

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

### **Report of the meeting of the Board of Directors held on 30<sup>th</sup> April 2013 at the National Office.**

#### **Present:**

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

**Officers** – Tim Morris, Trevor Robson, Charles Ward, 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 Alan Copeland following his recovery from an operation.

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

Julie Dunk was engaged on a management placement therefore unable to attend.

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

Ian Quance declared an interest as he was now a partner with John O’Callaghan in South West Cemetery Services (SWCS). John O’Callaghan also declared an interest. Ian stated that he was aware of potential conflicts of interest however would not cut across the work of the Institute and would be present for the NBG item only.

#### **4. Minutes of the meeting of 12<sup>th</sup> February 2013**

The minutes were agreed as a true record.

#### **Matters Arising:**

a) Anthony Devonport informed the board that the charity nominated by Barnsley Council for receipt of recycling scheme funds had ceased to operate and that an alternative charity had been nominated.

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

***On return of the original cheque a new one would be sent to the alternative charity.***

b) The Chief Executive updated directors on the current position regarding the work with the FFMA and other organisations in respect of coffin specifications. Draft specification and data sheets have been

prepared and with a test procedure now being considered.

c) It was reported that the accreditation of the final COTS course was nearing completion with City and Guilds. It is anticipated that this will be completed by the end of May.

e) The Finance & IT manager recommended to the board that specially printed envelopes should be obtained for circulation of the autumn/centenary issue of the Journal.

***It was agreed that:***

***The recommendation be accepted.***

f) Ian Quance reported that the NBG blog is up and running. Contact had been made with a university in the USA and a letter received.

***It was agreed that:***

***Ian Quance will draft a reply to the university for the Chairman.***

g) The President updated directors on the Sands database initiative and that initial requests for data had been made at two branch meetings. Directors were also requested to provide data.

Note: Item 8, NBG report was taken next so as to allow Ian Quance to leave for the remainder of the meeting. Report at Item 8.

## 5. Report of the Finance & IT Manager

### Item – Membership

At 25<sup>th</sup> April 2013, ICCM has 595 professional members, a 0.2% decrease from 1<sup>st</sup> April 2013.

At 1<sup>st</sup> April 2012 we have 601 professional members.

43% of the professional membership is formed by *associated professional* corporate members

Corporate members by category as of 25/04/13 -

Category	Count
Associate	46
Full	194
Parish and Town Council	274
<b>TOTAL</b>	<b>514</b>

A 0.2% improvement since 01/04/13 – when we had 513 members

At 1<sup>st</sup> April 2012 we have –

Category	Count
Associate	44
Full	178
Parish and Town Council	181
<b>TOTAL</b>	<b>403</b>

## Payments

All Associate corps and parish councils were billed by the 09/04/13, while all professionals requiring bills were billed by 12/04/13 and full corporate members by 22/04/13.

Over 60% of bills are now emailed and due to purchase orders being necessary it is not practical to mass mail all of the bills now, where as it was easier to do this several years ago. This slows the process, but should increase transaction speed.

The overall financial position and significant payments were also updated to directors – there were no items of concern

The status of recycling cheques was also updated – 40 of the 60 cheques for the last round had been presented

## Membership Summary 25/4/13

	MEMBERSHIP STATISTICS												APPENDIX 1	
	ADVERT	COMP	EM&E	JOURNAL	M&MW	N	NW&N W	O/S	S&NI	SE	SW&W	Y	TOTALS	
A	0	0	31	0	34	21	45	2	36	178	63	34	444	
CM	16	16	0	42	0	0	0	0	0	0	0	0	74	
F	0	0	0	0	1	3	2	0	3	5	4	1	19	
LM	0	0	0	0	1	0	0	1	1	1	1	0	5	
LMML	0	0	0	0	1	0	0	1	0	3	1	0	6	
LR	0	0	0	0	0	0	0	0	0	2	0	1	3	
M	0	0	4	0	12	5	11	0	8	31	14	7	92	
RM	0	0	2	0	1	4	2	0	4	10	2	1	26	
	16	16	37	42	50	33	60	4	52	230	85	44	669	
<b>Branch</b>	<b>ADVERT</b>	<b>COMP</b>	<b>EM&amp;E</b>	<b>JOURNAL</b>	<b>M&amp;MW</b>	<b>N</b>	<b>NW&amp;N W</b>	<b>O/S</b>	<b>S&amp;NI</b>	<b>SE</b>	<b>SW&amp;W</b>	<b>Y</b>	<b>TOTALS</b>	
Unpaid	16	16	34	42	40	27	57	2	47	197	73	39	516	
Paid	0	0	3	0	10	6	3	2	5	33	12	5	79	
TOTAL	16	16	37	42	50	33	60	4	52	230	85	44	595	
CHANGES-			2 9/14	3	3 4/7	2 5/14	4 2/7	2/7	3 5/7	16 3/7	6 1/14	3 1/7		
<b>Category</b>			<b>EM&amp;E</b>		<b>M&amp;MW</b>	<b>N</b>	<b>NW&amp;N W</b>	<b>O/S</b>	<b>S&amp;NI</b>	<b>SE</b>	<b>SW&amp;W</b>	<b>Y</b>	<b>Grand Total</b>	<b>Paid</b>
Associate			2		6	2	3	2	1	21	4	5	46	
Full			15		15	11	18	2	14	81	25	13	194	
Parish and Town Council			59		30	15	11	2	2	91	42	22	274	
													514	
<b>associated profs from Full corp Members</b>														
Corp Members	0	0	21	0	20	16	28	0	20	98	33	19	255	
			57%		40%	48%	47%		38%	43%	39%	43%	42.9%	corp as
JOINED														

## 6. Report of the Chief Executive

### 6.1 Charter Rights Question Requiring BRAMM Adoption

It was reported that two authorities had queried the question in the assessment process requiring BRAMM adoption however both authorities, although considering adoption, still run their own local schemes. The question being essential for Charter membership effectively would cause these authorities to lose eligibility for membership. Directors discussed the matter and agreed that the Institute cannot force BRAMM adoption but would highly recommend it.

**It was agreed that:**

- i) Adoption of BRAMM would no longer be a Charter Right.**
- ii) The question will continue to carry 5 points as directors**

***considered that the scheme reduced administration for authorities and has representation from organisations representing burial authorities.***

***iii) The note alongside the question should reflect the above board decision.***

## **6.2 Mortonhall Issue**

The Chief Executive advised the board that a representative from the Scottish Government had made an approach regarding Institute participation in a Commission currently being formed. The Chief Executive had agreed that the Institute would be willing to participate.

**It was agreed that:**

**The actions of the Chief Executive are approved.**

It was reported that the secretary of the APCC had contacted the Chief Executive stating that the FBCA and Cremation Society wished to convene a meeting with a view to issuing a joint statement. The Chief Executive had advised the secretary of the APCC that the board had previously agreed that ICCM guidance needs no amendment however any reasonable comment would be considered. Directors considered that the lengthy process required to formulate joint guidance on holding over of coffins and recent FBCA public statement, a joint meeting might not be productive.

***It was agreed that:***

***The actions of the Chief Executive are approved and in line with previous board decisions.***

Directors were reminded of the second statement issued by the FBCA issued recently and of the counter-statement issued by the Institute.

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

***The Board sees no difference between ashes and cremated remains and that the recent counter statement will help protect members and bereaved parents alike.***

Bill Stanley reported that an approach had been made by the FBCA to convene a joint meeting of members in Scotland where a representative of the Scottish Government would be invited to provide an update on death certification. Bill had requested that the Institute's Chief Executive be copied in to all correspondence on this matter however it was generally agreed that such a meeting would be useful to members.

***It was agreed that:***

- i) The actions of Bill Stanley and the Chief Executive are approved.***
- ii) The meeting should focus on death certification and not be used to pre-empt investigations into the Mortonhall issue.***

Directors discussed generally the problems and confusion that can be caused by 'back-door' approaches for meetings and that such approaches should be brought to the board in the same manner as the

approaches made above.

***It was confirmed that:***

***Any director or officer that receives a request for a meeting on national or organisational issues should bring the matter to the attention of the board for decision.***

## 7. Learning Convention & Exhibition

The report of the Technical Services and Events Manager was received. It was reported that the fees for this year's event will be the same as last year. Feedback has indicated that attendance of both delegates and exhibitors will be the same as last year.

The theme of the Convention will be the centenary, however, the event will not just be looking back but will also focus on present developments and change and how these will affect the service in the future. Brian Parsons has been engaged to present a paper on the history of the Institute with other speakers, including Charles Cowling, had been engaged.

Booking forms and programme will be posted on the website and sent to members in the near future.

***It was agreed that:***

***The report is approved.***

## 8. Natural Burial Grounds Initiative – Update (see note above)

Ian Quance reported that the Charter for NBGs had been completed and the assessment questionnaire was near completion. It was further reported that the Diploma course notes were in progress.

A SE branch meeting has been arranged at the Epping NBG which gives an opportunity to promote the initiative.

***It was agreed that:***

***Ian Quance should attend the branch meeting.***

## 9. ICCM / NAMM / BRAMM

Directors discussed the request from NAMM for a meeting. The Chief Executive had provided directors will all correspondence on this matter. The board noted that it had previously postponed a meeting until after NAMM had met with BRAMM.

***It was agreed that:***

***i) The previous decisions of the board on this matter are confirmed.***

***ii) Any meeting with NAMM will be to discuss a single register for memorial masons or any other urgent matter.***

## 10. Other Business

a) The President reported that the subject of used abatement reagent containers was raised at a recent EM&E branch meeting with members agreeing that these should be reused/recycled.

***It was agreed that:***

***The Chief Executive will draft a letter for the President to be sent to all cremator manufacturers on this matter.***

b) Roddy McGinley, Deputy President, reported that he has been appointed by the Coop in the position of manager at their new crematorium near Havant. The board and officers congratulated Roddy on his appointment.

c) Bill Stanley informed the board that a member of staff at his crematorium had been enrolled onto CTTS, but had left employ without commencing the course. He asked if this could be transferred to another member of staff. Directors considered that there would be no financial impact on the Institute if a transfer is permitted and agreement would assist a corporate member.

***It was agreed that:***

***The transfer can take place with no fee being applied.***

d) Alan Copeland thanked directors and offices for their best wishes conveyed to him whilst he was recovering from an operation.

e) Trevor Robson informed the board that the process to seek each member's approval to receive accounts electronically would commence in June/July.

f) Trevor Robson raised the issue of ICCM having a Social networking presence via Facebook. The idea was discussed with numerous Pro's and Con's being put forward.

***It was agreed that-***

***A page would be created, but that significant officer workloads should not be invested in the work. It was agreed that the F&ITM would initially manage the page when it is created.***