

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held on 2nd May 2012 at the National Office.

Present:

Directors – Martin Birch, Alan Till, Ian Quance, Bill Stanley, Alan Copeland, Anthony Devonport, John O’Callaghan, Natasha Bradshaw

Officers – Tim Morris, Trevor Robson, Julie Dunk,
Sheri Coates and Bob Coates attended for the Journal item

1. Opening of the Meeting

The Chairman opened the meeting at 10.30am.

2. Apologies for Absence

Charles Ward had forwarded apologies.

3. Declarations of Interest

Martin Birch declared an interest in the ICCM /NAMM / BRAMM item and informed directors that he would take no part in the discussion for the said item.

4. Minutes of the meeting held on 15th February 2012

The minutes were agreed as a true record.

Matters Arising:

a) BCET

The board was informed that the Trust had experienced difficulty in securing funding in the current financial climate. It was the reluctant decision of the remaining three trustees that the Trust be mothballed until such time as the financial climate improves. It was confirmed that the Trust had sufficient reserves to fulfil all current financial commitments in respect of grants and other commitments.

5. Report of the Finance & IT Manager

Item - Membership & Subscriptions

At the 27/4/2012 ICCM had 592 professional members.

38% of the professional membership is formed by associated professional corporate members.

All professional membership bills were issued at the start of April, around 10% are now emailed.

There are 402 corporate members.

All corporate membership bills were issued by the middle of April, around 10% were emailed.

Details of all membership information was supplied to the Board

At 1st April 2012 Sundry Debtors were £62,661 for the 2011/12 financial year; payments, since this date have reduced the debts to £27,963.

Item – Financial Position

The overall financial position was updated to Directors

Item – Cheque signatories

ICCM's cheque signatories needed updating, its was agreed that this would be progressed as suggested as soon as possible in case other signatories were ever needed.

Financial outturn 2011/12

It was reported to the Board that a small profit should be recorded by ICCM for the previous financial year. While we were not able to record surpluses on all revenue cost centres, the overall performance was positive. The Board thanked officers for their hard work during the year. Overall trading had been difficult as a result of the economy as a whole.

The accounts will be filed with HSKS Greenhalgh in May.

6. Report of the Chief Executive

6.1 Holding Over of Cremations

Directors were provided with the chronology for the production of joint guidance. Concern was expressed that the guidance has not been fully finalised as we approach the first anniversary of the initial meeting at the Ministry of Justice. Whilst the final draft had been agreed by all organisations it was suggested by the Cremation Society that one of its members edits the document however this had not yet been completed.

It was agreed that:

The Chief Executive contacts the coordinator of the guidance and requests that the last agreed version of the guidance is issued immediately.

6.2 Republic of Ireland

The President and Chief Executive reported on their recent visit to the Republic, the drafting of an initial Code of Ethics and Operational Standards and possible formation of a branch.

It was further reported that the crematorium owners had held a second meeting to discuss the code and the formation of a branch.

NOTE: Bob and Sheri Coates arrived at 11.00am for the Journal Item and left after lunch.

7. Learning Convention & Exhibition

The technical Services and Events Manager gave a verbal update to the board on all events:

a) Education Seminar

The recent event was well received by students with one group managing to complete the law unit with distinction during the seminar. Feedback from students and exhibitors was excellent with there being no complaints or concerns. A new venue, situated near to Birmingham and owned by the National Association of School Teachers is to be evaluated for possible future use. This new venue could offer savings on costs if found to be suitable.

b) Convention & Exhibition

75% of those companies exhibiting last year have responded positively to attendance at this year's event.

A number of speakers have already been engaged covering a wide range of topics.

The delegate application form has been placed on the website.

Directors discussed the format of the event and in particular the presentations and awards.

It was agreed that:

The formal Dinner event will be held on the first night which will include the award of Diplomas, fellowships and Wesley Award.

The quiz will be moved to the 2nd night.

c) Room at York University

Directors were reminded that the free room remains available.

It was agreed that:

A member's day, similar to the previous event, should be arranged and that a date will be circulated.

8. ICCM\NAMM\BRAMM

Nothing major was reported.

9. Charter Review

It was reported that the reference Charter and questionnaire were nearing completion with only some officer comments to add.

It was agreed that:

i) The documents are issued as soon as completed.

ii) Charter members that receive the new questionnaire are given 3 months to consider the new questions and return their completed submission.

10. ICCM Strategy

Directors were provided with a copy of the updated strategy document in order to consider the short and medium term targets.

11. Journal

Directors discussed the problems associated with encouraging members to produce articles for the Journal and ideas for new features.

The Chief Executive reported that he had invited all three crematorium operators in the Republic of Ireland to submit articles on their respective sites. Mount Jerome crematorium had already accepted the invitation.

Sheri advised the board that more high-resolution pictures are required for the front cover in order to avoid repetition. It was suggested that a competition be announced to members with £50 of Amazon vouchers being the prize for the best picture submitted. It was suggested that the Institute should hold copyright to all photographs submitted and that each member could submit two photographs.

It was suggested that the Charter Awards should be flagged up in the Journal as should the successful COTS and CTTS candidates. A 'questions and answers' feature with directors could be included in order to let members see the board members and gain an insight into each individual.

Bob put forward the idea of publishing a Journal on the website in pdf format. This would allow potential advertisers to see the publication. It was agreed that this idea is acceptable provided the website can take the large file size. Alternatively, back copies of the Journal could be uploaded to a Google vault and members and others given the login details.

It was noted that the number of advertisers using the Journal had not decrease significantly in the current financial climate however the increase in membership and additional printing costs will affect the media cost centre. It was agreed that the quality of the Journal would not be lowered and that the cost centre would be subsidised if necessary.

Directors thanked Bob and Sheri for maintaining the high quality of the Journal.

12. Charter for Natural Burial Grounds

Directors were informed that this initiative was ongoing.

13. Other Business

a) South Wales Branch – Disturbance of Ashes

Martin Birch informed the board that a South Wales authority had raised the subject of disturbance of cremated remains in private graves to permit the burial of coffins. The authority is required to apply for a MoJ licence on each occasion which in some instances can cause a postponement to a funeral.

The Chief Executive added that he had spoken to the manager at the authority on this subject and assisted with drafting a letter to the MoJ however the response was negative. The Chief Executive advised the board of current legislation relating to Northern Ireland where cremated remains can be removed on the application by the nearest relative(s) and with the consent of the authority, there being no licence required. It was advised that the matter be raised at the next meeting of the South Wales Benchmarking Group.

Martin Birch added that the matter has been discussed in the region and will be subject of further discussion at the next group meeting. The Chief Executive stated that he would like to attend at the next meeting to offer support in raising a campaign for change. He added that the campaign could be spread on a national basis as the problem is not restricted to Wales.

b) Natural Death Handbook

Ian Quance informed the board that a new handbook has been published.

c) Visit to Orthometals

The proposed visit to Orthometal's sorting depot was discussed.

It was agreed that:

The Chairman, President and Julie Callender attend.

d) Recycling Nominations

The Finance & IT Manager informed the board that the closing date for receipt of nominations for recipient charities had now closed and that the nominations will be circulated to directors for approval.

e) Regalia

The Chief Executive reminded the board that the updating of regalia had previously been suspended however a new stock of Past President's badges is required.

It was agreed that:

The new badges are ordered and the President and Deputy

President chains be updated to include the new logo.

Ian Quance asked why the S&NI branch chain should be updated as no other branch uses a chain of office.

It was agreed that:

The matter is discussed with the directors from Scotland at the next meeting.

f) Date of next meeting

It was agreed that the next meeting will take place on Wednesday 18th July 2012. As this date is before the commencements of the Olympics the venue will be the national office.