

# Institute of Cemetery & Crematorium Management (Inc)



**ANNUAL GENERAL MEETING 2018**

## **ANNUAL GENERAL MEETING 2018**

NOTICE IS HEREBY GIVEN that the Annual General Meeting of the Institute of Cemetery & Crematorium Management (Inc) will be held at 14:00 on Monday 1<sup>st</sup> October 2018 at Oxford Belfry Hotel, Milton Common, Thame, OX9 2JW

### **CONTENTS**

**Agenda for Annual General Meeting**

**Minutes of 2017 Annual General Meeting**

**Report of the Board of Directors**



**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 1<sup>st</sup> October 2018 at 14:00 at the Oxford Belfry Hotel 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 25<sup>th</sup> September 2017 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 2018.
5. To receive and consider the audited accounts for the year ended 31<sup>st</sup> March 2018.
6. To appoint auditors for 2018/2019 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 2018/2019.
9. To induct the President and Deputy President for 2018/2019.
10. Close of meeting.

NOTES:

**Minutes of the Annual General Meeting of the Institute held on Monday 25<sup>th</sup> September 2017 at the Belfry Hotel, Thame:**

## **Ordinary business**

### **1. Opening of the meeting**

The President opened the meeting and welcomed members. He then requested a vote of thanks for Anthony Devonport and Alan Till who would be leaving the board. Kevin spoke of both being Past Presidents and directors for a number of years and that Alan Till was a founder member of the CBA and was instrumental in its merger with the Institute, and the later merger of the ABA with the Institute. The President further informed members that Honorary Vice Presidency would be bestowed on Alan in recognition of his long service to the Institute.

The president informed members that Geoffrey Scrutton and Shirley Roberts had died since the last AGM. Members stood in silence to remember those lost members.

### **2. Apologies for absence**

John O'Callaghan and Trevor Robson had forwarded apologies

### **3. To approve the minutes of the Annual General Meeting held on 31<sup>st</sup> October 2016 at the Oxford Belfry Hotel.**

Linda Barker proposed and Alan Jose seconded that the minutes were approved as a true record. Members agreed on a show of hands.

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 2017.**

Dammi Rutter proposed and Julie Dunk seconded that the report of the directors is accepted. Members agreed on a show of hands.

There were no matters arising.

### **5. To receive and consider the audited accounts for the year ended 31<sup>st</sup> March 2017.**

Sofia Alana proposed and Linda Barker seconded that the accounts be approved. Members agreed on a show of hands.

There were no matters arising.

### **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.**

Mat Crawley proposed and Alan Jose seconded that the recommendation of the board be accepted. Members agreed on a show of hands.

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

The President announced that the awards would be made at the Convention Dinner.

### **8. To confirm the appointments of the President and Deputy President for 2017/2018.**

The President confirmed appointments for 2017/2018 as:

Linda Barker as President

Sofia Allana as Deputy President

Kevin Pilkington as Immediate Past President

### **9. To induct the President and Deputy President for 2017/2018.**

The current President Kevin Pilkington inducted Linda Barker as incoming President. Linda inducted Sofia Allana as her Deputy President and presented Kevin with his Past President's medallion.

**10. Close of meeting.**

The Chair was passed to Linda Barker who gave a short speech on her intentions for her year in office and duly thanked members for attending. The meeting was then closed.

**NOTES:**

**Annual Report of the Board of Directors  
for the year ended 31<sup>st</sup> March 2018**

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**

Another busy year for the Institute culminated with the retirement of Chief Executive, Tim Morris. Tim had led the Institute since 2001 and his positive impact on bereavement services will be felt for many years to come. Many members, and as a consequence many bereaved people, have benefited from the work that Tim did during his time with the Institute on raising standards through accredited training, education and best practice guidance. Ever calm, patient and willing to go above and beyond to help people, Tim will be very much missed by all who worked with him. The Deputy Chief Executive, Julie Dunk, took over from Tim in February and will continue to build on Tim's successes in ensuring that the Institute is recognised as the leading organisation for those involved in cemeteries, crematoria and wider bereavement services.

It is very pleasing to report that both professional and corporate membership increased again this year. The number of one day courses, and the number of crematoria in the recycling of metals scheme also increased. COTS and CTTS courses were down on the previous year, possibly indicating difficulty for authorities in finding money for training courses in these times of austerity. The number of members of the two Charters for the Bereaved remained the same as the previous year. All in all these figures are very positive and indicate that the Institute is in good health.

We continued to enjoy a good relationship with the Society of Local Council Clerks (SLCC) and provided many training courses for their members on cemetery matters. The SLCC and the Institute regularly find ourselves together on various groups, and we are able to support each other as we share similar views.

Institute events held during 2017/2018 met with great success. The Education Seminar in March attracted a record 51 students at varying stages of their Diploma studies. It is always amazing just how much is achieved during the 3 days of the Seminar, with all students completing at least one assignment, and some even a whole module. Thanks go to Sue Gull

and Marc Gisborne of the Stratford Business School for the continued support and guidance through the Education accreditation minefield! Thanks also go to all the tutors who work so hard in ensuring that students are supported in their studies, enabling them to achieve great successes.

The Annual Learning Convention and Exhibition was held at the Oxford Belfry again and attracted an increased number of delegates. The theme for the Convention was 'Getting It Right', and, according to the feedback received from delegates and exhibitors, we did get it right! Thanks must go to the speakers who provided lots to think about, and to the exhibitors who contribute so much to the event.

A very successful joint event with the Association of Private Cemeteries and Crematoria, the Cremation Society of Great Britain and the Federation of Burial and Cremation Authorities was held in March 2018. The one-day Seminar was the first time that the organisations had worked together to host an event, and it is hoped that this will pave the way to increased cooperation and joint working in the future. Each organisation chose a topic to be presented and discussed, and the whole day was ably chaired by Alan Jose of the Westerleigh Group. Feedback from the Seminar indicated that the delegates valued the closer working and felt that similar joint events exploring topics of mutual interest should be held.

The Scottish Government continued to press ahead with the implementation of some of the provisions of the Burial and Cremation (Scotland) Act 2016. Consultation on the Cremation Regulations took place during spring 2017, and received 40 responses, enabling the Scottish Government to draft new Cremation Regulations (Scotland) that will be laid before the Scottish Parliament during 2018. The Scottish Government also published consultation on high level proposals on the content of the Inspection Regulations, and received 44 responses. The Inspector of Funeral Directors for Scotland, Natalie McKail, chaired several meetings of a working group to help establish appropriate regulations and best working practices. The Institute has been heavily involved in all the Scottish Government initiatives through the good offices of Director Bill Stanley, for which the Board give thanks to Bill.

The much-heralded changes to the death certification process in England and Wales, that were due to be introduced in April 2018, failed to materialise, and they have now been put back until 2019 and will be in a non-statutory format for a trial period. In 2017 the Ministry of Justice announced amendments to the Cremation Regulations 2008 to be introduced in April 2018. Members faced having to change their cremation application forms, as the amended regulations require the Applicant to choose an option for the ashes, as well as acknowledging that, on occasion, there may be no ashes recovered. The amended regulations also allow forms to be submitted electronically, requiring cremation authorities to review their procedures for processing cremation forms. The end of the financial year was a busy time for ICCM Officers trying to assist authorities in preparing for the introduction of the amended regulations.

The metals recycling scheme continues to be a huge success, and this year it reached a milestone – over £5,000,000 has now been donated to bereavement related charities in the UK since the scheme started. Our thanks go to scheme members for signing up to the scheme and for nominating charities; to Orthometals for managing the scheme, and most of all to bereaved people who give their consent for metals to be recycled. Thanks too to our Finance and IT Manager, Trevor Robson, who has the job of producing all the cheques for the nominated charities – a time-consuming but very worthwhile task.

The day to day running of the Institute involves many tasks that go unseen. The small officer team achieve big results, so the Board would like to thank all the officers for their dedication and commitment to providing excellent services for you, the members. The Board would also like to thank all members for your continued support, and hope that you become active within the organisation through attending meetings and events, through undertaking training and

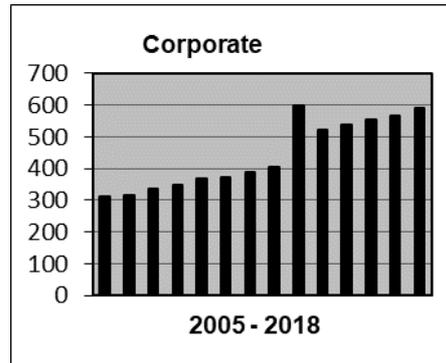
education, and through providing feedback to the Board and officers on any initiatives you would like to see.

**Board of Directors**  
**May 2018**

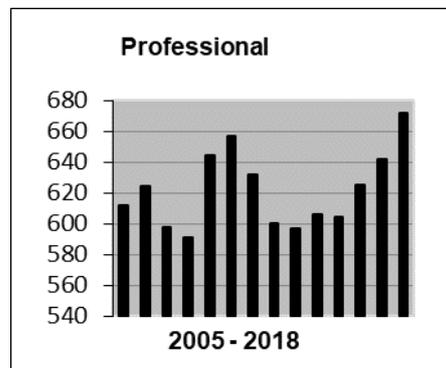
Notes:

## Performance Charts

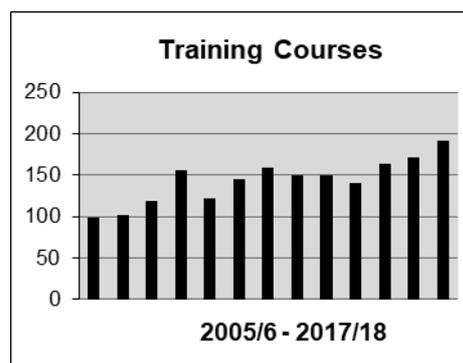
### Corporate Membership at 31<sup>st</sup> March 2018



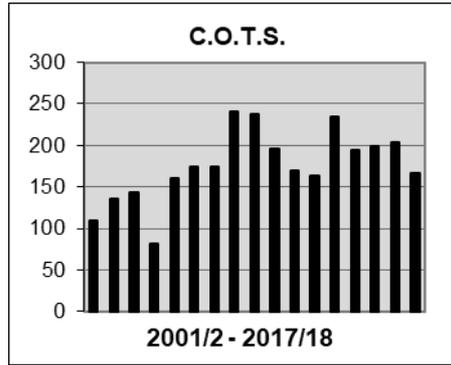
### Professional Membership at 31<sup>st</sup> March 2018



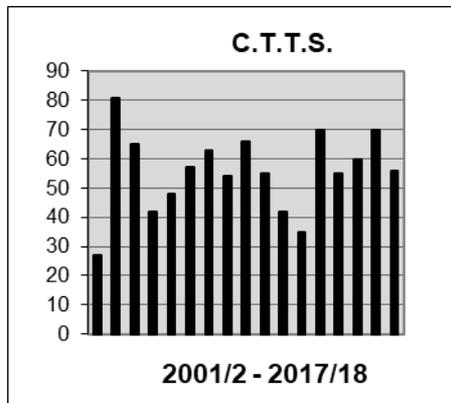
### Training Courses 2005/6 – 2017/18



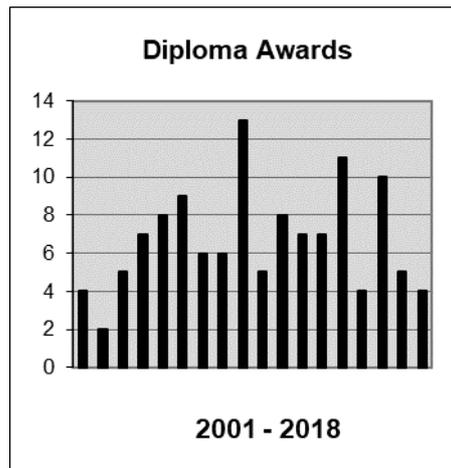
### COTS Candidates 2001/2 – 2017/18



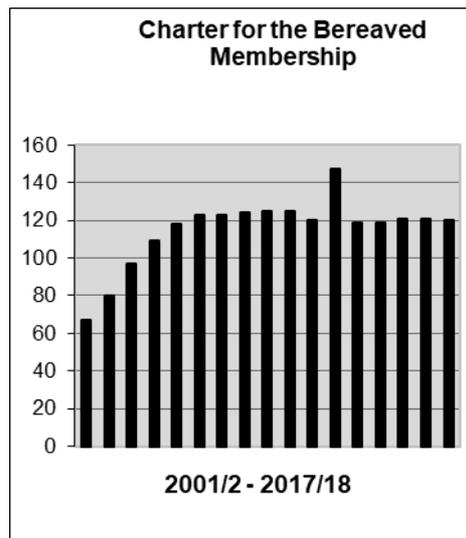
### CTTS Candidates 2001/2 – 2017/18



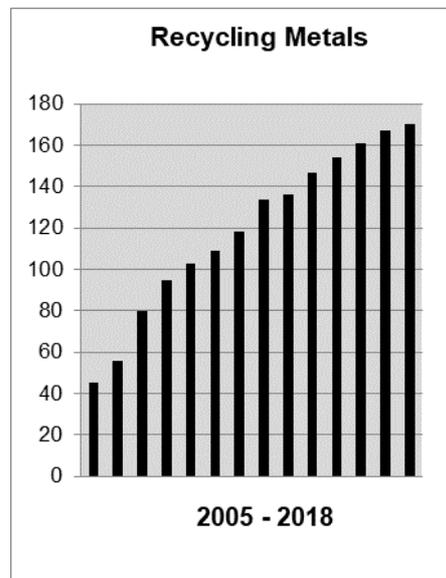
### Diploma Awards 2001 – 2018



## Charter for the Bereaved 2001/2 – 2017/18



## Recycling Metals – Scheme Membership 2005 – 2018



## Management Plan Targets – 2015 to 2018

### Short Term

- Review Management plan for 2018 – 2023 (Achieved – new targets to be published 2018)
- Re-accredit Diploma and CTTS (Edexcel requirement for 2016/2017) (Achieved)
- 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) (Ongoing)
- Reconvene inactive branches (Ongoing)