

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on at the National Office on 7th May 2014.

Present:

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

Officers – Tim Morris, Charles Ward, Julie Dunk

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

Trevor Robson had forwarded apologies.

3. Declarations of Interest

None were made.

4. Minutes of the Meeting of 11th February 2014

The minutes were agreed as a true record.

Matters Arising

a) Directors were informed that item 6 regarding the website had been deferred to the next meeting due to the board wishing to spend maximum time on the Mortonhall report.

b) Directors agreed that reserves will be kept at 1 year’s operating costs.

c) Natasha Bradshaw reported that she and the Chief Executive were in discussion on the construction of a pilot course dealing with baby cremations. Directors were informed that following the pilot to be held at Mortlake crematorium, other regional hosts could be identified. Martin Birch expressed an interest in the course being delivered at Cardiff.

5. Report of the Finance & IT Manager

Directors considered the reports forwarded by the Finance & IT Manager.

The board was pleased with the increase in membership since 1st April. All significant payments were approved.

The board was pleased that an estimated surplus of circa £36,000 was

reported. It was mentioned that the move away from the more commercial activities and toward member support was beginning to show good results.

The reports were approved.

6. **Website**

The matter was deferred as indicated at 4a above.

7. **Report of the Chief Executive**

7.1 Cemetery Managers Handbook

The Chief Executive reported that the handbook had been completed and now required formatting, proof reading and checking of all hyperlinks. This work would be completed as soon as workloads in relation to the Infant Cremation Commission were reduced.

7.2 Coffin Specifications

Directors were informed that the work was progressing with the FFMA, APCC and FBCA.

8. **Infant Cremation Commission**

The Chief Executive updated the board on the current position with the work of the Commission.

The board then focussed on the draft response to questions asked of the Institute and FBCA by Lord Bonomy. These questions revolved around recommendations made in the Mortonhall report.

Directors comments were added and the Chief Executive advised to forward the finished document.

Directors discussed the Mortonhall report at length and the potential impact of the recommendations on the Institute's training and education programmes and its policy and guidance. It was agreed that a major review of all initiative will be required following publication of the Commission report.

9. **Convention and Education Seminar**

Julie Dunk gave an update on preparations for the event.

10. **Natural Burial Grounds Initiatives**

Charter Membership and Assessment Process

The Chief Executive reported that the questionnaire had been piloted by an operator and was ready to launch once the work of the Commission has

reduced.

Diploma in the Management of Natural Burial Grounds

It was reported that the Chairman and Chief Executive had met with SBS to progress the NBG unit and make up of the new Diploma. It had been agreed that the target launch date will be this year's Convention.

11. ICCM / NAMM / BRAMM

The Chief Executive reported on the recent encouraging meeting between NAMM and BRAMM where discussions on a single register took a step nearer.

12. Other Business

a) Natasha Bradshaw informed the board that the letter sent some time ago to the MoJ regarding reuse could be sent again to members to encourage more similar letters from members. The matter was suggested at a recent SE branch meeting held at Highgate cemetery.

b) The Institute's membership of the International Cremation Federation (ICF) was raised. It was decided that membership would be retained however the benefits should be identified.

c) Bill Stanley gave an update on the review of death certification in Scotland. He advised that a form is to be used with the application for cremation that indicates the presence of any implants. This was fully accepted by the Scottish Government with the cremation industry requested to formalise this with funeral directors. The group had raised the matter of radioactive implants and it was suggested by the Chief Executive that Dr. Andrew Duggart's contact details should be sent to the group.

d) Alan Copeland informed the board that he will not be standing for election to the board. The board expressed its appreciation to Alan for his many years service in the capacity of director and as a past President. Alan replied that he 'will always be there to help'.