

Institute of Cemetery & Crematorium Management

Board Report July 2009

Present:

Directors - Ken Dry, Sharon Herbert, Bill Stanley, Alan Copeland, Steve Brown, Alan Till, John Robson

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

1. Apologies for absence

Martin Birch and Charles Ward had forwarded apologies.

2. Declarations of Interest

None were made.

3. Minutes of the meeting held on 6th may 2009

The minutes were agreed as a true record.

Matters Arising:

- i) It was reported that the national office lease renewal had been finalised.
- ii) The closure of the old SE branch account was ongoing.

4. ICCM Branding

Directors discussed the re-branding of the Institute and integration of the website and portal in the new style and image.

The Chief Executive reported that work on the website and portal were at an advanced stage with Assettrac only requiring the new style graphics prior to finalising. A large amount of officer time will be required in rebranding documents for uploading to the new site plus editing of pages.

It was agreed that:

- i) .The new style and logo be accepted.
- ii) Officers will prepare a list of documents that will require attention
- iii) The Chairman and Chief Executive be given delegated authority to make decisions at the next meeting with Felton Designs that are within the budgeted figure.
- iv) Assettrac will attend the next meeting with Felton Designs.
- v) The new style and logo will be unveiled at the last session of conference.

5. Appointment of Independent Investigator

Directors set the date for the EGM as 4th September 2009 at Cardiff crematorium. Due to the availability of Ian Miller this was the earliest date that could be offered. Directors discussed the location and agreed that road, rail and air transport links

were satisfactory. It was recognised that no venue would suit every member however thanks were given to the President for making facilities available free of charge.

6. Member Review Panel – Final Report

Directors considered the final report of the Member Review Panel and were pleased with the results brought about by the detailed work of the panel.

The overall satisfaction rate of 83% was pleasing however many of the results were finely balanced. Directors noted that feedback from members on items such as the branches and committee structure was much clearer.

Ken Dry suggested that the board should consider honoraria for branch secretaries in order to catalyse activity nationally. The condition for payment could be tied in to a job description and service level agreement.

Steve Brown suggested that a student could be seconded to the board with a non-voting portfolio.

Sharon Herbert disagreed with disbanding the committees and suggested that more should be formed to take on individual pieces of work in order to prove to members that things were being done. It was noted that the board already has authority to establish committees as seen with the Member Review Panel and that members comments were made on the effectiveness of the corporate and professional committees. The board was reminded that ultimately it will be members that decide via a ballot whether or not the articles would be changed in respect of committees.

Bill Stanley suggested that an associate corporate representative could be seconded to the board.

Sharon Herbert raised the subject of seeking nominations for election to committees however the Chair pointed out that nominations had recently been sought with too few coming forward and none in relation to the corporate committee. It was stated that further consideration of the review panel report is required in order to ballot the membership on changes that reflect the results of the report. As the ballot result could confirm a wish to disband the committees it would not be worth advertising vacancies again this year.

It was agreed that:

- i) The main report should be published on the website.
- ii) The current board should remain in post until the AGM.
- iii) Decisions on proposed changes to the article and a ballot of the membership will be discussed at the next board meeting.

7. Planning Meeting Outcomes and Decisions – Portfolio Reports

Sharon Herbert, Bill Stanley, John Robson and Alan Copeland presented their portfolio reports that included items such as regional members days, cost of courses, discounts for members, open access to the diploma and member recognition.

8. Report of the Finance & IT Manager

a) Membership & Subscriptions

Membership at the 07/07/09 stands at 656 members this is an increase from 644 at the start of the year.

30% of the professional membership is now represented by *associated professional* corporate members

The following table showing the number of corporate members by category as of 07/07/09 was provided.

Category	Count
Associate	38
Full	178
Parish and Town Council	151
TOTAL	367

b) Cheques

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

c) Presentation of Accounts 2009/10 financial year

Following a meeting with Messrs Greenhalgh and Co on the 11th May, the presentation of the accounts to our members was debated and discussed.

The accounts for this year will be presented in the standard format as a Board minute is required to be presented, approved, noted and accounted for in the accounts prior to their audit. This minute can be in place for the 2009/10 year.

The accounts have to be presented in the same basis at present due to the organisation of ICCM's business model; however, we currently supply more information than is necessary to our members without request.

It was agreed that:

- i. A shorter format of accounts would be sent to all members for the 2009/10 accounting years
- ii. All members could request and receive the full set of accounts.

d) Financial reporting for 2009/10

Following requests at previous Board meetings the financial information for Directors has been simplified and the overall position and variances to the budget only will be reported to the Board directly.

The information showed that ICCM was currently hovering on a breakeven of income and expenditure for the year.

The Finance and IT Managers report was agreed and approved

9. Report of the Chief Executive

a) COTS

An update was provided on accreditation of manual handling and dumper training courses. Following a recent manual handling course at a member authority it had been agreed with the authority that its staff will be assessed during an officer verification session. This action will be beneficial in financial cost saving terms to both the authority and the Institute.

b) Officer Priorities

A list of officer priorities was provided as requested following the board planning days.

10. BRAMM

The Chief Executive updated directors on the current situation regarding BRAMM.

Since the withdrawal of NAMM the BRAMM board had agreed that three memorial masons from the wider memorial industry be recruited to take the available seats thus restoring the 50/50 balance between burial authorities and memorial masons.

It was agreed that ICCM representatives will support the recruitment of memorial masons to fill vacant BRAMM board seats.

11. CAMEO Steering Group (Update)

Sharon Herbert updated directors on her attendance at the CAMEO Steering Group meeting on 13th May 2009 with the following being included in the report:

- The CAMEO survey indicated that authorities plan to abate 65% of cremations although 20 crematoria had not replied to the survey and 7 remained undecided.
- The survey suggests compliance by the industry but not necessarily by 31st December 2012; between 36% and 47% by the deadline being more realistic.
- It is unclear what DEFRA's approach will be if the target is not met.
- DEFA is concerned that progress is slower than phasing contained in AQ note.
- Primary concern is of insufficient manufacturer capacity to meet demand.
- CAMEO will produce a standard set of tender documents.
- Issues for CAMEO include putting the organisation on a more formal and independent basis, clarifying legal obligations of authorities determining the scheme and financial implications for participants after 2012.
- CAMEO would need to be separately constituted and administered to ensure appropriate audit controls.

- Authorities have been asked to contribute £100 for the running of CAMEO. So far 43% have paid and 60% participation is expected. Income is being separately accounted. Authorities that have not contributed are no longer being provided with information and advice.
- Concern was expressed that it is the industry that is obliged to achieve 50% abated cremations and provided that this is met there is no obligation on an individual authority to to abate or join a partnership scheme. This could be resolved by DEFRA issuing an AQ note. The issuing of such a note was felt imperative to eliminate the possibility of authorities abdicating responsibility and making no contribution. This was felt to be a significant obstacle to CAMEO developing proposals for post 2012.
- Operation of CAMEO was not discussed at the meeting.
- The meeting agreed that the CAMEO manager drafts a submission to DEFRA to seek a further guidance note that will require authorities to join a partnership scheme, professional body for environmental health officers to be encouraged to develop best practice guidance on regulation and a working party be established to review the structure of CAMEO.

Directors agreed that:

The ICCM representative maintains a watching brief at the next CAMEO steering group meeting.

12. Memorial Safety

Directors discussed the MoJ/HSE memorial guidance and FAQ sheets.

It was agreed that the board's stance on the two dilemmas contained in the guidance will remain unchanged since the last newsletter on this subject was issued to members.

13. MAB and Cemetery of the Year Awards

The Chief Executive reported that the MAB (via One is More) had requested a further £3,000 in sponsorship for the scheme. It was agreed that further financial sponsorship could not be provided.

14. Correspondence with S&NI Branch (Update – CAMEO and Ombudsman's Report

Bill Stanley informed the board that the branch has adopted a watching brief on the subjects.

15. Other Business

- a) Bill Stanley informed the board that he would be attending a pandemic session with Strathclyde Police and that he would report back on this.
- b) Alan Copeland raised the subject of director attendance at conference and AGM. The board confirmed that expenses would be covered for attendance at the AGM (and board meeting if held at conference) however the cost of attending conference would not.
- c) Sharon Herbert raised the subject of the annual report of the board of directors. The Chief Executive stated that all comments received from directors had been included and that the report will be circulated again to directors with the full AGM handbook.