

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

### **Report of the meeting of the Board of Directors held on 23<sup>rd</sup> June 2011 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Copeland, Ken Dry, Anthony Devonport, John O’Callaghan, Alan Till, Bill Stanley. Ian Quance.

**Officers** – Tim Morris, Trevor Robson, Charles Ward

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

The Chairman opened the meeting at 10.30am and welcomed directors to the first meeting of the new board.

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

All directors were present.

#### **3. Minutes of the Meeting of 6<sup>th</sup> April 2011**

The minutes were agreed as a true record.

#### **Matters Arising:**

- a) It was suggested that the NAMM Code of Working Practice could be placed on the ICCM website however it was noted that the document carries a cost therefore it was considered unlikely that NAMM would permit this.
- b) Directors asked if the proposed resolution from the Northern branch had been received. The Chief Executive informed the board that nothing had been forthcoming.
- c) The matter of the visit to Orthometals sorting depot was raised. It was agreed that contact would be made to organise a visit.
- d) The matter of the relationship with the Institute’s counterpart in France was raised. It was agreed that further contact should be made.

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

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

At the 17/06/11 ICCM had 620 members. 38% of the professional membership is represented by *associated professional* corporate members

Corporate members by category as of 17/06/11

Category	Count
Associate	41
Full	179
Parish and Town Council	170
<b>TOTAL</b>	<b>390</b>

An increase in total corporate membership of 0.05% in 2 months.

ICCM's overall Financial Position and significant payments since 24/03/2011 were presented to the Board

#### **Item Financial outturn 2010/11**

ICCM's accounts for the 2010/11 year were presented to Greenhalgh's in May 2011.

An accurate expectation of ICCM's profit for the year – small variations may occur post audit - was presented to the Board

All existing practices had been followed. In addition it has been agreed that ICCM will produce its accounts in-house in 2011/12 and will only be audited Greenhalgh

All relevant officer time utilisation have been employed in the relevant centre.

All correct costs have been included as well

#### **Financial reporting for 2011/12**

The first 3 months of activity for this financial year were reported to the Board, it was noted that education and CTTS activity was slower than the budget hoped for, while other activity was more successful, however, the position is in line with the overall budget for the year.

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

#### **S&NI Branch Meetings – Travelling expenses**

Copies of correspondence from the S&NI branch secretary, previously circulated, requesting the payment of travelling expenses for ten members to attend the next branch meeting in Belfast was discussed. Directors were also provided with copies of the branch rules.

It was noted that whilst the request had come from the Scottish branch any decision should apply to all branches.

In view of the significant financial implication of granting the request ***it was agreed that:***

- (i) The request is not granted.***
- (ii) Branches should seek sponsorship for meetings wherever possible.***

## **Holding over of Cremations – MoJ meeting**

The board discussed the results of the MoJ survey on holding over and the recently circulated document 'Discussion of Guidelines for Holding Over' prepared by the Association of Private Crematoria & Cemeteries, as commented on by the FBCA. It was noted that the document is headed 'Guidelines' however the first paragraph states the need for singular policy. It was further noted that the FBCA Code of Cremation practice was amended in 2005 from 24hours maximum holdover time to a period that is at the discretion of the authority. It was not know if the FBCA is to amend its Code.

***It was agreed that:***

- (i) Clause 3 of the guidelines should be expanded to include the Institute's guiding Principles.***
- (ii) A clause is added regarding the holding of coffins in secure and hygienic conditions.***
- (iii) The Institute's guiding Principles will remain unchanged.***

## **Memorial Management Policy and Guidance**

At the April meeting of the board directors agreed that the BRAMM Blue Book should be made available to members. As the Blue Book has subsequently been released by BRAMM further amendment had been made to the policy to reflect this decision.

***It was agreed that:***

***The amended policy and guidance is approved for distribution to the membership.***

## **6. Conference**

The report from the Technical Services & Events Manager containing the budget sheet and details of arrangements was approved.

***It was agreed that:***

- (i) The event should be re-branded as the Learning Convention & Exhibition for this year's event.***
- (ii) Sponsorship should be sought for the cost of wine otherwise this should be deleted.***

## **7. Foetal Remains Policy**

Bill Stanley provided directors with an update on the work of the Scottish Group.

Directors discussed the revised policy previously circulated.

***It was agreed that:***

- (i) The spelling 'Fetal' should be used.***
- (ii) The term 'Fetal Remains' should be used as opposed to Fetal Loss or Pregnancy Loss.***

***(iii) The term 'Products of Conception' should not be used by the Institute. The Chief Executive will include an appropriate statement within the policy informing members that fetal remains under 14 weeks gestation should be afforded the same importance as those of a greater gestation period.***

## **8. Charter for the Bereaved – Review Update**

Those directors involved in the review passed their notes to the Chief Executive who will assimilate the same into the revised assessment process questionnaire and Charter document. The revised documents to be submitted to a future board meeting.

## **9. Other Business**

### **a) Death Certification – Scotland**

Bill Stanley informed the board that a review group will be established in Scotland.

***It was agreed that:***

***Bill Stanley will represent the Institute on the group.***

### **b) Church of Wales – Closure of Churchyards**

Ian Quance informed the board that the Church of Wales was attempting to secure powers to close churchyards and pass maintenance responsibility to local authorities as is the case in England.

***It was agreed that:***

***Ian Quance will speak to Mike Headington, Chair of the South Wales benchmarking group to make contact with the Chief Executive.***

### **c) CAMEO Minutes**

The Chief Executive informed the board that the minutes of the CAMEO steering group meeting attended by the chairman and himself have been posted on the CAMEO website however the link does not function.

***It was agreed that:***

***The minutes should be requested from the CAMEO manager.***

### **d) Annual Report**

The Chief Executive reminded directors that he will be drafting the annual report for members in the near future and will circulate the same for input/comment.