

**Institute of Cemetery & Crematorium Management**

**Report of the meeting of the Board of Directors held on at the National Office on 11<sup>th</sup> February 2014.**

**Present:**

**Directors** – Martin Birch, John O’Callaghan, Bill Stanley, Natasha Bradshaw, Alan Till

**Officers** – Tim Morris, Trevor Robson, Charles Ward, Julie Dunk

**1. Opening of the Meeting**

The Chairman opened the meeting at 10.30am.

**2. Apologies for Absence**

Roddy McGinley, Alan Copeland, Ken Dry and Charles Ward had forwarded apologies.

**3. Declarations of Interest**

Martin Birch declared an interest with regard future charity nominations should Cardiff City Council form a charitable Trust.

**4. Minutes of the meeting held on 14<sup>th</sup> November 2013 and Matters Arising**

The minutes were agreed as a true record.

**Matters Arising:**

**a) Website**

Directors discussed the website library, general navigation and the creation of a statistics log. It was agreed that upgrading of the website will be discussed with Assettrac.

b) Natasha Bradshaw reported that the agreed gift to Orthometals to mark the opening of their new premises had been sent.

c) Natasha Bradshaw reported that Clear Skies Software had created the babies database programme for Sands. The system had been tested and Sands will write to burial and cremation authorities requesting data. The Institute will endorse the action of Sands in order to confirm that this is a Sands initiative.

d) It was reported that another enquiry had been received from a member

concerning the disposal of ashes where the funeral director had lost contact with the applicant.

Directors agreed that the disposal of ashes without the written consent of the applicant for cremation is not lawful and instructed the Chief Executive to draft a policy and guidance note for members and circulate to the board for approval.

e) The matter of NE Lincolnshire Council selling memorials to the public via the Localism Act was mentioned and that no news had been received on the possible challenge.

## **5. Report of the Finance & IT Manager**

The Finance & IT Manager presented the board with the draft budget for the new financial year and the projected outturn for the current year.

Directors expressed their satisfaction that the plan to move away from the more commercial activities and focus more on the membership was proving successful.

The report was approved.

## **6. Report of the Chief Executive**

### **Policy & Guidance – Open Coffins During Chapel Services**

As a result of receiving enquiries from members on this subject a draft policy and guidance note was previously circulated to directors.

Directors discussed the matter, it's connection with the Charter for the Bereaved and misconceptions regarding risk of infection.

It was agreed that the Policy & Guidance note should be distributed to members.

### **Coffin Specifications - Update**

The Chief Executive reported on the recent meeting between the cremation trade associations (ICCM, FBCA and APCC) with the FFMA working group. The meeting was held at the offices of Intertek, the chosen test house.

It was reported that the meeting was useful and important as rumour had been circulated amongst some FFMA members regarding intentions and cost. The cremation trade associations were able to spell out the intentions and its plans to keep costs to a minimum via the avoidance of duplication. Intertek were able to confirm their fees and the acceptance of there being no need to test the same material bought from a common supplier by several coffin manufacturers. Directors endorsed the actions of the cremation trade associations.

## **6.4 CTTS Infant Cremation Unit**

Directors discussed the new CTTS unit on baby and infant cremations. The unit contains a set of unit notes that consider technique and equipment designed to maximise the recovery of ashes. An item has been added to the examiner's record that requires questioning on technique and equipment used.

Directors were informed that the unit notes and modified examiner's record had been sent to SBS in order to seek Edexcel approval. Should the unit be approved, and there was little doubt that it would be approved, the Chief Executive will contact all examiners, following which the unit will be provided to all technicians currently on the scheme.

The Chief Executive advised that the unit might require amendment in light of forthcoming reports from the Commission and Dame Angiolini reports and the unit will not be issued until after these reports have been considered.

## **7. Infant Cremation Commission - Update**

The Chief Executive updated directors on the work of the Infant Cremation Commission.

The Chief Executive informed directors that he is to attend a meeting at SW Middlesex crematorium with Lord Bonomy and his assistant on 19<sup>th</sup> February. This visit has been arranged by Lord Bonomy as he wishes to view the infant cremator that is operational at the crematorium.

It was reported in the press that Dame Angiolini's report on Mortonhall crematorium will be completed in February and that bereaved parents will have sight of the report before it is made public.

The Commission report will follow the publication of Dame Angiolini's report however no precise date has been set.

## **8. Convention and Education Seminar**

Directors discussed this year's Convention and a theme for the event. The suggestion of "Leading the Way" was put forward with papers from members who are 'doing something different' being appropriate. A number of suggestions for papers were put forward.

Julie Dunk reported that the Education Seminar was again a major success with excellent feedback being received from those attending.

It was suggested that a series of one-day events are arranged designed to bring together those studying and assist with assignment completion.

Julie informed the board that the 2015 event will take place at the end of

March with the venue costs being the same as for this year. The 2016 event will take place during early March.

## 9. **Natural Burial Grounds Initiatives**

### **Eligibility for Charter Membership**

The Chief Executive provided a report to the board that the assessment process questionnaire had been finalised and the committee had discussed the awards. It was decided by the committee that gold, silver and bronze awards were not entirely appropriate with the suggestion that the dove logos should be printed on award certificates depending on the points banding achieved:

208 - 220 points 

221 - 260 points 

261 – 290 points 

291 – 330 points 

331 - 373 points 

The board was informed that the suggestion of acorns, instead of the dove logo, could be considered however directors considered the dove to be appropriate for the scheme and provided branding.

Directors also discussed the fee to be charged for completion and analysis of the questionnaire. It was felt that the fee should be kept low as existing Charter members already complete one questionnaire and that a low fee would encourage stand-alone providers.

Draft membership and award certificates were provided.

Directors agreed that:

- Eligibility for Charter membership is the provision of the Rights
- The awards score bandings are accepted.
- The award certificate and classifications via the dove logo are approved.
- The application form and draft membership certificate are approved
- The annual fee of £100 per operator is approved.
- The fee for operators represented on the committee is waived for the first year.

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Directors expressed their appreciation for the time and input made by committee members and extended their thanks.

## **9.2 Diploma in the Management of Natural Burial Grounds**

The Chief Executive reported that he met with SBS on 7<sup>th</sup> February in order to progress the specific NBG unit and Diploma.

A copy of the course notes compiled to date was given to SBS in order that generic subject material can be added. SBS had recommended that the unit should be a double unit that also takes in law with six assignments being required.

The full Diploma in the management of natural burial grounds would require completion of the following units:

Management of Natural Burial Grounds (Core)

Managing Financial Resources (Core)

Organisations and Behaviour (Core)

Managing Activities

Human Resource Management

Administrative Services

The certificate stage would be the NBG double unit plus one other core unit.

The board was informed that he and the chairman will be meeting with SBS on 27<sup>th</sup> March to finalise the Diploma and seek Edexcel approval.

## **10. ICCM / NAMM / BRAMM**

The Chief Executive provided a report on the meeting between BRAMM and NAMM regarding the potential creation of a single register for memorial masons.

The board confirmed its desire for a single register is created.

Full reports will be provided to the board as further meetings take place and the detail is progressed.

## **11. Other Business**

### **a) Updating Diploma Notes**

Martin Birch raised the matter of Diploma notes requiring a review and update. It was agreed that the matter will be discussed with SBS at a meeting arranged for 27<sup>th</sup> March.

### **b) Payment by Instalments**

Martin Birch reported that some members studying Diploma units might find that employers cease to pay. In order to assist members he asked if it was possible to permit payment by Instalments. The Finance & IT Manager stated that this had been arranged in the past.

Directors was agreed that:

- Payment by instalments is made available to professional members that pay for their units.

TR

- A £200 deposit followed by 10 monthly payments of £39.50 will be required.

**c) Death Certification Scotland**

Bill Stanley updated the board on a recent meeting of the group in Scotland which included:

Insurance companies will not cover damage caused to cremators by implants.

JD

Cemeteries and crematoria will receive an electronic copy of the MCCD that will contain implant information.

NAFD will be training funeral directors staff to remove implants.

Cross border issues.

Review of the Cremation (Scotland) Regulations is receiving attention.

The Chair mentioned the regulation of funeral directors, however this is not currently on the agenda.

**d) Plaques for Victoria Cross holders**

Martin Birch advised the board that an organisation is sending out 2x2 slabs to authorities bearing details of VC holders that are buried in their cemeteries. Recipient authorities can decide where such a plaque is displayed.