

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

### **Report of the Board meeting held at the National Office on Monday 21<sup>st</sup> July 2008**

Present: Ken Dry, Gary Green, Martin Birch, John O'Callaghan, Tim Morris, Trevor Robson

#### **Minutes of last Meeting and matters arising**

It was agreed that the minutes of the last meeting and matters arising would be dealt with at the next meeting of the Board.

#### **Board Vacancies**

The Chairman informed the Board that he had been questioned on whether or not the current vacancies that exist on the Board would be filled prior to the AGM.

Legal advice indicated that the Board can co-opt persons to the Board however advice also indicated that a full Board is a quorate Board of three directors as per the Articles of Association and irrespective of the number of directors that hold office at any given time provided that at least three directors hold office and that all attend at board meetings.

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

***No casual vacancies will be filled on the Board at the present time and that this would take place naturally at this year's AGM.***

**(NOTE: Directors requested that the minutes indicate that the above decision was taken at approximately 1.00pm. At 2.30pm the Deputy President received a telephone call from David MacColl who stated that he was concerned with current issues within the Institute and wished to take a seat on the Board prior to the AGM)**

#### **Partnership Working - Confidential Item**

Martin Birch informed the Board that he had spoken to John Rotherham at the Gateshead conference where John had confirmed that his previous approach had been discussed with the FBCA Executive and that he didn't see the need for a written response. Nothing firm was forthcoming however it was stated that Duncan McCallum would be contacting Tim Morris by telephone.

#### ***Directors agreed that:***

***Martin Birch should send an email prompt to John Rotherham and Duncan McCallum if no contact made by Duncan within 2 weeks.***

The Board discussed the need for any discussion to focus on positive points.

***The Board discussed the contents of the letter from Brendan Day in respect of CAMEO and agreed that:***

- (i) ***The Institute should take an impartial approach and continue to promote CAMEO as an option available to cremation authorities.***
- (ii) ***A membership newsletter is circulated to include Brendan Day's letter as an option.***

***Lease finance approach be included as an option.***

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

### **Membership & Subscriptions**

Professional membership has increased to 661 members with corporate membership stands at 354 members. The majority of the increase in professional membership is due to the changes in corporate membership - 55% of full corporate members have nominated professional associate members.

### **Financial position and commitments for the year**

Directors were updated about the current Finances of the Institute and the current commitments and expenditure for the year to date. Items were in line with budget predictions or where they were not; variances were explained and expanded upon. The current overall position is in line with the budget approved by the Board in March.

### **Cheques**

In line with recommendations by Messrs Greenhalgh's and Co's audit in January 2008 - cheques or bills paid over £5,000 were reported to the Board.

### **Accounts**

The final accounts for the 2007/8 financial year were presented to Messr's Greenhalgh's on the 22<sup>nd</sup> May 2008.

The present indication was that a loss will be recorded for the last financial year, the final figure for the year will not be known until the accounts have been audited and preparations finalised. The main reason for the delay concerns the treatment of the Bereavement Services Portal.

### **Additional notes –**

T&C - A large consultancy job which was expected to be invoiced in 2007/8 was only able to be invoiced this year. Directors were informed it was not possible to split salary costs between Training/Consultancy/Management placement for 2007/8 accounts.

CTTS - The nature of the CTTS syllabus means that reserves are required to be provided and may not be used each year. The actual profit/loss for the 2007/8 CTTS year may in the future; be determined to have been greater or lesser than expected.

***Directors agreed that – the report should be noted.***

## **Other Business**

The Chief Executive informed the Board that the clock on his desk top computer was failing. The Finance & IT Manager confirmed that this was a sign of motherboard failure.

The Chief Executive informed Directors that the computer could be replaced with a lap top as he does not currently have an Institute lap top.

***It was agreed that:***

***The Chief Executive's desktop computer be replaced with a lap top to the same specification as per other officers.***

### **c) COTS Vehicle Lease**

A spreadsheet of vehicles/lease costs was provided by the COTS Manager.

***It was agreed that:***

- (i) The Buy and Drive option appeared to be the most advantageous.***
- (ii) The Director of Training & Development and the COTS Manager obtain the lease agreement for submission to the Company Solicitor for detailed checking.***
- (iii) That delegated authority be given to the Chairman, Company Solicitor, Finance & IT Manager and Chief Executive to finalise arrangements for a lease vehicle and to sign any agreement.***

### **d) National Office Lease**

The Chief Executive informed the Board that the lease renewal documents had been forwarded to the Company Solicitor by the City of London.

***It was agreed that:***

***The lease will be renewed following receipt of confirmation from the Company Solicitor.***

### **Northern Office**

A further report on the Walton Hall office was received from Angela Dunn.

Directors expressed disappointment that the authority could only offer a 12 month lease on the office. Whilst the offer did state that alternative accommodation could be found within the Council's portfolio should termination take place after one year there was no indication of type or location of such alternatives.

***As 7 months had elapsed since the search for a northern office began it was agreed that:***

***The Chief Executive goes back out to the market place.***

### **f) CoL Committee Inspection**

Martin Birch confirmed that he was unable to attend at the above function.

***It was noted that an officer was booked to attend this function.***

***It was agreed that:***

***All invitations to attend and represent the Institute at functions and events be passed to the Board who will allocate a representative (normally the President, Deputy President or Director).***

***Should officers receive any personal invitations they should inform the Board via the Chief Executive for approval. Should approval not be given the officer concerned must book leave to attend.***

**g) Corporate Membership Query – Sharon Herbert**

The Board was informed that Sharon Herbert had again queried who should take the two Professional places allocated to each Corporate member.

Directors agreed that it is up to the Corporate member as to who should take the Professional places and that this should not be confused with the Corporate representative.

***It was agreed that:***

The Chief Executive contacts Sharon to explain the position regarding membership.