

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on 18th July 2012 at the National Office.

Present:

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

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

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

Charles Ward had forwarded apologies.

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.

3. Declarations of Interest

The Chief Executive reminded directors that those having submitted entries to the photo competition should not take part in the judging. Anthony Devonport stated that his cemetery friends group had submitted an entry. Julie Dunk also informed the board that she had submitted an entry. Martin Birch declared during item 8 that he had an interest; as a member of his staff had submitted an entry, he had previously been unaware of this.

4. Minutes of the meeting held on 2nd May 2012 and Matters Arising

The minutes were agreed as a true record.

Matters arising:

a) BCET

It was reported that the Trustees had made the decision to mothball the Trust for the time being due to the difficulties being encountered in the present financial climate. It had been agreed that the Trust could be revived when the situation changes, as opposed to winding up.

b) Regalia

The Chief Executive reported that the cost of updating the regalia with the new logo and the purchase of a supply of three past presidents badges will cost in the region of £2,000 and this does not include the president’s lady’s or escort’s badges/chains. Anthony Devonport mentioned that a repair is required to a link

in the President's chain.

It was agreed that the President's and Deputy President's regalia are updated and a supply of three Past Presidents badges be purchased. The matter of the regalia and whether or not to modernise after the centenary year would be put to the membership at or after this year's AGM.

The matter of branch regalia was raised.

It was agreed that any branch can use its chain/badge of office for its chairman but it is for the branch to maintain and update should it so desire.

5. Report of the Finance & IT Manager

Item - Membership & Subscriptions

At the 16/7/2012 ICCM had 593 professional members. A 1% decrease from the 601 members at 01/04/12.

Corporate members by category as of 16/07/12 stood at 406.
A 0.7% increase from the 403 members at 01/04/12.

Details of all new and archived members were presented to the Board.

The Chief Executive reported that calls for help and support are received from non-members however officers will respond to such calls. Should any non-member authority continue to seek support the suggestion of membership will be raised.

Directors were updated on sundry debtor collections and ICCM's overall position for 2012/13.

All the cheques for the latest round of recycling donations had been sent to the nominating contact and letters of thanks, confirmations were being received.
Directors noted this item with thanks

The Chief Executive informed directors that a new drive will be undertaken designed to increase the number of crematoria in membership of the scheme.

The report was agreed

6. Report of the Chief Executive

Meeting with the Association of Burial Authorities (ABA)

Alan Till and the Chief Executive reported on the recent meeting with representatives of the ABA board to discuss the partnering of our organisations and the assimilation of ABA members into the Institute. The ABA board had agreed that the partnering and assimilation of its members into the Institute

would provide the continuity of service required.

The actions agreed by both parties were relayed to the board.

Directors thanked Alan Till and the Chief Executive for their work on this initiative.

Meeting with Natural Burial Ground Operators (NBG)

Ian Quance and the Chief Executive reported on their recent meeting with natural burial ground operators who are in ICCM membership. It was noted that over one hundred Institute members have a natural option in their existing cemeteries therefore the proposed initiative will have a beneficial effect on a large number of existing members.

At the meeting the following proposal was discussed:

Create a NBG arm of the Institute with its own committee that reports to the board. Directors read the proposal that requested the committee should elect its own chairman and co-opt members as it saw fit.

- The committee will produce a version of the Charter for the Bereaved and code of practice for NBG's together with an assessment process.
- A Diploma in Natural Burial Ground Management will be created by introducing a new unit to the existing syllabus and requiring the business units to be completed to attain the NBG Diploma.
- Launch the new arm at this year's convention.
- Conduct a membership drive to the sector.

It was agreed that the initiative should be pursued. The committee in its proposed make-up is given 12 months to substantially complete the tasks with progress reports are made at future board meetings

The board thanked Ian Quance and the Chief Executive for the work undertaken on this initiative.

7. Learning Convention & Exhibition 2012 and Awards Scheme

Julie Dunk updated directors on arrangements for this year's convention indicating that delegate applications are being received and good uptake from exhibitors is being realised. The programme, currently being finalised, will be made available on completion.

The subject of suppliers applying to attend as delegates was raised. It was considered that such suppliers advertise their companies, goods and services via networking which is considered to be to the detriment of those suppliers that book stands.

It was agreed that such suppliers booking as delegates are charged an additional fee of £200 on the delegate rate. It was also agreed that Award ceremony would be put back to the 2nd night this year and not the 1st and that all awards would be presented at the award ceremony.

8. **Photograph Competition - Judging**

Directors were informed that all entries had been sent directly to the Journal Editor who allocated each photograph a number before forwarding to the Chief Executive who compiled the entries into a slide show hence all entries being anonymous at the judging.

Directors viewed all photographs with the following being agreed by those eligible to vote:

- **Photograph number 40 is declared the competition winner.**
- **Numbers 9 and 3 are highly commended**
- **The winner is awarded with the prize and a certificate at the Convention awards ceremony.**
- **Those highly commended should be awarded a certificate at the Convention awards ceremony.**
- **All certificates should contain the photograph concerned.**

9. **ICCM / NAMM / BRAMM**

Directors discussed the NAMM newsletter that indicating NAMM's proposal that an agenda for a meeting with the Institute would be forwarded.

It was agreed that:

The matter would be further discussed should any proposed agenda arrive.

With regard BRAMM it was reported that the Commonwealth War Graves Commission had taken a seat on the BRAMM which was unanimously supported by all BRAMM board members. As the 50/50 balance of authorities and masonshad now changed the ICCM BRAMM representatives suggested that perhaps the Institute should reduce its representation on the BRAMM board from two to one in order to restore the important balance.

It was agreed that the ICCM BRAMM representatives put forward their proposed reduction in representation to the next BRAMM board meeting.

10. **Charter for the Bereaved – Completion of Review**

Directors were informed that the reference Charter and assessment process questionnaire review had been completed with the documents now in use.

11. **Other Business**

a) Future Conventions and Joint Events

Directors discussed the above in light of falling attendance at other events.

It was agreed that:

The matter is left until after this year's convention when data would be available.

b) Charter Questionnaire

The Chief Executive reported that an authority had contacted him to ask why it was necessary to adopt the BRAMM scheme and undergo ICCM manual handling training in order to gain points for those questions.

The Chief Executive indicated that the review panel had considered that adoption of BRAMM is worthy of a point within the assessment process as the scheme provides additional protection for the authority and bereaved grave owner as well as saving resources for authorities via the annual collection of insurance certificates and risk assessments, as BRAMM does this for authorities. The fact that adoption is free is also a positive as are investigations of reports of non-compliance and disciplinary processes. BRAMM also require a certificate of conformity from the mason to the grave owner and authority.

On the subject of manual handling training the Institute introduced the City & Guilds accredited course that is cemetery and/or crematorium service specific. This service specific training is considered to be more appropriate than generic manual handling courses.

The Chief Executive was asked to relay a suitable response.

c) Death Certification Reform

Bill Stanley gave an update on the position in Scotland.

The Chief Executive gave an update on England and Wales.