Welcome
The Chairman opened the meeting by welcoming members to the Jury’s Inn, Edinburgh for the final branch meeting of the year.

Housekeeping
Mary Fairbairn our host for the day detailed the housekeeping rules of the Inn and the facilities available.

Sederunt
The Secretary detailed members as per the attendance book, 14 members in attendance

Apologies
The Secretary detailed members as per the attendance book, 16 members intimated apologies

Minutes of Previous Meeting
The Chairman commented on these.
Proposed by Allan Gall
Seconded by Alan Copeland

Matters Arising
- The Chairman spoke in detail regarding Angus Council and their work on the collation of Cemetery and Crematorium fees etc with the Secretary intimating that he had written to them thanking them for their sturdy work but also asking that the exercise be undertaken earlier in the financial calendar. In response, it was their intention to do so however, they were constrained by the provision of information from other authorities.

- The Chairman raised the issue of the two ex-Board Directors and hoped that this matter was now at an end, however he felt that due to those issue’s, this had left a bitter feeling within the branch membership hence the falling numbers of attendance at branch meetings.

- The Chairman also commented on the issue of having a full time officer from the institute in attendance at future meetings and the Secretary intimated that the Chief Executive had stated that this would happen once meeting dates had been passed to him in future.

Chairman’s Report
The Chairman spoke on various issues including:
- Management rules and stated that his document on this would be sent to all members by the Secretary.
• Discussed the ICCM Easy Guide to Law for Scotland and the issues related with this and it was agreed that this be discussed with the Vice-Chair and the Solicitor for Scotland who both work for the same Council.

• Discussed the various changes within the ICCM and the direction they were going and stated that the board had taken on various issues along with the new board chairman. Members discussed this in great detail.

• Detailed the need for partnership building between the branch and members and hopefully other areas of the industry.

• Spoke of his concerns of the guarantee of conformity and it was agreed that the Secretary write to the ICCM Chief Executive in regard to this matter.

• Spoke again on the issues of Cemetery Memorabilia which provoked a good discussion between members.

• Discussed the information distributed by an online bereavement search company and the tie-in with genealogical enquiries etc.

• Spoke on the letter sent to members by the Board Chairman on the way forward. It was intimated by members that they had not seen the letter and it was agreed that the Secretary send this out in the next mail shot.

8 Executive Report
Owing to time constraints, the Executive could not hold a meeting prior to the branch meeting.

9 Secretary’s Report
The Secretary reported on the current branch membership which now stands at 63 members – an increase of two since the September meeting. He also detailed the current balance of the branch account. It was noted that with the current branch Vice-Chair taking the chain of office at the forthcoming AGM in April 2008 the meeting will be held in Glasgow and kindly hosted by Glasgow City Council.

10 Correspondence
The Secretary intimated that all details of correspondence dated between 11 September and the 4 December were available for members to view at the top table. He also verbally detailed the titles etc.

11 Corporate Report
The Secretary detailed the main points discussed at the recent Corporate Committee meeting in London:

- Cemetery of the Year Awards
- The Combined Conference for 2008
- Full membership by qualification
12 Official Report
No report was given due to the unavailability of an Officer being present at the meeting.

13 Any Other Competent Business
- Discussion on Pandemic Planning (after discussion it was agreed that the Secretary update his recent published report and distribute it to all Branch Members)
- Comments from members concerning the BRAMM scheme and the direction in which it was heading.
- Discussion on accreditation. The Institute was now an accredited training centre with regard to COTS, CTTS etc. and it was there intention to work with other regional training centres to provide training for members and employers alike.
- Branch positions for 2008-2010 with the Chair asking members that if they wished to take on board a position or just discuss the issue they could call him for information etc.
- Branch meeting dates – it was intimated that school holidays may affect attendance at the Branch meeting/AGM in April and it was agreed that we would look at the third Wednesday in April 2008 for the meeting (16th).
- Discussion by members on the issue of council’s requiring a Crematorium and what formula/criteria should be used to determine this.
- Members from Midlothian raised the issue of lair deeds and their recent involvement with the local Ombudsman. This brought various issues to the fore by other members who aired their thoughts and view on the recommendations issued to them.
- The issue of title deed transfers was raised again and methods used to stop people entering cemeteries due to ground collapses etc.
- Cemetery security was discussed and it was intimated that under the new access legislation within Scotland, cemetery gates should not be
closed or indeed locked. Members were advised to discuss the issue with their local Access Officer as we could be breaking the law. With this discussion, it was intimated that Management Rules may no longer be a viable practical and it was suggested that a Code of Practice may be a better method of control.

- It was suggested that at the end of each branch meeting we hold an open forum for members. The Chair thought this was a good idea and would discuss it with the executive at the forthcoming meeting in January 2008.

In closing the meeting at 12.55pm, the Chair thanked Mary Fairbairn of the Edinburgh Eastern Cemetery Company Ltd for the help and assistance in organising the venue etc for today’s branch meeting.