

INSTITUTE OF CEMETERY & CREMATORIUM MANAGEMENT

Minutes of the meeting of the Board of Directors held on 28th November 2007 at the National Office.

Present:

Directors: Ian Hussein
David McCarthy
Gary Green
John O'Callaghan
Alan Till
Martin Birch
Phil Ewing
Angela Dunn

Officers: Tim Morris

Observer: Ken Dry, Chairman of the Professional Committee

| No | Item | Action/re ferral |
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| 1. | Apologies for Absence None | |
| 2. | Declaration of Interest None were made | |
| 3. | <p>Minutes of the previous meeting</p> <p>The minutes were approved as a true record. Matters arising:-</p> <ul style="list-style-type: none"> • Confirmed that both the Corporate and professional committees have been briefed on the COTS update. • Draft manifesto needs to be simplified • Following the invitation to tender for writing the Definitive /Easy guide to Law 1 bid has been received and possibly another one on the way, closing date is Friday 30th November 2007. Closing date for Scottish law version is 17th December. • Reuse of graves is progressing • Council of British Funeral Services to be contacted <p><i>It was agreed that:</i></p> <ul style="list-style-type: none"> • <i>A Simplified draft Manifesto should be prepared circulated to the Board of Directors for comment by the end of December, final version to be circulated to the Membership in January 2008, Dave McCarthy agreed to prepare the draft</i> • <i>That the bids should be opened and witnessed by two people with delegated authority given to the Chief Executive and Ken Dry Chairman of the professional committee</i> | <p>CE</p> <p>David McCarthy</p> <p>CE / Ken Dry</p> |

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| 4. | <p>Finance & Budget Control</p> <ul style="list-style-type: none"> • Discussions were held on Fees and Charges including fees for COTS. A report will be produced when COTS Manager appointed. • A letter From Greenhalgh & Co was circulated to Directors for comments and feedback by Monday 3rd December. The Chief Executive recommended that at all financial systems and other items contained in their brief be inspected. <p><i>It was agreed that:-</i></p> <ul style="list-style-type: none"> • <i>Full Corporate membership fee for Burial & Cremation Authorities and Companies be increased by £100 to £345 with effect from 1st April 2008 which will be inclusive of 2 free Professional member places.</i> • <i>All other Corporate membership fees will be increased as per the attached schedule from 1st April 2008.</i> • <i>All Professional membership fees will be held at 2007 rates.</i> • <i>All other fees will be increased as per attached schedule with effect from 1st January 2008.</i> • <i>Local Authorities to be amended to read Burial and Cremation Authorities & Companies.</i> • <i>In principle the Terms of Reference for the Audit were agreed subject to further feedback from Directors. The Chief Executive was instructed to proceed with arranging the audit.</i> | <p>CE / DTD / COTS Manager</p> <p>CE / FITM</p> <p>CE</p> |
| 5. | <p>A. Independent Review Committee</p> <p><i>It was agreed:-</i></p> <p><i>A. To circulate an invitation to members to formulate a member led committee initially to carry out a review of the ICCM committee and board Structure.</i></p> <p>B. Membership by Qualification</p> <p>The Corporate committee discussed and agreed that the document needed to be simplified.</p> <p><i>It was agreed:-</i></p> <p><i>To assign the Membership By Qualification initiative to The Independent Review Committee</i></p> | <p>CE</p> <p>Member review committee</p> |
| 6. | <p>Committee & Board Agenda</p> <p>Pre agenda planning was discussed basically to include certain items in all agendas this would ensure that agenda would remain focused with direction all directors were in favour.</p> <p><i>It was agreed that:- certain Items should automatically be included in all future agendas.</i></p> | |

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| <p>7.</p> | <p>Review of feedback from Members</p> <p>Following the circulation of a letter from the Chairman to all members a copy of the feedback was circulated to Directors. There was a very low response perhaps indicating some apathy, however, there was some positive feedback and some excellent ideas which were discussed,</p> <p>In particular</p> <ol style="list-style-type: none"> I. provision of a specification for the construction of a Mausoleum II. Provide members with a specification for construction of a brick grave III. Establish an approval scheme for cardboard coffins for cremations to ensure an approved coffin is suitable for cremation IV. Principle of leasing/purchase or contract to run a cemetery or crematorium, This item was discussed at length as a good idea and was thought to be a good opportunity to strive to develop a centre of excellence <p><i>It was agreed:-</i></p> <p><i>All the above initiatives would be prioritised and considered when the resources were available to do so.</i></p> <p><i>Tim Morris is to raise the subject of cardboard coffins with SAIF</i></p> | <p>CE</p> |
| <p>8.</p> | <p>Conference 2008</p> <p>Following an open letter to other organisations inviting them to hold a joint conference two had expressed interest. Responses from other organisations were awaited.</p> <p>Also timing of the AGM was discussed following member conference feedback.</p> <p><i>It was agreed:-</i></p> <p><i>If no feedback was received from any other organisations by Monday 10th December the board will instruct the Conference Manager to proceed in organising Conference 2008 for September/October time.</i></p> <p><i>If feedback received after the 10th December and prior to end of January 2008 the Board will review holding a joint conference in 2009. Failing that the newly appointed Technical Manager South should start to arrange a venue for Conference 2009.</i></p> | <p>CE / Technical Manager South</p> |
| <p>9.</p> | <p>Results of Members Votes Conference 2007</p> <p>Main Questions</p> <ol style="list-style-type: none"> I. To provide an excellent service to the bereaved people, it is vital that those employed in bereavement services have access to accredited training and on-going continuing | |

professional development?

97% Agree

3% Disagree

ICCM Response: To form part of Membership by Qualification initiative

II. Should Cemetery & Crematorium Managers be licensed?

48% Yes

52% No

If "Yes" should the license be:

A. For a 5 year period, renewable upon proof of continued professional development and/or after a short written exam 57%

B. For Life without any further assessment of the post holder 43%

ICCM Response: No Action

III. To raise standards within the profession, the ICCM should develop model job descriptions and career paths, and actively promote these to employers to ensure consistency in terms and conditions throughout the country?

Agree 73%

Disagree 23%

ICCM Response : proposals to be drafted for consideration

IV. Should Funeral Directors be licensed?

93% Yes

7% No

If "Yes" should license be issued by:

A. Self Regulated by NAFD, SAIF 16%

B. Local Authorities 16%

C. Central Government/National Scheme 68%

ICCM Response: Initiate debate with SAIF, NAFD & BIFD

V. Are cremation authorities doing enough to protect the environment?

18% Yes

82% No

If no, which of these initiatives should take priority?

A. Plant more trees 6%

B. Target zero emissions 62%

C. Ban the use of plastics in coffin construction 28%

D. Cease burial of cremated remains in containers

4%

ICCM Response: Institute policy is 100% abatement therefore ICCM should withdraw from CAMEO

VI. Is the amount of plastics used in floral tributes excessive and Harmful to the environment?

92% Yes

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| | <p>8% No If “yes” which of the following initiatives should cremation authorities and the ICCM prioritise?</p> <p>A. Encourage and work with the floristry industry and their suppliers to introduce environmentally friendly products 70%</p> <p>B. Ban all plastics from floral tributes at crematoria immediately 22%</p> <p>C. Increase cremation fees to cover appropriate disposal 8%</p> <p><i>ICCM Response; To work with floristry industry and support Brian Keep’s initiative on alternative products and produce a policy guidance checklist for consideration.</i></p> <p>VII. Should crematoria that cannot comply with environment legislation:</p> <p>A. Close completely 13%</p> <p>B. Close their crematories, but continue to take services and cremate elsewhere 68%</p> <p>C. Remain open until forced to close 19%</p> <p><i>ICCM Response; Seek proposals, circulate a letter to all crematoria threatened with closure to assist them with not burden sharing and lobby Government.</i></p> <p>VIII. Approximately 100,000 fetuses are disposed of each year via clinical waste. Should the ICCM</p> <p>A. Do nothing as foetal remains have no legal status 12%</p> <p>B. Campaign to prevent foetal remains being treated as clinical waste 88%</p> <p><i>ICCM Response: Continue to work with the RCN to increase number of sensitive disposals annually.</i></p> <p>IX. We now have nationally recognised standards for the safe installation of memorials in cemeteries, Should we consider:</p> <p>A. Extending the range and size of memorials that we allow in our cemeteries to improve choice 68%</p> <p>B. Keeping memorials small to minimise 32%</p> <p><i>ICCM Response Covered in the Charter for the Bereaved</i></p> <p>X. The public is concerned with the stability testing of memorials. Should we:</p> <p>A. Ignore this concern as we have legal duties regarding</p> | <p>Martin Birch</p> |
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| | <p>memorial safety 15%</p> <p>B. Reduce the test pressure and not fail so many memorials 15%</p> <p>C. Introduce an industry licensing scheme for memorial inspectors now 62%</p> <p>D. Do nothing and take the risk 8%</p> <p>ICCM Response: Course and scheme being prepared in association with NAMM</p> <p>XI. Should burial authorities continue to charge extra for burial of non-residents because their cemeteries are subsidised by Council Tax payers or should this practise cease?</p> <p>A. Continue to charge extra 55%</p> <p>B. Cease and everybody pay the same 45%</p> <p>If continue, should this be on the basis of:</p> <p>A. Double fees 31%</p> <p>B. Treble 5%</p> <p>C. Quadruple fees 10%</p> <p>D. True cost of burial 54%</p> <p>ICCM Response: No action</p> <p>XII. In terms of the provision of burial space, what level of input have you or your service had into your Unitary Development Plan or other Local Town/Area plan?</p> <p>A. No input whatsoever 58%</p> <p>B. I/we were consulted but input not included in plan 14%</p> <p>C. Yes, UDP/Local Town/Area plan reflects my input to a satisfactory level 28%</p> <p>ICCM Response: To support and work with the CABE Initiative to include a green space strategy</p> <p>XIII. Should a national cemeteries inspectorate be established by government</p> <p>63% Yes</p> <p>37% No</p> <p>ICCM Response: Lobby the Ministry of Justice</p> | |
| 10. | <p>Assettrac Proposal</p> <p>Directors discussed a proposal received from Assettrac Ltd.</p> <p>It was agreed:-</p> <p>To delegate authority to The Chief Executive and Chairman of the Board to discuss the proposal with Assettrac and report back to the board via e-mail with details.</p> | Chair / CE |

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| 11. | <p>Wesley Music/BCET partnership update Verbal report presented by Tim Morris that negotiations are ongoing.</p> | |
| 12. | <p>Recycling Scheme- Nominations for recipient Charities</p> <p>Discussions took place on the methodology/calculation on nominations to receive funding from the Scheme</p> <p><i>It was agreed that:- Only National death related charities benefit from the funding and that BCET should be limited to receiving only a 1/3 of any donation. The methodology of dividing the surplus in proportion to the number of nominations received for each charity was accepted. Delegated authority was given to the Chief Executive to distribute the surplus in future years in accordance with this methodology and to report to the Board the names of charities nominated and the amounts that they receive.</i></p> <p>The Chief Executive confirmed that the methodology would be applied following the closing date for receipt of nominations and that receipts from recipient charities will be posted on the website.</p> | CE / FITM |
| 13. | <p>Fellowship Committee Directors considered the merit of forming a fellowship committee to seek nominations and recommend the award of fellowships.</p> <p><i>It was agreed:- To formulate a fellowship committee made up of current ICCM Fellows not serving on the Board of Directors who will consider future nominations for fellowship of the ICCM. An invitation to serve on this committee to go out to the membership in March.</i></p> | CE |
| 14. | <p>Administration System and Virtual Office Following a proposal and options put forward by Edge Designs for a virtual office solution for the ICCM administration.</p> <p><i>It was agreed:- To approve option 2 of the virtual office solution at an initial cost of £13,685 for the first year and £6,627 for subsequent years subject to full evaluation by officers.</i></p> | CE |
| 15. | <p>Modern apprenticeship Scheme</p> <p>The Chief Executive gave a verbal report on a proposed modern apprenticeship scheme for cemetery and crematorium staff.</p> <p><i>It was agreed that:- The Chief Executive and officers formulate a modern apprenticeship scheme and report back as plans develop.</i></p> | CE |

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| 16. | <p>Trench Burial</p> <p>A Draft code of practise previously circulated to the board was discussed.</p> <p><i>It was agreed that:-</i></p> <p><i>The code of practise be adopted.</i></p> | CE |
| 17. | <p>Dates of next meeting</p> <p><i>It was agreed:-</i></p> <p><i>Dates of next 2 meetings 19th February at the National Office and 7th May at Cranfield University.</i></p> | |
| 18. | <p>AOB</p> <p>The Chairman raised the subject of the current vacancies for technical officers and requested that any Directors considering making an application leave the room. David McCarthy and Angela Dunn vacated the room and took no part in the remainder of the meeting.</p> <p>The Chairman expressed concern at the amount of hours both Tim Morris and Ron Dunn were working and reminded the Board that the ICCM had a duty of care to its employees. After some further discussion the chair requested that Tim Morris produce a report on the amount of hours being worked.</p> <p><i>It was agreed that:-</i></p> <p><i>A second Technical Officer post in the south be created and the Chairman / Vice Chairman & Chief Executive to carry out an Organisational review and report back to the Board at the February meeting.</i></p> <p><i>The Interview panel for the vacant post was also agreed they are:- John O'Callaghan</i> <i>Martin Birch</i> <i>Tim Morris</i></p> | Chair / Vice Chair / CE |

FEES & CHARGES 2008/2009

Directors are requested to approve / amend the following list of fees and charges and implement revised Membership Fees and Journal charges from 1/4/2008 and all other charges from 1/1/2008

| | Current Fee | Proposed Fee |
|--|---------------------------------------|---|
| MEMBERSHIP- PROFESSIONAL | | |
| Admittance Fee | 80 | 0 |
| Associate | 88 | 88 |
| Fellow & Member | 96 | 96 |
| Retired member- 50 % of Member | 48 | 48 |
| CORPORATE | | |
| Local Authorities and Private Cemetery & Crematorium Companies | 235 | 345 including 2 professional member subscriptions |
| Non- local Authorities | 120 | 130 |
| Parish/Town Councils | 65 | 75 |
| COTS | | |
| Course 1- Operative - at College | 610 | All COTS fees |
| Course 2- Excavator - at College | 610 | To be |
| Course 3- Manager - at College | 650 | recalculated |
| Course 4-Advanced Ground Support | Under construction | using own staff |
| Course 5-Grass Cutting-at College or on-site, part 1 | 320 | costs |
| Course 5- Grass cutting- at College or on site- part 2 | 170 | |
| On Site courses | Calculated on individual requirements | |
| Accommodation for Candidates | Charged at cost | |
| Code of Safe Working Practice | 40 | 45 |
| EDUCATION | | |
| Core Modules | 570 | 585 |
| Non-Core Modules | 410 | 425 |
| Thesis | 570 | 585 |
| Conversion Courses | 150 | 170 |
| CHARTER | | |
| Best Value Process | 295 | 305 |
| Guiding Principles- Framed | 45 | 50 |
| Guiding Principles- Unframed | 30 | 35 |

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| RECRUITMENT SERVICE | 930 | 950 |
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| CTTS | | |
| Intermediate | 449.5 | 475 |
| Advanced | 349.5 | 375 |
| Conversion (mentors @ £50 discount) | 195 | 210 |
| Conversion 2 candidates | 380 | 390 |
| Conversion 3 candidates | 550 | 565 |
| Conversion 4 candidates | 730 | 750 |
| Conversion 5 candidates | 900 | 950 |
| | | |
| JOURNAL | | |
| Advertising- Basic | 335 | 350 |
| Subscription | 45 | 50 |
| <i>Additional advertising / inserts at the Journal editors discretion*</i> | * | * |
| | | |
| CONSULTANCY SERVICE | At officer's discretion - Calculated on an individual basis | |
| | | |
| TRAINING | | |
| Manual Handling (not full day) | 550 | 550 |
| Customer Care | 650 | 650 |
| Management of Memorials | 550 | 600 |
| Management of Memorials Refresher (half day) | 300 | 300 |
| Installation and Repair of Memorials | 700 | 725 |
| Sexton Training (half day) | 275 | 300 |
| Transfer of Burial Rights | 550 | 600 |
| Understanding the NAMM Code (half day) | 300 | 300 |
| Hosted Courses - per delegate | 105 | 120 |
| | | |
| ICCOMPLY | 585 | 595 |
| ICCOMPLY Upgrades - | 150 | 160 |
| Fire Safety upgrade | 120 | 130 |
| Standalone fire safety | 200 | 210 |
| Loss and Grief DVD - fixed cost (50% of income to BCET) | 20 | |

Note - Officer's travel for courses and consultancy charged at 45p per mile