

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on 6th April 2011 at the National Office.

Present:

Directors – Martin Birch, Alan Copeland, Ken Dry, Anthony Devonport, John O’Callaghan, Alan Till, Bill Stanley.

Officers – Tim Morris, Trevor Robson,

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am and welcomed directors to the first meeting of the new board.

Election of Chair and Vice Chair

It was unanimously agreed that Martin would take the Chair and Ken Dry the Vice Chair for the year.

2. Apologies for Absence

Apologies were received from Ian Quance and Charles Ward who were both unwell.

3. Declarations of Interest

Martin Birch informed directors that he would leave the room for item 9 on the agenda.

4. Minutes of the meeting held on 19th January 2011 and Matters Arising

The minutes were agreed as a true record.

Matters arising:

Minutes 8.2 – The Chief Executive advised the board that nominations would be sought for the office of Deputy President during the coming summer however should no nominations come from the membership it will be for an existing director to take up this office. Should this situation arise a vacancy will appear on the board that will require filling prior to this year’s AGM. Due to the unknown factor concerning nominations **it was agreed that:**

- (i) Nominations for the office of Deputy President be sought early this year.**
- (ii) Should more than one nomination be received from the membership the usual election will take place.**
- (iii) Should one nomination be received from the membership that person will be duly elected.**
- (iv) Should no nominations be received from the membership the board will nominate one of its number.**

- (v) **Should the situation in (iv) transpire nominations will be sought to fill the vacancy on the board.**

Minute 11 – The Chief Executive informed the board that he had commented on the London in Bloom flyer and criteria and had told its representative not to use the title of Cemetery of the Year. No response had been received. Mike Dewar was also emailed to enquire if CYA would be going ahead in 2011 however no response was received. Martin Birch informed the board that Mike Dewar had telephoned him directly however it appeared that CYA would not be going ahead due to lack of sponsorship.

Minute 16b – The Chief Executive informed the board that he had attended a meeting at the MoJ during the previous week and had enquired with regard the MoJ survey into holding over of coffins prior to cremation. The Chief Executive was advised that this matter was ongoing.

5. Report of the Finance & IT Manager

Membership & Subscriptions

At the 24/03/11 635 professional members, a 3% decrease from the 657 members at the start of the year. 36% of the professional membership is represented by *associated professional* corporate members

Corporate members

Category	Count
Associate	41
Full	180
Parish and Town Council	167
TOTAL	388

An increase in total corporate membership of 5% since 01/04/10

Sundry Debtors

At 31/3/2010, Sundry Debtors were £69,312.20 for the 2009/10 financial year; payments since this date have reduced the debts to £1,359.02.

Significant Payments

In line with recommendations payments over £5,000 required to be reported to the Board.

Follow-up reports from the last Board meeting

Following issues identified by Directors for analysis the following decisions were made

- Course attendance

Differentiated course fees will be implemented to improve member benefits - **decision**

- Mileage costs

The Mileage rate for officers was analysed - **decision**

- Journal costs

The recent proposal from Fovia on printing the journal will be accepted - **decision**

- Greenhalgh

The proposal from Greenhalgh's on the audit only option on ICCM's accounts from 2011/12 will be accepted - **decision**

E-Document storage

The option of e-document storage will be trialled to improve officer communication and assist workloads.

Financial outturn 2010/11

The expected financial outturn for the 2010/11 membership year was communicated to Directors.

A number of one-off costs had been incurred this year for issues arising from previous years, however, these were of lesser magnitude than in the past. These costs should not be incurred in the future. The F&ITM informed directors that the accounts could change slightly when they are presented by Messer's Greenhalgh's however, a substantial difference in the information presented is unlikely

A full breakdown by cost centre basis will be presented at the next Board meeting

In addition Directors were informed that –

While significant time has been invested by officers in management placements, by having this guaranteed work it enables other officers to engage in outstanding work, develop courses and non-revenue work.

This is an important trade off – while all officers being engaged on courses each day would generate more revenue or allowing all officers to perform development work would clear a backlog – a trade off is essential to balance cost/development and also delivering the ICCM's key functions.

Directors thanked the hard work of all officers in reaching the projected position.

**It was agreed that:
The report was accepted**

6. Alternatives to Cremation – Policy Statement

The Chief Executive provided directors with a copy of a letter received from a private crematorium operator regarding the alternatives to cremation i.e. Resomation, Promession, Cryomation. He also gave directors the history of the meeting at the MoJ on this matter held a number of years ago and the lack of any progress. The Chief Executive also informed directors that the MoJ had stated at a meeting held during the previous week that the matter was not a priority at present.

The board considered a draft policy statement and amended the same to read:
The Institute of Cemetery & Crematorium Management welcomes the expansion of choice in methods for the disposal of the dead provided that any new method is beneficial to the environment, receives public acceptance, is lawful and is carried out in premises authorised in the same manner as crematoria.

It was agreed that:

The above statement is accepted as Institute policy.

7. Report of the Chief Executive

Memorial Management Policy

The Chief Executive had previously circulated a copy of the memorial management guidance that had received update and amendment and requested comment on the same.

Directors were also provided with a draft copy of the BRAMM Blue Book which had been drafted by the memorial masons on the BRAMM board that are also members of the BS committee for BS8415. The Blue Book informs masons how to comply with BS8415 and is written in terms that are easily understood by burial authority personnel and will be provided free of charge.

It was agreed that:

- (i) The policy should specify ‘compliance with BS8415 and any appropriate industry Code of Practice’.**
- (ii) In principle, the Blue Book should be made available to ICCM members.**

Letters from the S&NI Branch – Information

Directors were provided with copies of recent correspondence from the S&NI branch and minutes of the last branch meeting.

Cemetery Managers Handbook

The Chief Executive updated directors on progress with the handbook and reminded the board of its previous decision to place the production of the publication at a priority 2 and that it would be produced as soon as possible with no date set. Directors were also reminded that the review of the Charter and other guidance documents require completion as these reviews will have an impact on the handbook. Concern was raised that inaccurate information was being provided to members.

It was agreed that:

- i). Members that express concern with regard the cemetery manager's handbook are informed that it will be completed following the review of all ICCM policy and guidance.**
- ii). The review of policy and guidance is set at priority 1 and production of the handbook remains at priority 2 for the time being.**
- iii). No new initiatives are taken on until completion of the policy reviews and publication of the handbook.**

Foetal Remains Policy

The Chief Executive informed directors of the work carried out by Bill Stanley and himself with the group established in Scotland, tasked by the Scottish Parliament with the production of guidance for hospitals. The Scottish group had used the ICCM policy as a baseline for its guidance and had suggested amendments to the application form. Directors were informed that whilst the preferred method of disposal contained in the Scottish policy is cremation this does not prevent burial and the ICCM policy should continue to reflect this. Directors were informed of the opposition from certain quarters in respect of applications and their requirement that the parent(s) sign a form however this is not possible due to confidentiality requirements of the Abortion Act. The Scottish policy does refer to hospitals giving parents information, gaining consent and keeping a register.

It was agreed that:

- i) The revised application form be approved and accepted**
- ii) The ICCM policy receives a complete review**
- iii) The revised form and version for burial is contained in the ICCM policy**

Directors thanked Bill Stanley for maintaining the Institute's position at group meetings.

Recycling of Metals – Donations to Charities

The Chief Executive reported on the positive publicity attracted to crematoria that had nominated local charities for the receipt of donations.

It was further reported that a number of charities that were not nominated had contacted officers to find out how they could receive consideration in the future.

In view of this publicity for the scheme, its members and the Institute it was recommended that the board approve that local charities be included in the next round of donations.

It was agreed that:

Local charities will be included when next seeking nominations from scheme members.

8. ICCM / NAMM / BRAMM

Martin Birch handed the chairmanship of this item to Ken Dry before leaving the room.

The Chief Executive informed directors that he had attended the judicial review hearing held in Cardiff and that the Judge had deferred his decision and that to his knowledge the judgement had not yet been made.

9. Conference 2011

Martin Birch was recalled to the room and took over the chair.

It was reported that conference plans were progressing.

Directors discussed the highly successful education seminar that had taken place in March and the record attendance that it had attracted. In view of the feedback **it was agreed that:**

The education seminar be held at Cranfield in 2012.

The Chief Executive reported that the International Cremation Federation will be holding a General Council meeting at the joint conference on 4th July.

It was agreed that:

The Chairman and Chief Executive will represent the Institute.

10. Charter for the Bereaved – Review update

The Chief Executive presented a report containing proposals for progressing the review now that the corporate committee ceased to exist.

It was agreed that:

- i) Those directors involved with the previous review panel should forward all notes to the Chief Executive for assimilation into a final draft.**
- ii) The final draft is circulated to the board for amendment/approval.**

It was also reported that the review of the baby and infants funerals section of the Charter had been tasked to the Chief Executive by the former review panel and that this had been completed in consultation with Sands. The completed section also contains the Sands position statement on shared graves. It was felt that this is an important addition bearing in mind the controversy in London last year concerning multiple burials of children in public graves.

It was agreed that:

- i) The baby and infants graves section of the Charter be approved.**
- ii) The section is converted into a guidance document for members.**

11. Other Business

- a) Bill Stanley informed the board that the Scottish Parliament had agreed the death certification process and that it is being trialled in a number of authorities. The target for implementation is 2013/2014.
- b) Alan Copeland informed the board that Ian Drummond is to retire.

- c) Bill Stanley thanked the Chief Executive for posting information on the Scottish law review onto the website quickly.
- d) The Chief Executive informed directors that at the MoJ meeting of the previous week he had enquired when the next meeting on implants would take place and the recently circulated list would be discussed. The response from the MoJ was that the matter of implants would feed into the death certification review.
- e) Martin Birch raised the subject of the resolutions mentioned in the Northern branch minutes concerning joint conference and CAMEO.
It was agreed that the Chief Executive contacts the branch secretary informing him that the resolutions should be accompanied by details of the number of members in attendance, those in favour and those against the resolutions together with some reasoning behind members wishes.
- f) The Chief Executive reminded directors of the invitation extended by Orthometals to view the sorting process stands.
It was agreed that Orthometals are contacted for proposed dates and that Martin Birch, Bill Stanley, Alan Till and Ken Dry would attend if available.
- g) Directors were reminded of the invitation made by a kindred organisation in France. Directors requested that Julie Dunk be asked if this is still feasible.