

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

### **Report of the meeting of the Board of Directors held on 6<sup>th</sup> November 2012 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Anthony Devonport, John O’Callaghan, Natasha Bradshaw, Bill Stanley. Roddy McGinley

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

Ian Quance attended for the item Natural Burial Grounds

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

The Chairman opened the meeting at 10.30am and welcomed Roddy McGinley, Deputy President, to his first meeting.

The board elected Martin Birch as Chairman and Alan Till as Vice Chairman for the next 12 months.

The chairman welcomed Ian Quance who had been seconded for matters relating to the natural burial grounds initiative.

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

Alan Copeland was unable to attend due to recovering from a recent operation. Directors asked the Chief Executive to convey their best wishes to Alan.

#### **3. Declarations of Interest**

None were made

#### **4. Minutes of the meeting of 5<sup>th</sup> September 2012**

The minutes were agreed as a true record.

#### **Matters Arising:**

- a) It was noted that Roddy McGinley had attended the last meeting as an observer and precursor to joining the board.
- b) Minute 4c regarding the metals recycling scheme should read ‘£1million should be achieved by the date of the centenary’ as opposed to AGM.

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

At the 26/10/2012 ICCM had 570 professional members.  
44% of the professional membership is formed by *associated professional* corporate members.

Corporate members as of 26/10/12 was 470  
A 14.3% increase from the 403 members at 01/04/12.

### **Overall Financial Position**

Directors were updated on sundry debtor collections and ICCM's overall position for 2012/13, which was as per budget.

### **ABA Members**

The transfer of ABA members was at an advanced stage.

### **E-accounts to members**

The Board was made aware that a result of the Companies Act 2008, companies are allowed to email formal accounts to our members instead of paper ones. The procedure is that members must opt-in to the scheme and it is voluntary rather than ICCM, being allowed to ascribe e-accounts to all members.

It was agreed that subject to a review of the articles, members should be offered this option, but not be signed up automatically.

### **Newsletter Sponsorship**

Possible Newsletter Sponsorship was discussed and completely rejected by the Board for member interest reasons.

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

### **Association of Burial Authorities (ABA)**

It was reported that assimilation of ABA members into the Institute had commenced in September and is referred to in the finance report.

### **Green Environmental Coffins**

It was reported that the Initial Guidance previously circulated to the board and presented at Convention has been placed on the agenda for the next BCAG meeting by the LGA.

### **FBCA Letter to SEPA**

The Chief Executive requested that directors confirm that it supports the FBCA letter to SEPA concerning a standard approach for monitoring performance of crematoria as indicated in emails from directors on this matter. Following the email correspondence the Chief Executive had contacted the FBCA secretary confirming board support and that any future correspondence mentioning such support should be forwarded to the Institute.

***It was unanimously confirmed and agreed that:***

***The Institute supports the FBCA letter and the actions of the Chief Executive.***

## **7. Learning Convention & Exhibition**

### **2012 Event Feedback**

Julie Dunk presented the Convention feedback to directors who congratulated her on producing a highly successful event.

### **2013 Event and Centenary Celebrations**

Directors were informed that negotiations with Q Hotels for next year's event had resulted in an offer being made to hold charges to those of this year and include an evening drinks reception.

Directors commented on the excellence of the venue and the advantages of the layout of the conference centre that was beneficial to both delegates and exhibitors.

Further discussion took place on the content of the centenary celebration and where this would be held. It was suggested that Brian Parsons be requested to present the history of the Institute at the celebrations.

#### ***It was agreed that:***

- (i) The 2013 Learning Convention & Exhibition should return to Forest Pines hotel in 2013.***
- (ii) Delegated authority is given to Julie Dunk, in consultation with the Chief Executive and Finance & IT Manager, to continue negotiations in order to secure the best arrangement for the Institute.***
- (iii) Delegate and exhibitor fees for 2013 should be held at 2012 levels.***
- (iv) Exhibitors that attended this year should be given first refusal on stands for next year.***

#### ***It was further agreed that:***

***The centenary celebration should take place at next year's Learning Convention & Exhibition.***

Directors discussed the proposed awards scheme, the time available and finance required against other priorities. The Chief Executive stated that a limited scheme could be introduced for the centenary.

#### ***It was agreed that:***

***The creation of an awards scheme is deferred until next year.***

## **8. Natural Burial Grounds Initiative – Update**

Ian Quance gave a verbal update on the meeting of the committee that took place on 24<sup>th</sup> October. At this meeting the work required to draft the full reference Charter, assessment process and Diploma unit was allocated to

committee members. The target for production of the first draft documents was set as 18<sup>th</sup> January 2013 with completion by May/June. In order to progress more rapidly and bring in additional expertise the committee had enlisted Roddy McGinley and Lyndon Elsey both being members whose authorities provide a natural burial option.

Directors were also updated on the meeting with the Natural Death Centre / Association of Natural Burial Grounds (NDC/ANBG) on 8<sup>th</sup> October attended by Ian Quance and the Chief Executive. The reason for the meeting was to reassure the NDC/ANBG that the Institute was acting at the request of its members and that the committee/Institute poses no threat to their organisation.

The President informed the board that a SE branch meeting is planned for July 2013 at the Epping natural burial ground and this would be an ideal time to engage with members.

The Chief Executive reported that he had given a brief description of the BCET Carbon Footprint Scheme to the NBG committee at the meeting and that there was interest in the scheme. Promoting the scheme alongside the NBG initiative could be beneficial and if uptake was likely the income could go to BCET. This action would assist BCET and if successful would help re-launch the Trust. The Chief Executive advised the board that this matter would need to be discussed with Charles Ward and Trevor Robson, both being current Trustees.

#### 9. **ICCM / NAMM / BRAMM**

There were no items to report on ICCM/NAMM. ICCM has reduced its places on the BRAMM Board to one member as agreed previously in order to maintain the 50/50 balance of authorities/masons.

#### 10. **Other Business**

##### **Charter Validations**

Julie Dunk requested that the Chairman select six numbers at random between 1 and 100.

The numbers selected were 1, 12, 14, 23, 30 and 60.

Julie Dunk then informed the board that the numbers related to Charter members that would be validated this year with those members being Allerdale, Cambridge, Carlisle, Conwy, Dignity (Rotherham) and Mansfield.

##### **Quality Policy**

The Chief Executive informed the board that the recent City & Guilds audit of the COTS centre was very positive. City & Guilds now have a requirement for a QA system to be in place and the auditor provided all of the necessary information. The main requirements are to have a QA plan and records of

observations of assessors assessing a candidate at a course.

In order to comply with City & Guilds requirements an amendment will be made to the Institute's quality policy and a QA plan prepared for submission to City & Guilds.

***It was agreed that:***

***The Chief Executive prepares the QA plan and associated documentation in line with City & Guilds requirements.***

The Next Meeting was arranged for Tuesday 12<sup>th</sup> February 2013 at the National Office.