

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held at the National Office on
Tuesday 23rd September 2008

Present: Ken Dry, Gary Green, Martin Birch, John O'Callaghan, Alan Till, Tim Morris, Trevor Robson, John Robson

Minutes of June and July meetings and matters arising

June 08 Meeting

The minutes were approved as a true record.

Matters arising:

The board confirmed its previous decision to appoint Messrs. Russell Cooke as independent legal advisors to the Institute.

July 08 Meeting

The minutes were approved as a true record.

Matters arising:

a). Directors were informed that the contract for the COTS vehicle had been finalised and was available for signature. The Finance & IT Manager indicated that several unrelated documents also require approval/signature and as such could be grouped together under other business in order to demonstrate compliance with the requirements of our auditors. Directors agreed to this action (See item 14).

FBCA

The Chief Executive informed Directors that he had contacted the Secretary of the FBCA with regard the proposed meeting and relayed the wishes of the board and that a response is awaited.

Directors requested the Chief Executive to speak to the Secretary of the FBCA at the ICCM conference should he accept the invitation to attend.

Training Partnership – City of London

Directors discussed the letter from Ian Hussein of the City of London inviting the Institute to form a training partnership with the authority.

It was agreed that:

- (i) More information is required before a decision can be made
- (ii) The proposal is accepted in principle
- (iii) The Chief Executive should write to Ian Hussein requesting more information, including a business rationale and vision of how the partnership will operate

Donations to Recycling Charities (Nominations received)

Directors considered the nominations received and distribution of scheme surplus to those charities.

It was agreed that:

- (i) The criteria of national death related charities should be adhered to
- (ii) That the surplus be distributed on a pro-rata basis to :

Child Death Helpline	1
British Heart Foundation	2
Cancer Research UK	2
MacMillan Cancer Support	1
CRUSE	1
SANDS	1
Motor Neurone Disease Association	1
The Burial and Cremation Education Trust	1
Help the Hospices	1
Alzheimer's Society	1

AGM

Directors discussed arrangements for the AGM and were informed that the accounts and member's handbook were ready for printing.

Report of the Finance & IT Manager

Membership & Subscriptions

Professional membership has increased to 661 members with corporate membership stands at 357 members. The majority of the increase in professional membership is due to the changes in corporate membership - 55% of full corporate members have nominated professional associate members.

Financial position and commitments for the year

Directors were updated about the current Finances of the Institute and the current commitments and expenditure for the year to date. Items were in line with budget predictions or where they were not; variances were explained and expanded upon. The current overall position is broadly in line with the budget approved by the Board in March. However current issues affecting the Institute are likely to impact upon budgets and performance.

Directors were notified of the latest amount of recycling money having been received from Orthometals.

Cheques

In line with recommendations by Messrs Greenhalgh's and Co's audit in January 2008, cheques raised and/or bills paid for sums over £5,000 were reported to the Board.

Accounts

The final loss for the 2007/8 financial year was confirmed as £37,771 – which is worse than expected due to the treatment of the Bereavement services portal, corporation tax and future income.

The capitalisation of the Portal and depreciation has increased the loss, however, the income invoiced is split over future years and the net result is that for the coming year we will receive the same amount of income as the portal's depreciation if not a higher amount.

The accounts will be received by members in advance of the AGM as required by the ICCM articles.

Directors agreed that – the report should be noted.

Conference Update

The conference manager provided a report indicating that all arrangements had been finalised and that delegate and exhibitor numbers were good. Additional exhibition space has been secured at the venue as demand has been higher than anticipated.

Risk Assessment Course

Directors approved the report provided by the Director of Training and Development.

It was agreed that:

- (i) The course documentations mentioned in the report be circulated
- (ii) A pilot course is arranged with officers and (available) Directors being the delegates

COTS Appraisal

Directors considered the report and background information presented in respect of the current performance of the scheme.

Directors congratulated the COTS Manager and Instructor on their work to date and appreciated the full order book until early 2009.

Other Business

a) Documents for approval / signature

The lease documents for the COTS vehicle were approved and duly signed.

The President's allowance sheet received from the auditors was approved and duly signed.

The Institute's stock certificate was approved and duly signed.

The Institute's agreement letter of representation was approved and duly signed.

The auditor's adjustment sheet provided by the auditors was approved and duly signed.

b) External Audit

It was agreed that the recommendations contained in the external auditor's report be published on the website.

c) Trust Expenses

The Chief Executive reported in his capacity of trustee to BCET that meeting expenses are currently settled by the Institute however the Trust is happy to reimburse the Institute. Meeting expenses are not excessive.

Directors considered that the Institute will meet Trust meeting expenses as part of its support for the Trust but would review the situation annually.

d) Retirement of John Robson

John Robson reminded the board that he is due to retire from his part time post in November and that Trevor Robson will take over his duties. The Chief Executive confirmed that arrangements had been made via contracts and correspondence.

The Board thanked John and congratulated him on his management of the Institute's accounts.

e) Deputy President's Conference Address

Martin Birch reported that he was finalising his conference address and would circulate the same for comment prior to the event. The Board thanked Martin for standing in during the Presidential vacancy.

f) Next Meeting of the Board and Committees

It was agreed that:

- (i) The Corporate and Professional committees should meet at the national office on the morning of 20th October 2008
- (ii) The Chief Executive circulates this date to all committee members
- (iii) The Board of Directors meet during the afternoon of the afore mentioned date