

Minutes of the meeting of the Board of Directors held on at the National Office on 28th January 2015.

Present:

Directors –Bill Stanley, Alan Till, Ken Dry, Anthony Devonport, Ian Quance, Natasha Bradshaw, Roddy McGinley

Officers – Tim Morris, Trevor Robson

1. Opening of the Meeting

The Vice Chairman, Alan Till opened the meeting at 10.30am.

2. Apologies for Absence

Martin Birch had forwarded apologies.

Charles Ward, and Julie Dunk had also forwarded apologies.

3. Declarations of Interest

None were made.

4. Minutes of the Meeting held on 29th October 2014

The minutes were agreed as a true record

Matters Arising:

The Finance & IT Manager indicated changes to minute 4a in respect of additional training and education registrations (Previous figures in brackets).

CTTS Intermediate 42 (25)

CTTS Advanced 6 (5)

Baby and Infant Diploma upgrade 32 (23)

The Chief Executive confirmed to the board that he had informed the Cremation Practice sub-group in Scotland at a recent meeting that the Institute had acknowledged the use of multiple baby trays but was not recommending the practice, as requested at the previous meeting.

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

Membership and financial information

Professional membership had remained stable.

7 new Corporate Members had been enrolled

Financial Information

Debtors for 31/3/14 and significant payments were relayed to the Board.

Finance

The budget indicated that a surplus will be produced.

Recycling nominations

From the July 2014 round, 68 cheques have been presented. The January 2015 round of requests has commenced, 30 requests have been received to date.

6. **Infant Cremation Commission Update**

Bill Stanley and the Chief Executive provided an update on work of the various groups that were formed under the National Committee in Scotland.

The Chief Executive advised that the work of the Cremation Practice group was complete and that it has produced a guidance document and a policy statement for use by cremation authorities. These documents will be approved/amended by the National Committee.

Bill Stanley provided an update on the groups that he is attending for the Institute – Policy and Code of Practice, Records and Forms, Training and Communications and Memorials. It was noted that cremation organisations are not included on the Shared Cremations group. Bill provided draft for director's information.

It was noted that the Scottish Government had interviewed for the post of Inspector of Crematoria during the previous week.

The Chief Executive reported that the burial and cremation law consultation document will be issued by the Scottish Government during the next week. Directors were advised that this will include all burial and cremation legislation with other specific sections relating to baby and infant cremations, regulation of the funeral industry, alternative forms of disposal and funeral poverty.

The Chief Executive informed directors that Edinburgh City Council has posted a report detailing updates to its action plan that contained several references to the Institute however the Council had not engaged with or consulted with the Institute.

7. **Report of the Chief Executive**

Workplan

An updated workplan previously circulated was discussed. The Chief Executive reported that all items relating to baby and infant cremation had now been completed. The only action left was to roll out the practical course piloted at Mortlake crematorium.

Attention could now return to the Natural Burial initiative that was delayed due to the amount of work relating to baby and infant cremations. It was noted that the NBG Diploma unit is being finalised with SBS.

BRAMM / NAMM

The Chief Executive informed the board that he will be a representative for BRAMM at a single register meeting with NAMM on 2nd February.

The board confirmed its view that BRAMM and the Institute do not have policies on the Localism Act and remain committed to the single register.

ICCM / NAFD Joint Guidance

The Chief Executive advised the board that the draft guidance on the transfer of burial rights is currently with the NAFD for their comment.

Emstrey Crematorium (Shrewsbury) Investigation

The Chief Executive informed the board that the official submission to the investigation had been made.

Law Consultation Scotland

Dealt with under 6 above.

Directors Suggested that Gareth Brown of the Scottish Government be invited to give a Convention paper on the law review and baby and infant cremation at this year's Convention.

8. **Convention and Education Seminar**

The Chief Executive reported on behalf of the Technical Services and Events Manager that plans for Convention were progressing.

The number attending the education seminar was at a break-even point however further applications are anticipated. All details have been finalised with SBS.

9. **Other Business**

Davies Law of Burial Cremation and Exhumation

The Chief Executive informed the board that officers had met with the publishers of the above book during the previous week to discuss the Institute editing the current out of date version. The meeting was arranged following communication made with Julie Dunk.

A contract had been provided that has been approved by the Company Solicitor.

Directors congratulated officers on acquiring this important opportunity for the Institute.

Royal London Cost of Funeral Report

The Chief Executive advised the board that the planning process for this year's report will commence in the near future.

10. **Date of Next Meeting**

It was agreed that the next meeting will take place on 22nd April 2015 at the National Office to commence at 10.30am.