

Institute of Cemetery & Crematorium Management

Report of the board meeting held on 5th May 2010 at the National Office.

Present:

Directors – Martin Birch, Ken Dry, Alan Till, Ian Quance

Officers – Tim Morris, Trevor Robson, Charles Ward

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

An apology had been received from Bill Stanley, Alan Copeland whose flight had been cancelled at short notice due to renewed disruption to air travel and David MacColl and Steve Brown who had prior work commitments.

3. Declarations of Interest

None were made.

4. Minutes of the meeting held on 29th January 2010 and Matters Arising

The minutes were approved as a true record.

Matters Arising:

The Chief Executive updated directors in respect of course accreditation.

5. Articles of Association - Report of the Company Solicitor

The Company Solicitor reported that the specialist lawyer will commence drafting new articles and resolutions in accordance with decisions made in light of the member review panel report and amendments that are required by the new Companies Act. The work will cost in the region of £1000 and will be completed within the next two to three weeks.

The Chief Executive detailed the work required prior to balloting the membership which includes printing draft articles for member consideration, preparation of accompanying covering letter, ballot papers and return envelopes. Printing cost will be in the region of £1000.

The ballot process was discussed and it was agreed that:

- i) Members be in receipt of the draft articles, ballot papers etc. by the last week in July.***
- ii) The closing date for return of completed ballot papers will be the Friday prior to the AGM.***

- iii) Returns will be opened and counted in accordance with the current articles on the morning of the AGM.*
- iv) The result will be announced to members at the AGM.*
- v) The AGM agenda must carry an item regarding the ballot result.*
- vi) The AGM handbook will be circulated with the draft articles, ballot papers etc.*
- vii) The accounts will be circulated immediately following completion of the audit.*
- viii) A board meeting will be convened in early June to finalise the articles for circulation to members (see minute 15f).*

6. Bevan Brittan Report - Governance Actions

The Company Solicitor provided a copy of the service agreement for directors and committee members with his proposed amendments designed to bring the document in line with the Companies Act 2006 and provide clarity on the duties of directors.

***It was agreed that:
The amendments be accepted.***

7. Report of the Finance & IT Manager

Item - Membership & Subscriptions

Professional membership at the 05/05/10 stands at 662 members this is an increase from 657 at the start of the year.

Corporate Membership stands as listed below -

Category	Count
Associate	38
Full	177
Parish and Town Council	155
TOTAL	370

Subscription payments

All professional and corporate Membership bills were issued by the 08/04/2010.

Since this time 28% of professional members and 42% of Corporate Members have paid

Item – Sundry Debtors

At 31/3/2010, Sundry Debtors were £69,312.20 for the last financial year; payments since this date have reduced the debts to £30,206.73. These figures do not include the £1,800 now owed by BCET.

The overall financial position of ICCM was notified to directors.

Item – Significant Payments

In line with recommendations by regulations payment over £5,000 reported to the Board and noted

Item - Stock

A discussion on the IComply system was undertaken, the board agreed to a renew sales campaign to members to offer the benefits of the system

Item – Financial reporting for 2010/11

The short time period of the year meant that detailed discussions were not possible, however, the current trends were reviewed.

The cancellation of the corporate seminar has a liability rather than a surplus, however, it was stressed that holding the event would have been more damaging to ICCM as a whole.

CTTS – courses booked so far have been slightly lower than expected however this can change.

Education activity - Activity is slightly down but not worryingly lower than expected

T&C - Grossing all revenue streams for activity billed or to be billed we are where we need to be for income generated for the budget to be relevant

COTS - overall income is lower than expected, however, the offset of time is likely to lessen the relevant salary costs

The basic pattern of following the budget is being observed, however, care must be taken for ICCM this year.

Item – Financial reporting for 2009/10

The accounts for the 09/10 financial year were closed in April 2010 and would be presented to Greenhalgh on the 06/05/10.

The ongoing issues that affect ICCM in 2008/9 also contributed to the loss of circa £48,000 – other variances are due to staff development work and one off costs for the year.

The loss for the year is less than previous forecast due to increased 4th quarter activity, however, vast development and work to rectify ICCM's previous issues had again resulted in serious expenditure. The Chief Executive stressed non-member related activities were both time consuming and non-revenue generating. The F&ITM and Chief Executive stressed the importance of a balance and to secure ICCM for the long term.

The Finance and IT Manager's report was noted and approved by all Directors.

8. CAMEO Steering Group - Letter from the CAMEO Manager

Directors discussed the letter received from the CAMEO manager regarding his views on the way forward and the establishment of a company limited by guarantee that will manage the scheme.

It was noted that detailed information on how CAMEO will operate is still not available.

Directors expressed the view that it would be difficult to accept a seat on any new CAMEO board without details of the 'mechanics' of the scheme. The absence of a report from the previous ICCM observer was also noted.

Discussion took place on how CAMEO could operate with interest expressed in a partnering arrangement where the scheme partnered crematoria with legal agreements and passing of monies being made between partners. Directors generally agreed that this option offered a simple solution and also shared the administrative burden.

It was agreed that:

- i) The Institute will request that it sends the Chief Executive and Chairman to the CAMEO steering group meeting on 9th June 2010.***
- ii) The observers report back to the board prior to any decisions being made.***
- iii) The option of a partnering arrangement be detailed at the CAMEO meeting should the opportunity arise.***
- iv) The board confirmed its opposition to the pay to pollute principle.***

9. The Environmental Protection (England) (Crematoria Mercury Emissions Burden Sharing Certification) Direction 2010

Directors discussed the DEFRA Direction sent to all crematoria in England and expressed surprise that authorities and companies will be legally required to pay for a certificate from CAMEO or equivalent audited burden sharing scheme that is not strictly necessary.

It was reported that the Welsh Assembly Government had also issued a similar Direction although the requirement for a certificate from CAMEO or equivalent audited burden sharing scheme was optional.

It was noted that differential legislation now exists between England and Wales.

It was also noted that the Directions had possibly not filtered down to crematorium managers as the initial contacts were chief executives.

It was agreed that:

- i) The Institute does nothing until after the next CAMEO steering group meeting.***
- ii) Members are alerted to both Directions.***

10. Report of the Chief Executive - Annual Leave Policy

The Chief Executive presented a draft annual leave policy required as part of the suite of HR documentation.

It was agreed that:

- i) Five days annual leave would be permitted to be carried over to the next year however this must be taken prior to 31st May.***
- ii) Special leave such as compassionate leave be at the discretion of the Chief Executive.***

11. BRAMM Update

The Chief Executive provided directors with the latest BRAMM / NAMM correspondence.

Directors expressed their disappointment with the continued action of NAMM.

12. Charter for the Bereaved – Review Update

Directors were advised that the previous Corporate committee meeting was cancelled due to airport closures however this meeting will be rearranged in the near future (see minute 15f)

It was reported that SANDS had provided valuable input into the section of the Charter relating to babies and infants with opportunity taken to request further feedback on the foetal remains policy.

13. A.O.B

a) Portal

The Chief Executive circulated a second proposal from Assettrac regarding the upgrading and expansion of the site. It was noted that Assettrac had incentivised the proposal as requested by the board.

It was agreed that:

- i) The Chief Executive will arrange a meeting with Assettrac in order to identify roles and responsibilities.***
- ii) Assettrac will be asked to make a presentation at the afore mentioned meeting.***

b) Recycling of Metals

The Chief Executive reported that a small number of authorities had requested that local charities be considered for nomination for receipt of funds as opposed to the current policy of national charities.

It was agreed that:

Scheme members will be advised that local charities may be nominated following the next receipt of surplus.

c) Visit to Orthometals

The Chief Executive reminded directors that Orthometals had previously invited a visit to their facilities to view the recycling process.

It was agreed that:

The Chief Executive will arrange a suitable date with Orthometals.

d) Opening of Hull Cemetery

The Chief Executive advised the board that both he and the President were not able to attend the above event and asked if a director could attend on behalf of the Institute.

It was agreed that either Martin Birch or Ian Quance will attend.

e) Charter Validations

Trevor Robson informed directors that Peter Gitsham had offered to undertake some Charter validations for the Institute in his retirement.

The Chief Executive said that he would write to Peter accordingly.

f) N Branch – Unauthorised Activity of a Memorial company

Trevor Robson reported on a discussion that had taken place at the Northern Branch meeting regarding a memorial company that was erecting non-compliant memorials in cemeteries. The Chief Executive stated that BRAMM was aware of this company and had withdrawn their fixers licences however it is apparent that they are entering cemeteries without the knowledge of the authorities. Whilst BRAMM has removed this company from the register it is now for the local authorities concerned to monitor activities and report to trading standards officers.

g) Accredited Consultants

The Chief Executive reported that officers were currently under pressure covering management placements to the detriment of other areas of activity such as the manager's handbook. He suggested that the accredited consultant's scheme be revisited as a standby. Although this had not attracted a great deal of interest from members in the past it was felt that a further attempt should be made.

It was agreed that a flyer be sent to members with the criteria being that Diploma holders only may apply.

f) Date of Next Meeting

It was agreed that:

- ***The date of the next board meeting was confirmed as 7th June at the national office with the agenda being focused on the article and ballot.***
- ***The Corporate committee will convene a meeting immediately following the board meeting on the above date.***