

## **Institute of Cemetery & Crematorium Management**

### **Report of the meeting of the Board of Directors held on 4<sup>th</sup> August 2010 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Bill Stanley, Alan Copeland, Ken Dry, Steve Brown

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

#### **1. Opening of the Meeting**

The Chairman opened the meeting at 10.30am.

#### **2. Apologies for Absence**

David MacColl had forwarded his apologies.

#### **3. Declarations of Interest**

None were made.

#### **4. Minutes of the meeting held on 7<sup>th</sup> June 2010 and Matters Arising**

The minutes were agreed as a true record.

#### **Matters Arising:**

##### **Articles and Accounts**

The Chief Executive reported that the draft articles booklet, ballot paper and AGM handbook are ready to be distributed by Fovia and that the accounts have been finalised with the auditor therefore will be included with the afore mentioned documentation for circulation to members. This action had saved incurring postage costs twice.

#### **5. CAMEO Company – Offer of a Seat on the Board of Directors**

The Chairman updated directors on the steering group meeting attended by himself and the Chief Executive (as observers) where the make-up of the proposed CAMEO company was discussed. At that meeting the steering group had agreed that a company limited by guarantee should be established with 1xFBCA seat, 1xCremation Society seat and 1xICCM seat however, should the Institute not wish to take its seat the vacancy would be filled by the FBCA.

Alan Till asked what the feeling of the meeting was. The Chairman replied that he could see the benefit however a paper given by Facultatieve Technologies at the joint conference suggested that 100% abatement is on the horizon which would make burden sharing short-lived.

Steve Brown informed the board that the SE branch had discussed burden sharing on a number of occasions with their opposition to the pay to pollute principle being made clear.

Directors discussed the CAMEO booklet that had been provided by the CAMEO manager and that figures would fluctuate depending on the actual number of abated cremations within the scheme.

Directors took a vote on whether or not to accept a seat on the CAMEO board.

***It was unanimously agreed that:***

- (i) The Institute would not take a seat on the CAMEO board.***
- (ii) The Chairman will relay the decision to CAMEO.***

***It was further agreed that:***

***The Institute would continue to promote CAMEO as one of a number of options open to cremation authorities and companies.***

The matter of representation on the steering group was raised however it was pointed out that the Institute had observer status only and that no formal offer of a place on the steering group has been made.

***In the event that a seat on the steering group is offered it was agreed by a vote of 5 to 2 against the acceptance of such an offer should it be made.***

## **6. Education – Qualification for Office Administrators**

The Chief Executive presented a report on a meeting attended by the chairman and himself with SBS where a new qualification for office administrators, entitled Administrative Services, was discussed. The addition of this qualification to the Diploma syllabus provides a route to a certificate in office management which is in line with current cemetery/crematorium management certificates. It was further explained that this addition provides choice for those wishing to gain the full Diploma as seven out of eight units will be required. The following recommendations were made:

### **Recommendation 1**

It is recommended that core units be redefined as:

*Cemetery Management*

*Crematorium Management*

*Law*

*Human Resource Management*

*Finance*

Students will then choose 2 business units from:

*Organisation and Behaviour*

*Managing Activities*

*Administrative Services*

On completion of the 5 core units and 2 chosen business units a student will be awarded the Diploma (Honours Diploma on completion of a management research project and professional development plan remains unchanged).

### **Recommendation 2**

It is recommended that that certificate stages are:

## **Certificate in Cemetery Management**

*Cemetery Management + Law + One Business Unit*

## **Certificate in Crematorium Management**

*Crematorium Management + Law + One Business Unit*

## **Certificate in Office Management**

*Administrative Services + Law + One other Business Unit*

### ***It was agreed that:***

***The recommendations be accepted and the Diploma is restructured as soon as the Administrative Services unit is available.***

The board was also advised that assignment questions were also discussed at the meeting with SBS and will with new questions being introduced as soon as they are prepared.

## **7. Report of the Chief Executive - Access to Portal and Functionality**

Stephen Laing gave directors an overview of the redesigned Portal and how it can be continually expanded in the future. The categories in the home page can be broken down into sub-sections to enable expansion.

The Chief Executive stated that SAIF and BRAMM had so far provided databases for uploading to the Portal. NAFD had shown interest but had not yet forwarded its membership database.

Stephen Laing reported that the British Institute of Florists had shown interest in making its membership database available. The Chief Executive explained the areas of the Portal where advertising income could be generated and that fees would need to be set in the near future. It was also suggested that manufacturers and suppliers that already advertise on the Portal should be given a special rate due to their support for the Institute and conference etc. over the years.

Directors commented on the potential for the Portal with the Chief Executive stating that it could become a source of 'foundation' income for the future.

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

### **Membership & Subscriptions – 04/08/10**

Membership stood at 668 members this is an increase from 657 at the start of the year – all final reminders had been issued for the membership.

Table showing corporate members by category

<b>Category</b>	<b>Count</b>
Associate	38
Full	176
Parish and Town Council	161
<b>TOTAL</b>	<b>375</b>

### **Financial update**

The state of sundry debtors and the overall financial position was conveyed to Directors, significant payments over £5000 were also detailed to Directors.

### **Financial reporting for 2010/11**

The 1<sup>st</sup> quarter of activity for ICCM was presented to Directors. The current position suggested ICCM had operated at a profit, slightly above the expected budget for this quarter of activity.

The COTS cost centre had operated lower than expected, some staff holidays had impacted upon the delivery of courses along with some booking issues – this was noted by Directors.

Possible economic slow-downs/budget constraints had affected other cost centres such as education and CTTS.

Training activity had exceeded projections, greatly helping ICCM.

Directors expressed their thanks to officers for work undertaken so far this year.

### **Financial reporting for 2009/10**

The accounts for the 09/10 financial year were closed in April 2010 and finalised with Greenhalgh's in June 2010.

The accounts were in line with information previously communicated to the Board and the reasons behind the summary information were conveyed to Directors, this included the re-branding costs, improvements to the websites, Bevan Brittan investigation and report, EGM and considerable development work.

It was reported that the summarised accounts were being printed and would be despatched with the AGM papers.

Directors were informed that they will be able to provide a half year financial report to members at this year's AGM.

## **9. Other Business**

### **a) Deputy President**

It was reported that a nomination had been received from Anthony Devonport.

***It was unanimously agreed that:  
The nomination should be accepted.***

### **b) BRAMM / NAMM Update**

The Chief Executive provided directors with copies of the latest correspondence on this matter. Concern was expressed on the latest action.

***It was agreed that:  
Charles Ward advises accordingly.***

**c) Berkshire College Rent**

The Chief Executive reported that the Berkshire College had written indicating that it intended to significantly raise the rent for the COTS area.

***It was agreed that:***

***The Chief Executive contacts the college to identify the reason for this large increase.***

**d) Black Country Members – Sale of Burial Rights in Reserve**

The Chief Executive informed directors that he had received email correspondence from black country members (via Brendan Day) regarding loss of income from the sale of burial rights in reserve. Those members have requested that the Institute seeks Counsel's opinion as to whether or not it is lawful to make a charge for reserving a grave and then make a second charge when the rights are exercised.

Directors considered that making two charges is likely to be unlawful and that the problem lies with the way in which the rights are originally sold and subsequently administered. A shorter term for reserving graves with subsequent renewals/extensions and an appropriate fee is within the law and will both secure income and release those graves that are not used.

***It was unanimously agreed that:***

***Counsel's opinion is not required as the problem can be overcome via use of existing legislation, amendment of regulations and changes in administrative processes.***

***It was further agreed that:***

***The Chief Executive informs the members concerned via Brendan Day.***

**e) Conference**

Julie Dunk updated directors regarding conference. The programme should be available during next week for circulation and publication with promotional material.

The subject of the Corporate seminar for next year was raised with the request that costs of a series of 1-day regional seminars be calculated as a possible alternative for members.

**f) Scottish Law Review**

Bill Stanley updated directors regarding the current position of the law review in Scotland. A meeting had taken place with the respective department of the Scottish Parliament following the close of consultation with a second meeting being arranged.

It was confirmed that Bill Stanley will represent the Institute at the meetings.

## **10. Date of Next Meeting**

It was agreed that the next **board meeting** will take place at the Nation Office on 8<sup>th</sup> September 2010 to commence at 10.30am.

Members of the **Corporate committee** agreed that their next meeting will take place at the National Office on 3<sup>rd</sup> September 2010 to commence at 10.30am.