

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

### **Report of the meeting of the Board of Directors held on 14<sup>th</sup> December 2011 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Bill Stanley, Alan Copeland, Anthony Devonport, John O’Callaghan, Natasha Bradshaw

**Officers** – Tim Morris, Trevor Robson, David McCarthy

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

The Chairman opened the meeting at 10.30am and welcomed Natasha Bradshaw, Deputy President to her first board meeting.

The Chairman advised the board that an election for the roles of Chairman and Vice Chairman should be undertaken as this was the first board meeting since the AGM.

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

***Martin Birch remains as Chairman with Alan Till being Vice Chairman.***

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

Charles Ward and Julie Dunk had forwarded apologies.

#### **3. Minutes of the previous meeting held on 7<sup>th</sup> September 2011**

The minutes were agreed as a true record.

#### **Matters Arising:**

The Chief Executive reported that the NAFD had not confirmed if their discussions with the Minister regarding funeral directors retaining ashes had been concluded and it would be courteous to enquire prior to writing to the Minister.

***It was agreed that:***

***The Chief Executive contacts NAFD in order to establish the current position.***

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

##### **Item- Membership & Subscriptions**

At the 08/12/11 ICCM had 592 professional members.

40% of the professional membership is represented by *associated professional* corporate members

Corporate members by category as of 08/12/11

Category	Count
Associate	41
Full	178
Parish and Town Council	174
<b>TOTAL</b>	<b>393</b>

An increase in total corporate membership of 1% since 01/04/11. This was predicted to be a decline for 2011-12.

**For information**

### **Item – Sundry Debtors, Overall Financial Position and Significant Payments**

The Sundry debtor and overall financial position of ICCM was notified to Directors.

Payments over £5,000 were also notified to the Board as per our requirements.

**For information**

### **Item - Recycling donations**

Details of the recent £148,000 of cheques distributed during the recent round of recycling nominations were presented to the Board.

Due to an internal issue the charity Born Too Soon could not accept the cheque. The nominating authority was contacted who nominated Kingston Bereavement Services in its place.

**It was also agreed** that a new submission form for all nominations will be used for the next round to reduce the amount of time spent chasing vague nominations and speed up the process.

**For information**

### **Item -Bank deposits – Natwest investment scheme**

The notes on the proposed investments had already been circulated to the Board and the necessary investment discussed.

**It was agreed that the scheme should be actioned.**

### **Item - Financial performance up to 31/12/2011**

#### **Summary information for Directors**

Due to a quieter 3rd quarter, ICCM billed less than the 3<sup>rd</sup> quarter 2010/11.

#### **Conclusions**

The changing landscape of service provision across the country means that the price/quality argument is not always being followed in a manner that would benefit ICCM's sensible investment in quality training.

**For information**

## **5. Report of the Chief Executive**

### **a) Holding Over Cremations**

The latest draft of the guidance produced by the APCC, FBCA, Cremation Society and Institute was circulated to directors.

Directors considered the amendments made by the FBCA and the concern by some regarding the creation of a policy for holding over in the event of a breakdown. As the board did not wish to delay the publication of the guidance-

***It was agreed that:***

- (i) The amendments would be accepted.***
- (ii) The words 'have in place a policy to' are deleted.***
- (iii) The Chief Executive will relay the above to Steve Wright.***

### **b) Reuse of Graves**

The Chief Executive reported that at a recent meeting of the BCAG the group members were informed that the above subject is not a priority of government at the present time. It was further reported that a number of group members representing organisations, including the Institute, had expressed their disappointment.

## **6. Learning Convention & Exhibition 2012**

### **a) Education Seminar**

Prior to discussing the 2012 Convention, directors considered a report from the Technical Services & Events Manager regarding the education seminar.

***It was agreed that:***

- (i) The delegate fee remains the same as for 2011.***
- (ii) The Exhibitor's fee remains the same as for 2011.***

### **b) Learning Convention & Exhibition 2012**

Directors discussed the report of Technical Services & Events Manager, the two options currently available (Chesford Grange and Forest Pines hotels) and the costings produced.

***It was agreed that:***

- (i) Officers are given delegated authority to secure the best venue for the event.***
- (ii) The duration and content should be the same as that for 2011.***

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

***Directors will consider plans for the centenary year and bring ideas to the next board meeting.***

## **7. Charter Review**

The Chief Executive reminded directors that he required comment on the revised reference Charter and questionnaire previously circulated.

It was agreed that:

- (i) The documents are circulated again.***
- (ii) The drafts are considered by officers following receipt of director's comments***

Ian Quance informed directors that an opportunity exists to create a Charter for natural burial grounds and had discussed the matter with a provider.

***It was agreed that:***

***Ian Quance will progress this matter.***

## **8. Other Business**

### **a) Life Membership**

Martin Birch informed directors that he had received a call from Julie Dunk thanking the board for her life membership.

The board confirmed its previous decision that the award was entirely appropriate.

### **b) BCET**

Trevor Robson informed the board that the Trust had limited funds at present and no regular income stream. It was considered that this situation is symptomatic of the current financial challenges being faced by all. Whilst the Trust can continue its activities it might have to be suspended should income not be forthcoming. The board asked that it be kept informed.

### **c) Journal Article of the Year**

The Journal Editor had forwarded a shortlist of articles to be considered for this year's award.

***It was agreed that:***

***Directors would consider the articles and forward their vote to the Journal Editor.***

### **d) Board Meeting in 2012**

The Chief Executive informed the board that travel difficulties will be experienced in the area surrounding the national office during spring and summer 2012 due to its proximity to the Olympic Park. He suggested that the Gatwick venue previously used might be a more suitable alternative during the period of the Olympic Games.

***It was agreed that:***

***The Chief Executive arranges suitable alternative venues for the period.***

### **e) Death Certification Review in Scotland**

Bill Stanley informed the board that the next meeting of the review group is planned for 11<sup>th</sup> January 2012 and that he will attend as Institute representative.

Directors thanked Bill for his attendance at these meetings.

**i) Cemetery Managers Handbook**

The Chief Executive informed the board that work on the handbook was progressing and thanked Bill Stanley for his assistance and input regarding variations for Scotland.

**j) Date of Next meeting**

It was agreed that the next meeting should take place on 15<sup>th</sup> February at the National Office.