

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on 12th February 2013 at the National Office.

Present:

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

Officers – Tim Morris, Trevor Robson, Julie Dunk, David McCarthy

Ian Quance attended for the item Natural Burial Grounds

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

Alan Copeland was unable to attend due to recovering from a recent operation. Directors asked the Chief Executive to convey their best wishes to Alan. Anthony Devonport and Charles Ward had also forwarded apologies.

3. Declarations of Interest

None were made

4. Minutes of the meeting of 6th November 2012

The minutes were agreed as a true record.

Matters Arising:

There were no matters arising.

5. Recycling of Metals – Charity Nominations

Directors received a report from the F&IT Manager detailing the 60 charities nominated by scheme members and indicating that each charity will receive £4,333.

The current total funds distributed since the launch of the scheme now stands at £956,000 making it a huge success. The £1million mark will be exceeded during this centenary year.

The Chief Executive reported that a further 11 cremation authorities were

working toward scheme membership.

***It was unanimously agreed that:
The report be approved.***

6. Report of the Finance & IT Manager

Membership & Subscriptions

At 30th January 2013 we have 592 professional members. A 0.2% improvement from the start of the month
43% of the professional membership is formed by *associated professional* corporate members

At 30/1/13 the Institute had 510 Corporate Members.
A 0.5% improvement since 10/1/13 and a 26.6% increase since 1/4/13

Sundry Debtors & Overall Financial Position

Directors were updated on these items – the F&ITM expressed his thanks to Charles Ward for his work in ensuring we recovered funds from several aged debtors. The Board also expressed their thanks. There were no new items of concern.

The F&ITM's report was agreed

7. Report of the Chief Executive

Coffins – Meeting with the Funeral Furnishings Manufacturers Association (FFMA)

The Chief Executive had previously provided a full report on the meeting between the FFMA, FBCA and APCC. The meeting was called in response to problems encountered at some crematoria with certain 'green' coffins. Directors were reminded that the Institute had circulated a guidance note, endorsed by the LGA, to the membership designed to reduce the risks when charging green coffins.

The overall aim of the FFMA is to provide specifications for all coffins, including green coffins that could be adopted by crematoria. Effectively this would enable crematoria to accept and the bereaved to use a wider range of reliable coffins that meet the specifications.

The FFMA is currently consulting with its members following which it is likely that another meeting will be convened.

***It was agreed that:
Directors approve of the actions of the FFMA and organisations represented at the meeting.***

COTS City & Guilds (C&G Accreditation)

A report was provided informing directors that C&G had reversed its previous

decision not to accredit the managers' awareness courses for both cemeteries and crematoria.

The Chief Executive had met with C&G on 31st January to progress this matter. C&G confirmed that the accreditation process could now commence subject to ICCM board approval.

It was agreed that:

- i) The actions of officers are approved***
- ii) Officers can incur the costs for accreditation of the qualifications.***

Journal Copy and Responses

The Chief Executive had previously circulated a report to directors indicating the success in securing copy for issues of the Journal since Bob and Sheri Coates attended at the previous board meeting. It was requested that referrals of any interesting items should continue.

Directors were reminded that the autumn 2013 issue will be badged as the 'Green' issue and will coincide with Convention where the natural burial grounds initiative will be formally launched.

Directors were also reminded that early responses are required to matters such as 'Article of the Year' in order to enable the winner to be flagged in the Journal at the earliest opportunity.

It was agreed That:

- i) The publication of the 'Green' issue is approved.***
- ii) Directors will note the need for early responses.***

8. Learning Convention & Exhibition

Julie Dunk gave a verbal update on this year's event indicating that all exhibitors that attended last year had expressed an interest for this year.

The Centenary celebration will be incorporated into the theme of Past, Present and Future.

Directors were requested to forward any ideas that they might have for the celebration to Julie Dunk.

It was agreed that:

- i) The Centenary celebration should be incorporated into the Convention.***
- ii) An appropriate paper on the history of the Institute should be included.***
- iii) Fees for this year will remain unchanged.***

9. **Natural Burial Grounds Initiatives - Update**

A report was provided on progress with the Charter, assessment process and Diploma course notes.

Ian Quance reported on the recent NBG committee meeting where a four-part concept was discussed.

It was also reported that a number of links had been made with other interested parties including a university in the USA. As a result of email traffic it was suggested that a blog should be created where ideas can be gathered, the cost of the blog being £250.

It was agreed that:

- i) The actions of the NBG committee are approved.***
- ii) The cost £250 for the blog is approved.***

10. **Other Business**

Cremations of Babies Issue

Directors discussed the matter regarding ashes from the cremations of babies and the Institute's policy and guidance on fetal remains and baby and infant funerals.

It was unanimously agreed that:

- i) The content of the statement issued to members during the previous week was confirmed.***
- ii) There was no reason to change the Institute's policy and guidance.***
- iii) The Institute would support any member or non-member using its policy and guidance.***
- iv) The board would have no objection to any organisation endorsing its policy and guidance.***

ICCM / SANDS Initiative

Directors were informed that an idea of a national database of stillborn children and pre 24-week babies raised some years ago by Natasha Bradshaw has more likelihood of success now that many cemeteries and crematoria are computerised.

Sands had indicated that this would be a useful and beneficial resource for bereaved parents that were searching for babies lost many years ago.

During initial discussions with Sands it was considered that the collection of data should be broken down into decades with the 1970's being targeted first. This would assist members who combine with the scheme by spreading workload required to collect and submit data.

It is planned to discuss the initiative with software suppliers and attempt to get them on-board with this charitable initiative.

Further decisions will be required regarding where the database will be hosted and how it is accessed.

***It was agreed that:
The board supports this initiative.***

Deceased members

Bill Stanley informed the board that Angus Pratt and Norman Robb of the S&NI branch had died. Directors expressed their sadness at this news.