

Institute of Cemetery & Crematorium Management

Board Report May 09

Present:

Directors

Ken Dry, Martin Birch, Sharon Herbert, Alan Till, John Robson,

Officers

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

1. Apologies for absence

Bill Stanley, Alan Copeland and Steve Brown had forwarded apologies.

2. ICCM Branding

Roger Felton attended to present ideas on re-branding the Institute's identity. The presentation was well received by directors with detailed discussion taking place with Roger Felton. Following the presentation Roger Felton left the meeting. It was agreed that Directors and officer feed information on requirements to the CE. It was further agreed that the Chairman, CE and Finance & IT Manager be given delegated authority to negotiate a package.

3. Declarations of Interest

No declarations were made.

4. Minutes of the meeting held on 2nd March 2009 and Matters Arising

The minutes were agreed as a true record.

Matters Arising

Minute 2c – The Company Solicitor reported that the National Office lease renewal is ongoing.

Minute 5d should read Julie Dunk as opposed to Sharon Herbert.

Minute 6 – Corporate Committee Meeting

The matter had been referred to the committee Chair and a meeting is to be arranged.

Minute 15b – AGM

Directors confirmed their previous decision that the AGM will be held at conference.

5. Appointment of Independent Investigator

The Chair updated directors on the progress of the investigation and reported that Bevan-Brittan will be providing their report in the very near future following which Ian Miller will present the same at the EGM.

6. Member Review Panel – Report

The CE provided copies of the latest draft report to directors that had been received on the evening before the meeting.

It was agreed that Directors will take the report away for consideration and discussion at the next board meeting.

7. Planning Meeting Outcomes and Decisions

Discussion took place on the previous planning meeting.

It was agreed that Alan Till will be co-opted to the communications portfolio, each director will draft a strategy for their particular portfolios for inclusion in the overall ICCM strategy.

8. Report of the Finance & IT Manager

Membership at the 01/05/09 stands at 644 members.

The table below shows the number of corporate members by category as of 01/05/09.

Category	Count
Associate	38
Full	180
Parish and Town Council	147
TOTAL	365

At 31/3/2009, Sundry Debtors were £50,568 for the last financial year. Since 1/4/2008 we have collected approx £33,168 of outstanding debtors.

These figures do not include the £2,400 now owed by BCET.

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

The accounts for 2008/9 will be presented to Messrs Greenhalgh and Co on the 11th May. There is an expectation that this date will enable the accounts to be ready for the AGM to be held at Conference. This understanding has been conveyed to Messrs Greenhalgh and Co.

The final accounts for 2008/9 were closed and presented in draft to the Board.

9. Report of the Chief Executive

The CE reported that the validation process for CTTS had been completed and that all BTEC certificates will be issued by Edexcel via SBS.

Following completion of the accreditation process for COTS course 1 several courses had been successfully completed. The establishment of the Institute as a national training centre for City & Guilds NPTC had been finalised with the Institute now registering candidates directly onto the NPTC web registration system.

The CE and COTS Manager had met with Joe Jarvis at NPTC head office on 1st May to discuss further course accreditation.

The COTS Manager is currently redrafting course 3, Managers Awareness into NPTC format following which accreditation and verification of assessors (ICCM officers) will be undertaken prior to launch of the new risk assessment based course.

The Institute has been accepted to run accredited 'Operation of Dumpers' courses that will compliment the Excavator Operation course as part of NPTC safe use of machinery qualification. Officers will undergo assessor verification for this new addition.

Officers will also be able to deliver NPTC Manual Handling training and only require assessor verification in order to launch the accredited course.

The above verifications will be arranged to take place at the Berkshire College during one session with the NPTC verifier in order to save on time and cost.

Officers are to attend a 1-day course in order to gain the First Aid – Appointed Person qualification. All NPTC assessors require this qualification.

10. Recycling of Metals – Distribution of Surplus

The CE provided a report to directors indicating the charities that had been nominated by participating crematoria. These were:

Red Ribbon International (AIDS)	1	Nomination
Terrence Higgins Trust (AIDS)	1	“
SANDS	1	“
The National Hospice Movement	1	“
The Burial and Cremation Education Trust	1	“
Cancer Research UK	1	“
Macmillan Nursing	2	Nominations
Marie Curie	1	Nomination
Age Concern	1	“
Help The Heroes	1	“

Two requests had been received for donations to be made to local charities. It was agreed that donations will be made to national death related charities as per the criteria.

It was noted that the charity Help the Heroes had received a nomination.

It was agreed that a donation should be made to this charity if it provides support to bereaved service families. It was further agreed that all national death related charities that had received nominations will receive donations as per the original criteria.

11. BRAMM

Officers updates directors regarding the position of NAMM within BRAMM.

It was agreed that the balance between memorial masons and burial authorities on the BRAMM board should be maintained and that Institute representatives continue to attempt to allay the concerns of NAMM and encourage continued membership of the BRAMM board.

12. CAMEO Steering Group (Update)

The CE reported that no further communication had been received from the CAMEO manager since the letter of 5th March and that the next steering group meeting is due on 13th May. It was agreed that the CE will contact the CAMEO Manager in order to establish venue and time of meeting and that Sharon Herbert will represent the Institute at the meeting who will take a watching brief in order to identify how the scheme will operate and how it will be funded. A report will be submitted by the representative to the next board meeting.

13. Memorial Safety – MoJ/HSE Guidance

Directors discussed the draft FAQ circulated by the MoJ and the comments that they had made on this document. Subject to the final draft FAQ document the board's stance on the memorial guidance will remain unchanged.

14. MAB and Cemetery of the Year Awards

Directors discussed CYA and agreed to continue sponsorship. The Chief Executive was requested to inform Mike Dewar on his arrival at the corporate seminar

15. Correspondence with the S&NI Branch (UPDATE - CAMEO and Ombudsman's Report)

The matter was deferred to the next meeting due to the absence of Bill Stanley, director and S&NI Branch secretary.

16. Other business

a) Old SE Branch bank account

The Finance Manager reported that he had been contacted by Gary Green concerning an old SE Branch bank account. It was noted that attempts were made to close this account several years ago however a previous branch secretary and signatory had not available to close the same however circumstances indicated by the bank state that this can now be achieved.

It was agreed that the account is closed immediately with any residual funds being transferred to the main Institute account.