ways in which local authorities could assist reducing the issue for its local communities. Following this in November 2016 the Institute assisted the Scottish Government in staging a one-day conference on the same subject.

The above indicates the amount of time and effort applied by the Institute in working with government departments.

On more 'in house' matters the board was advised by the Stratford Business School (SBS) that Pearson (formerly Edexcel) required the reaccreditation of the Diploma and CTTS. This was a major change for the Diploma as most of the previous units would no longer be available, however the new units gave the opportunity to modernise the qualification and make it even more relevant to our services. At the same time, the opportunity was taken to bring the baby and infant cremation unit into accreditation, as opposed to formerly being a separate upgrade. Under the steady hand of SBS accreditation was maintained at the same high standard for both the Diploma and CTTS unique qualifications. An accredited unit covering the management of natural burial grounds was created to widen the scope of the qualifications. This will give those already in possession of the Diploma in Cemetery & Crematorium Management to gain a second Diploma and allow the owners of natural burial grounds to gain an accredited qualification. Directors played a great part in the reaccreditation exercise by reviewing the core unit notes. Thanks go to Ian Quance, Anthony Devonport, Martin Birch and Bill Stanley. Our gratitude is also extended to Jack Startin, a long serving member for reviewing the CTTS course notes.

Our training partnership with the Society of Local Council Clerks (SLCC) continued throughout the year with the numbers of parish clerks enrolled being at an all-time high. Both the Institute and SLCC have many shared views and have been able to support one another at national meetings relating to cemeteries and the issues that they face, particularly the shortage of space. We are pleased to have such a good friend and ally in the SLCC.

The Institute continued to work with the Federation of Burial and Cremation Authorities, the Association of Private Crematoria and Cemeteries and the Cremation Society of Great Britain on the matter of coffin accreditation. The afore mentioned organisations also attended a meeting with the National Association of Funeral Directors to discuss some issues of common interest such as GTN patches.

The scheme for the recycling of metals continued to receive unprecedented surpluses that were distributed to charities nominated by scheme members. Toward the end of the financial year Orthometals informed the board that it had been able to reduce its costs for the second time and hence more funds would be available for charities. Economy of scale as more crematoria adopt the scheme together with Orthometals investing in its equipment have made this possible. The board is indebted to Orthometals for combining with us, the bereaved that give consent and the staff at the scheme crematoria for making the scheme such a success.

The move to the new venue in Oxford for the annual Learning Convention and Exhibition proved highly successful with the number of delegates being up on the previous year. Directors were pleased that so many members take advantage of Convention where they can learn about new initiatives and ideas that can be taken back to their workplace. The success of Convention is very much due to Julie Dunk and Blue Donnabaer for which thanks are due. The exhibitors play a significant role in Convention and we thank them and welcome them all to the family.

At the end of the financial year both Professional and Corporate membership had again increased. It was also noted that a sizeable surplus had been produced. This led the board to agreeing that subscriptions would not be increased in 2017 and that discussions should take place on how the surplus should be re-invested in the membership.

Toward the end of the financial year the board recognised that it needed to plan as the retirement of the Chief Executive was on the horizon. It was decided that a Deputy Chief executive would be recruited who would eventually take over. It was also decided that demand on the Institute warranted the filling of a technical office post that had been held vacant for a number of years. Following advertising and interviews Julie Dunk was appointed to the post of Deputy Chief Executive and Mathew Crawley to the post of Technical and Member Services officer. The appointment of Mathew meant that he had to stand down as Deputy President and would hence not take over as President at this year's AGM. In order to ensure continuity of the presidential line, and after taking the advice of the Company Solicitor, the board agreed to seek nominations for election both President and Deputy President, thus maintaining the democratic approach required by the articles of association.

In closing it should be noted that the year was a very busy one for the Institute thanks to you the members for our support. The board is determined to maintain standards of its accredited qualifications and initiatives that help to raise your profile.

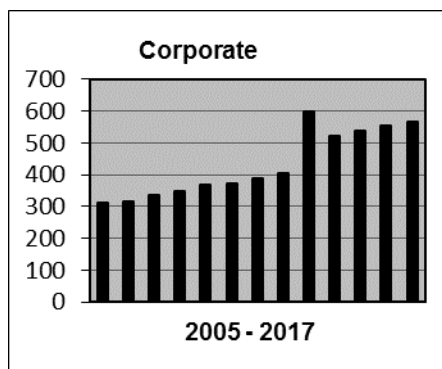
Board of Directors  
May 2017

Notes:

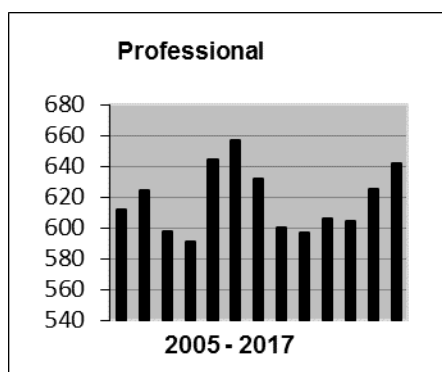


## Performance Charts

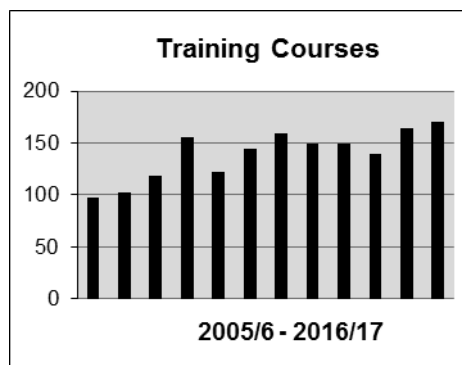
### Corporate Membership at 31<sup>st</sup> March 2017



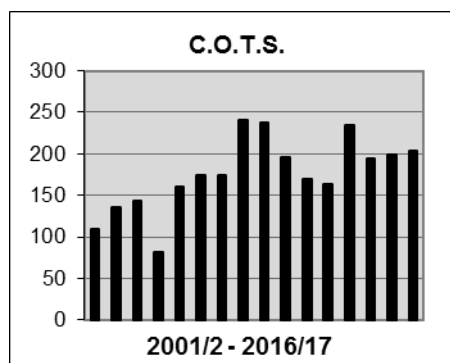
### Professional Membership at 31<sup>st</sup> March 2017



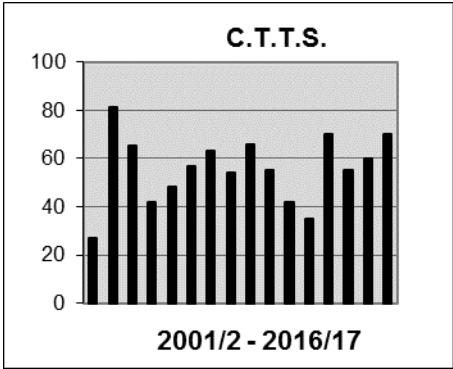
### Training Courses 2005/6 – 2016/17



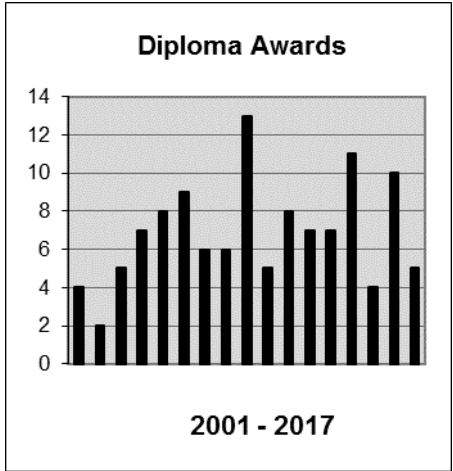
### COTS Candidates 2001/2 – 2016/17



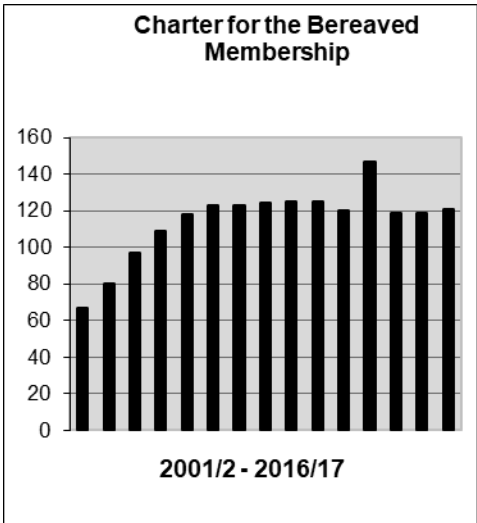
**CTTS Candidates 2001/2 – 2016/17**



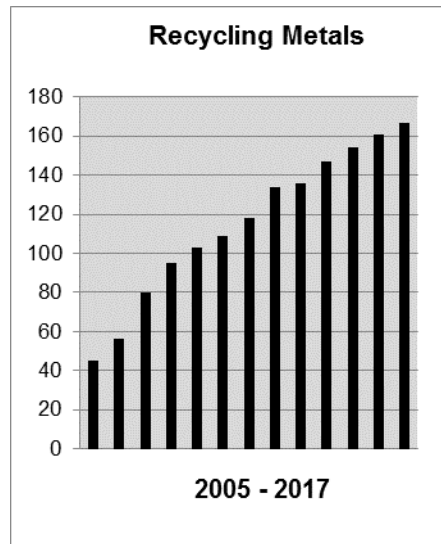
**Diploma Awards 2001 – 2017**



**Charter for the Bereaved 2001/2 – 2016/17**



## Recycling Metals – Scheme Membership 2005 – 2017



### Management Plan Targets – 2014 to 2017

#### **Short Term**

- Re-accredit Diploma and CTTS (Edexcel requirement for 2016/2017)
- Increase membership (Achieved for both Corporate and Professional)
- Increase CTTS uptake (Achieved)
- Increase membership of metals recycling scheme (Achieved)
- Provide a new website (Ongoing)

#### **Medium Term**

- Produce specific Diploma core units for Scotland (In light of new legislation and pending regulations)
- Reconvene inactive branches (Ongoing)

