

Institute of Cemetery & Crematorium Management

Report of the meeting of the Board of Directors held at the Hellidon Lakes Hotel, Nr Banbury on Tuesday 11th November 2008

Present:

Directors: Ken Dry, Gary Green, Martin Birch, John O'Callaghan, and Alan Till

Officers: Tim Morris, Charles Ward, Trevor Robson and John Robson

1. Apologies for Absence

The Chairman opened the meeting and thanked those present for attending this short evening meeting.

All directors were present

2. Minutes of the meeting of 20th October 2008

The minutes were agreed as a true record

Matters arising:

None

3. Partnership Working (FBCA)

The Chair and President informed directors that the matter of a meeting with the FBCA is to be discussed at their Executive Committee meeting of 3rd December.

4. AGM

Directors discussed the arrangements for the AGM due to take place on the following day.

5. Report of the Finance & IT Manager

Membership and subscriptions

Professional Membership has increased to 616 members from 572 at this time last year, only 6 subscriptions remain unpaid for the year – 52 people had had their subscriptions suspended due to non-payment however this number is not uncommon with many renewing membership.

Corporate membership stands at 354 members, an increase from 339 at this time last year.

Cheques

In line with recommendations by Messrs Greenhalgh's and Co's audit cheques or bills paid over £5,000 reported to the Board.

Financial position and commitments for the year

Directors were updated that the current financial position is still broadly inline with the budget for the year.

The Institute's core activities and performance is profitable, external factors were affecting the Institute's surplus making potential.

At the moment the Institute was making a small surplus for the year 2008/9. At this time last year we were making a £6,000 loss.

That a previous Board minute stipulated that up to £100,000 in reserves were to be invested in the development of the Institute over the period 2007/8 – 2009/10.

That the original budget estimate for this year stipulated that a loss of around £35,000 was a serious possibility.

6. Other Business

a) NAMM

The Chief Executive informed the board that a meeting between NAMM and BRAMM is to be arranged in order to allay the fears of the NAMM Executive on the role of BRAMM.

The BRAMM board is united in its wish to continue to work closely with NAMM in order to improve standards of workmanship in cemeteries.

b) Easy Guide to Law

The Chief Executive informed the board that the drafting of the Easy Guide is behind schedule. The authors are concerned that the publication should be formatted correctly in order to incorporate all appropriate UK legislation.

c) Memorial Guidance

The Chief Executive gave an update of the current position in respect of the MoJ/HSE memorials guidance and informed the board that the final version has not yet been published since the BCAG meeting of 31st October.

d) John O'Callaghan and Gary Green

John and Gary stated that they had come to the end of their terms of office and thanked fellow directors who they had served with on the board. The continuing directors thanked John and Gary for the hard work that they had put in on behalf of the membership over the years. It was noted that both had served for a considerable time on both the Institute's board and the executive committee of the former CBA.