

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on at the National Office on 24th June 2014.

Present:

Directors – Martin Birch, John O’Callaghan, Bill Stanley, Natasha Bradshaw, Alan Till, Alan Copeland, Ken Dry

Officers – Tim Morris, Trevor Robson

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

Charles Ward, Roddy McGinley and Julie Dunk had forwarded apologies.

3. Declarations of Interest

None were made.

4. Minutes of the Meeting held on 7th May 2014

The minutes were agreed as a true record

5. Report of the Finance & IT Manager

Financial position for end of year 13/14

Directors were notified that the draft final accounts for 2013/14 circulated to the Board earlier this month will be submitted to Greenhalgh and a physical audit of files organised over the summer. The board was pleased with the surplus produced and its actions in focusing more on the membership, as opposed to more commercial activities.

Membership and financial information

All reminders for membership subscriptions had been issued by the w/e 26/5/14.

A 1% increase in Professional membership was recoded since 1/4/14

Corporate membership was unchanged.

New and archived members were updated to the Board

Significant payments since 1/5/14 – 17/6/14 to identified to the Board.
There we no unexpected items.

Recycling nominations

From the March 2014 round all, but 19 cheques have been presented.

A chase up of these shall follow.

Additional funds have arrived from Ortometals. Once again another £250,000 is available for donation. A mail out early July with a closing date of early September was suggested, again with a standard newsletter to inform people of the date and that late nominations cannot be made.

Office Move

Directors were reminded that the finance office will, on the 7th July 2014, have been relocated from Oakham Ave, Whickham to Colbeck Avenue, Swalwell.

The email address will remain unchanged, however, the phone number will now be 0191 452 5958.

6. Infant Cremation Commission

An item of the Chief Executive's report regarding the removal of metals from ashes was included in this item.

Directors discussed the report of the Infant Cremation Commission at length.

Directors agreed the following:

The Institute welcomes the report and the board will act on all recommendations relating to actions required.

As the wording of the definition of 'Ashes' and 'Cremated Remains' indicates that consent is required to remove metal a newsletter should be circulated advising those authorities that bury metals within the crematorium grounds that consent is required for this action.

It was further agreed that those crematoria that currently recycle metals with the consent of the applicants for cremation need do nothing more.

The Chief Executive should write to the Scottish Government to establish when the working group comprising ICCM, FBCA, two lay persons appointed by the Scottish Government and a representative from Facultatieve Technologies will be established. It was further agreed that the Institute will not suggest any additions to the group and will comply with the recommendation.

The Additional questions for the new section of the Charter Assessment

Process were agreed. It was further agreed that the revised questionnaire will be adopted as soon as possible.

The additional unit for the CTTS Intermediate qualification, including the course notes, revised workbook and assessor's checklist will be adopted and issued with immediate effect.

The course for mentors and technicians will be constructed at Mortlake crematorium in the near future and launched as soon as possible.

The work completed so far on the addition to the Crematorium Management Diploma unit should be completed asap in conjunction with SBS.

The addition of new rights in respect of baby and infant cremation will be added to the Charter reference document to reflect the additional new assessment process questions.

A review of the Charter Guiding Principles will be undertaken as soon as possible.

A review of the Fetal Remains and Baby and Infant Funerals policies will be undertake in conjunction with Sands.

The Institute will participate in all working groups created by the Scottish Government.

7. BRAMM/NAMM

The board was updated on the initiative to create a single register where negotiations were progressing.

8. Learning Convention and Exhibition

Directors were provided with an update on preparations for this year's event.

Last year's exhibitors will be given first option on stands before any advertising takes place. Directors were reminded that advertising of the exhibition was not required last year as all previous exhibitors had re-booked.

Flyers had gone out by newsletter and in the Journal and booking forms are available.

The programme is currently being put together and will be circulated in July.

9. Other Business

Bill Stanley thanked officers for the efforts in respect of the workload

created by the Commission over the last year.

Death Certification – England & Wales

The Chief Executive informed the board that at a recent BCAG meeting it was announced that the consultation on death certification in England & Wales would be issued shortly. It was also reported that it is intended to reconvene the national steering group that had not met for over a year and that implementation might now be 2016.

Public Health Funerals

It was reported that some authorities that arrange these funerals are refusing to give ashes to relatives that cannot afford the funeral. The Chief Executive advised that this matter is contained in the Institute's training course.

It was agreed that:

The Institute would continue to advise members that ashes should be given to the nearest relative in such cases.