

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

### **Report of the meeting of the Board of Directors held on 19<sup>th</sup> January 2011 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Ian Quance, Alan Copeland, Ken Dry, David MacColl, Anthony Devonport.

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

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

The Chairman opened the meeting at 10.30am.

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

Apologies were received from Bill Stanley who was required to be in his office, Alan Till who had suffered an injury and Charles Ward who was required at work.

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

None were made.

#### **4. Minutes of the meeting held on 17<sup>th</sup> November 2010 and Matt**

The Minutes were agreed as a true record.

#### **Matters Arising:**

- a) Diploma Administrative Services unit – The Chief Executive reported that he is progressing this with SBS.
- b) Education Seminar – It was reported that 16 delegates had registered so far. It was agreed that the seminar should go ahead and not be cancelled.
- c) Corporate Seminar – Directors discussed the previous decision to cancel the event for 2011 and suggested it could be replaced with regional member's days. It was agreed that officers will report to the April board meeting.

#### **5. Portal**

Directors discussed the latest additions to the Portal.

## 6. Report of the Finance & IT Manager

### Item - Membership & Subscriptions

Membership at the 11/01/11 stands at 621 members, due to non-paid subscriptions being removed, a decrease from 657 at the start of the year.

36% of the professional membership is now represented by *associated professional* corporate members

The table below shows the corporate members by category as of 11/01/11.

Category	Count
Associate	38
Full	174
Parish and Town Council	166
<b>TOTAL</b>	<b>378</b>

### Item – Overall Financial Position

The Institute's overall position was notified to Director's along with details on all significant payments since the last Board meeting

### Item - Financial reporting till 31<sup>st</sup> January 2011

Directors were informed about ICCM's current position in relation to the expected position from the budget.

It was noted that education, recruitment service and CTTS activity had declined slightly from the budget due to local authority budget constraints. In addition the cancellation of the corporate seminar and the decline in conference attendance against the forecast had impacted on our performance.

### Item – Financial Reporting till 31/03/11

The Board was informed of the expected position at the 31/03/2011 using all known revenue/costs.

### Item – Forecast budget 2011/12

The next 12 months are more uncertain than in previous years due to the economic settlement for local government as a whole.

In addition Directors and officers would assist by controlling costs for –

1. Agree limit on travel to essentials and schedule of meetings
2. Corporate Stationery - Limit on usage to lower costs – conveyed to all staff
3. Postage decrease to lower costs – conveyed to all staff
4. Lowering meeting costs
5. Inquiries of 3<sup>rd</sup> party fees
6. Limiting costs where relevant and matching income to expenditure

## **7. Recycling of Metals – Donations to Charities**

The Chief Executive presented a report containing nominations for 14 local and one national charity that will each receive £8.333 from the latest scheme surplus.

It was agreed that the Chief Executive will:

- (i) Email the scheme members that made a nomination informing them of the donation to their respective charity.
- (ii) Send cheques to the crematoria that made nominations for delivery to the charity.
- (iii) Enclose a letter for each charity with its respective cheque.
- (iv) Enclose a letter for each crematorium manager giving details on how to attract local media coverage and positive publicity for both the crematorium and the charity.

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

### **8.1 Diversity Awareness and Equal Opportunities Policy**

Directors were informed that the City & Guilds external auditor had recommended that an addition be made to clause 5.3 of this policy that adopts City & Guild's own reasonable adjustment policy in relation to COTS candidates.

The additional wording being - *Where an individual requires a special consideration or reasonable adjustment to the assessment process for city and guilds qualifications, ICCM will adopt the City and Guilds reasonable adjustments policy. The spirit of this policy will be adopted for non-City & Guilds training.* It was agreed that the additional wording be included in the Institute policy.

### **8.2 Election of directors**

The Chief Executive reported that five nominations had been received by the closing date to fill the five vacancies with these being Alan Till, Alan Copeland, Martin Birch, John O'Callaghan and Bill Stanley. As a result no election would be required.

### **8.3 NAMM / BRAMM**

The board was advised that no further correspondence had been received since the last meeting.

### **8.4 Exhumation and Public Health Funerals – Training**

It was reported that the two pilot courses arranged to take place at the national office in partnership with the environmental organisation were over-subscribed. Courses for ICCM members would now be arranged.

### **8.5 Hindu Funerals Meeting at MoJ**

The Chief Executive reported on the above meeting that he attended on 10<sup>th</sup> December last.

It was generally agreed at that meeting that the challenge made regarding the lawfulness of open air pyres was representative of a very small minority and that there is possibly room for improving services to Hindu communities at existing

crematoria. As a result the MoJ requested that organisations encourage their members to make crematoria more 'Hindu friendly' through guidance.

The Chief Executive recommended that the matter be included in the current review of the Charter.

## **9. Financial Regulations and Scheme of Delegation**

The Chief Executive reported that since the review of the above documents in March 2010 the ballot of the membership resulted in the disbanding of the committees and hence references to the same require removal.

Amended documents were previously provided to directors with these being approved.

## **10. Code of Integrity / Relationships Policy**

Directors discussed the above named policy that had previously been tasked to Ken Dry. It was agreed that the policy be accepted and approved.

## **11. Cemetery of the Year Awards (CYA)**

The Chief Executive reported that this subject had been placed on the agenda as requested at the last meeting.

It was further reported that a London authority had approached the Institute with a proposal for an initial informal meeting on the creation of a London cemeteries in bloom category within the London in bloom awards scheme. It was agreed that an informal meeting should be arranged.

## **12. Review of the Byelaws**

At the last board meeting directors were requested to consider the Byelaws and suggest any amendments that they felt appropriate prior to seeking approval of the membership.

No proposals for alteration or amendment were made.

Alan Copeland raise the point that the Byelaws refer to 'he' however it was agreed that the inclusion of an explanatory note in line with the Interpretations should be included. As this does not constitute a change to the Byelaws the addition requires no approval of the membership.

### **13. Conference 2011**

The conference manager reported that there was no significant update since the last meeting and that plans for the content and theme of conference were being progressed. The delegate fee of £495 previously set represents good value for authorities and members.

### **14. Report of the Journal Editor**

Directors considered the report of the Journal Editor and agreed that:

- (i) The Birds and the Bees by Adam Ransom should receive the 2010 article of the year award.
- (ii) There should be no commercial articles published in the Journal.

### **15. Charter for the Bereaved – Review update**

Directors discussed how best to progress the review following the disbanding of the Corporate committee.

It was agreed that a review committee be formed comprising those directors previously on the Corporate committee.

### **16. Other Business**

#### **a) Holding Over of Cremations – MoJ Letter**

The Chief Executive provided directors with a copy of the draft and final letter received from the MoJ and the Institute's comments on the draft.

Directors suggested that the subject of holding over cremations would make for a good conference paper.

#### **b) Cremation Regulations Review**

The Chief Executive informed directors that a letter had been received from the MoJ informing that the planned review of the cremation regulations is to be postponed due to the major review that will be required in connection with the review and implementation of a new death certification process.

#### **c) Charter Validations**

The Chief Executive asked if any directors wished to volunteer to carry out a Charter validation visit. Martin Birch, Ian Quance, Anthony Devonport and David MacColl all volunteered.

#### **d) Short Courses – Accreditation**

The Chief Executive informed the board that he had identified an educational organisation that could accredit all short courses. It was agreed that this matter should be investigated further.

**e) Arnos Vale Cemetery**

Ian Quance informed the board that he was gaining a professional relationship with the above site via a SW&SW branch meeting that he is organising and mentioned a bid for funding a research project being made by Bath University for which they had asked for a letter of support from the Institute.

**f) National Funerals Exhibition**

Julie Dunk informed the board that the organisers of the above event had offered the Institute a free stand in return for advertising the event.