

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

### **Minutes of the meeting of the board of directors held on 2<sup>nd</sup> March 2009 at Cranfield University**

#### **Present:**

Directors - Ken Dry, Martin Birch, Sharon Herbert, Bill Stanley, Alan Copeland

Officers - Tim Morris, Trevor Robson, Charles Ward, Julie Dunk, David McCarthy

#### **1. Apologies for absence**

Alan Till had forwarded his apologies.

#### **2. Minutes of the meeting of 8<sup>th</sup> December 2008**

The minutes were agreed as a true record.

#### **Matters Arising:**

- a) Minute 2b – It was unanimously agreed that the text after the word 'NAMM' in the last paragraph should be removed.
- b) Sharon Herbert mentioned the use of certain words within the minutes however it was agreed that the accuracy of the minutes is of more importance.
- c) Bill Stanley reported that the next meeting of the S&NI branch will be taking place in April.
- d) Charles Ward reported that the matter of the national office lease was ongoing. The City of London had agreed that we have statutory rights.
- e) Orthometals – The Chief Executive reported that he had met with Orthometals on 27<sup>th</sup> February in order to discuss expansion of the scheme.

#### **3. Staff Update**

Directors discussed staff matters.

#### **4. Appointment of Independent Investigator (Update)**

It was reported that Bevan Brittan had provided an interim report identifying statistical information on responses and common themes.  
It was agreed that Bevan Brittan be requested to investigate the common themes.

#### **5. Member Review Panel**

It was reported that the work of the member review panel was nearing completion and that the panel's report might be finalised in the near future.

Bill Stanley informed the board that he had been requested to take Tom McDowell's place on the panel and had attended the previous meeting.

## 6. ICCM Committees

The Chairman of the Professional committee updated fellow directors on the current position regarding the election of two committee members to the board and that it had not been possible to carry out the internal election by email to the Company Solicitor therefore a meeting has been convened for 13<sup>th</sup> March.

Directors and officers expressed disappointment that it had not been possible to convene a full board at the planning meeting. Discussion took place on the merits of email voting on matters that have no great financial or other major implications for the Institute.

The Chief Executive was requested to contact Alan Till, Chair of the Corporate committee on his return in order to convene a meeting to update committee members on the outcomes from the planning meeting.

## 7. Report of the Finance & IT Manager

### Item - Membership & Subscriptions

Professional membership at 31/03/08 stood at 591 members and has risen to 639 at 20/02/09.

Corporate membership stood at 359 detailed below

Category	Count
Associate	39
Full	177
Parish and Town Council	143
<b>TOTAL</b>	<b>359</b>

### Item – Sundry Debtors

At 31/3/2008, Sundry Debtors were £102,546 for the last financial year. Since 1/4/2008 we have collected approx £91,600 of outstanding debtors.

### Item – Cheques

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

### Item - Commitment accounting for 2008/9

Activity for the year was summarised using all known information of expected and actual data and has been used to calculate the financial position of the Institute to date and review it against the budget for the year

The budgets for the year approved in February 2008 estimated a loss for this year, the loss expected will be of greater magnitude due to the difficulties encountered this year. The cost of these difficulties has impacted greatly on the loss and without

these factors the overall position would be much closer to the figure reported and approved by the Board. Therefore, the methodology for the budgets was accurate and external factors have resulted in the expected variation.

#### **Item – Financial reporting for 2009/10**

The methodology behind this is the same as that used to create the 2008/09 budgets and uses the estimates of revenue and costs compared to last year.

The figures presented were as accurate as possible at this stage and the assumptions were explained to the Board.

***The report was noted and approved in whole***

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

#### **a) COTS**

The Chief Executive reported that the Julie Dunk, David McCarthy, Quentin Bowser and himself had gained the C&G NPTC assessor qualification (Martin Clark already holding this qualification). This major step forward with COTS enables flexibility and potential to expand the COTS portfolio. NPTC officials had confirmed that the Institute is now in a position to provide accredited manual handling and dumper operation training and assessment.

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

- (i) Delegated authority be given to officers to develop additional courses and seek C&G NPTC accreditation***
- (ii) Delegated authority be given to the Chairman and President in conjunction with the Finance & IT Manager to approve any development costs that are in line with previous costs.***

#### **b) Website / Portal Development**

Directors considered the costs for upgrading the website and Portal submitted by Assettrac Ltd.

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

- (i) All item in the rows labelled Must Have, Ought to Have and Should Have are approved.***
- (ii) The Chief Executive requests a timescale / project plan from Assettrac for implementation.***
- (iii) Assettrac be requested to attend at the Corporate seminar and provide an on-screen demonstration of the upgraded sites.***
- (iv) A short questionnaire be circulated to members inviting their comments and requirements for the sites.***

#### **c) Easy Guide to Law**

The Chief Executive updated directors on the current situation regarding this publication and the delays experienced.

## 9. Journal Advert

Directors discussed an advertisement proposed by a member and the benefit of a general policy for such advertisements.

It was indicated by directors that training and education was identified as a core function of the Institute at the planning meeting.

Legal advice had stated that the Institute is under no obligation to advertise its competitors.

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

- (i) The advertisement would not be published in its current form.***
- (ii) As a matter of general policy the board will not distribute advertisements that promote direct competition with Institute core functions.***
- (iii) Consultancy services is not a core function of the Institute therefore advertisements for such services will be permitted.***
- (iv) The Chairman will write to the member concerned conveying the policy of the board.***
- (v) A note to the effect of this general policy be placed in the next available issue of the Journal.***

## 10. BRAMM

Directors were appraised of the current situation regarding BRAMM and NAMM.

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

***Institute representatives will continue with the current stance and encourage NAMM and to allay any concerns that it might have.***

## 11. CAMEO Steering Group

Directors were advised that CAMEO steering group members had subsequently declined the previous acceptance by the CAMEO manager of sending observers to the steering group meeting of 18th February pending discussion.

The President reported that a member of the CAMEO steering group had informed him that the matter had been discussed and that Institute observers will be invited to the next meeting to be held on 13<sup>th</sup> May. No official confirmation had been received.

***It was agreed that:***

***The nominated Institute observers will attend the next steering group meeting on 13<sup>th</sup> May.***

## **12. Memorial Safety – MoJ / HSE Guidance**

Directors were updated with the reaction of certain BCAG members following publication of the Institute's newsletter on this subject.

It was noted that the Institute only had disagreement with a minor proportion of the guidance relating to the use of a force measuring device and actions taken in identifying and making memorials safe. It was also noted that officers had received a large number of phone calls and emails and that general debate had taken place on the Internet Egroup where members were generally of the same mind as directors.

Directors were informed that the MoJ had contacted the Chief Executive to arrange a meeting and that this would take place on 6<sup>th</sup> March.

It was confirmed that the Chairman and President and the Chief Executive will attend at this meeting.

***It was unanimously agreed that:  
The Institute will maintain its current stance on the guidance.***

## **13. MAB and Cemetery of the Year Awards**

The President and Chief Executive reported on the last meeting of MAB and the current sponsorship of the awards scheme by the Institute.

MAB/One is More are currently unhappy with the sponsorship arrangements in respect of the awards ceremony. Directors discussed the additional hidden benefits gained from the Institute such as officer time spent in assisting with scheme improvements and printing and distributing awards flyers and adverts.

A request had been made for an additional £2,000 in sponsorship for this year.

**It was agreed that:**

- (i) The holding of the awards ceremony at the Institute's conference is beneficial to all parties.**
- (ii) Institute sponsorship be increased to £7,000 and paid directly to MAB.**
- (iii) One is More negotiate directly in respect of ceremony arrangements.**
- (iv) The President drafts a letter to MAB/One is More informing them of the board decisions.**
- (v) The Corporate committee be requested to select a representative to attend future MAB meetings.**

## **14. Correspondence with S&NI Branch (CAMEO and Ombudsman's Report)**

Directors were informed that the branch will discuss the correspondence at its next meeting in April and will respond following this meeting.

## 15. AOB

### a) AGM

Directors discussed the finalising of the accounts and the holding of the AGM at conference this year. The Finance & IT Manager had gained an assurance from the auditors Greenhalgh & Co that the accounts will be completed in time for printing and circulation within the statutory time limit prior to conference. It was noted that the member's day held last year was a success with feedback from members indicating this.

***It was agreed that:***

- (i) The AGM will be held at conference this year***
- (ii) The board will seek the preference of members on whether the AGM should be held at conference or as part of a member's day in future years.***

### b) NAFD Annual Dinner

Both the President and Deputy President indicated that they would both be on annual leave at the time of the NAFD annual dinner. No other director indicated availability.

***It was agreed that:***

***Apologies with reason would be conveyed to the NAFD.***

### c) HR Policies

The board had discussed HR policies at the planning day where it was agreed that external qualified assistance should be sought.

***It was agreed that:***

***The Chief Executive will contact Annie Raven-Vause and obtain a quotation for HR policies required.***

### d) English Heritage / National Association of Cemetery Friends (NACF) Project

Julie Dunk informed the board that she had been contacted by English heritage with a request for the Institute to become involved in a project to formulate a database of all UK cemeteries and burial grounds.

Officers indicated that the Portal could be the home of the database of cemeteries and burial grounds which would negate the need for English Heritage and NACF to incur cost of software etc.

***It was agreed that:***

- (i) The Institute combines with the above organisations in this project.***
- (ii) The offer is made to use the Portal as a repository for the details of cemeteries and burial grounds.***

### e) ICCM Branding

The matter of branding of Institute documents, newsletters, website etc. as discussed at the planning meeting was raised.

The Company Solicitor stated that he could obtain some quotations from appropriate sources.

***It was agreed that:***

***The Company Solicitor obtains quotations from appropriate design companies.***

**f) Next Planning Meeting**

It was agreed that the next planning meeting will take place at the national office on 23<sup>rd</sup> March 2009 to begin at 10.00am.

**g) Next Board Meeting**

It was agreed that the next meeting of the Board of Directors will take place on Wednesday 6<sup>th</sup> May 2009 prior to the Corporate seminar at Cranfield University.