

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

### **Report of the meeting of the Board of Directors held on 7<sup>th</sup> September 2011 at the National Office.**

#### **Present:**

**Directors** – Martin Birch, Alan Till, Ian Quance, Bill Stanley, Alan Copeland, Ken Dry, Anthony Devonport, John O’Callaghan

**Officers** – Tim Morris, Trevor Robson

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

The Chairman opened the meeting at 10.30am.

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

Charles Ward had forwarded his apologies.

#### **3. Ballot for the Election of Deputy President**

The ballot envelopes received for the election of Deputy President for 2011/2012 were opened in accordance with the articles of association.

The result was:

Natasha Bradshaw 99 votes

Alan Jose 89 votes

Spoilt papers 1

Total votes cast 189

Natasha Bradshaw was duly elected and the Chief Executive was asked to contact Natasha to extend their congratulations. Directors also agreed that Alan Jose should be contacted and encouraged to consider standing for election again next year.

#### **4. Minutes of the meeting held on 23<sup>rd</sup> June 2011 and Matters Arising**

The minutes were agreed as a true record.

#### **5. Report of the Finance & IT Manager**

##### **Item - Membership & Subscriptions**

At the 02/09/11 ICCM had 596 members. 40% of the professional membership is represented by *associated professional* corporate members

Corporate members by category as of 02/09/11

Category	Count
Associate	41
Full	178
Parish and Town Council	171
<b>TOTAL</b>	<b>390</b>

An increase in total corporate membership of 0.05% since 01/04/11

#### **Item - Overall Financial Position**

The current financial position of ICCM was relayed to Directors

#### **Item – Significant Payments**

In line with recommendations payments over £5,000 required to be reported to the Board.

#### **Item – Financial outturn 2010/11**

ICCM's accounts for the 2010/11 year were presented to Greenhalgh's in May 2011.

The final accounts were sent to members and a full set made available on the member's area of the ICCM website.

Items previously identified and relevant for the year will be discussed with members, if requested at the AGM.

A number of papers requiring signatures were presented at the meeting and returned to Greenhalgh's.

#### **Item - Financial reporting for 2011/12**

The expected Half year position was relayed to Directors along with contributing factors. Directors asked if these would be made available to members at the AGM as was the case in 2010 and it was **agreed that the F&ITM would complete this task.**

#### **Item – Greenhalgh's / Lloyds**

Greenhalgh's had requested that the Board consider an option for the investment of funds from its reserve account.

The Board discussed this matter and were uncertain of the benefits given the current nature of the economic market and whether it would be of short term benefit to ICCM.

It was decided that **more information would be requested next year from Greenhalgh if it is deemed that the market situation has improved and the matter will be discussed again.**

The report was accepted

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

### **i. Holding Over of Cremations**

It was reported that the minutes of the meeting held between the FBCA, Cremation Society and APCC and the draft guidance had not yet been received from the APCC representative. It was further reported that the drafting of the guidance was a difficult task and that two offers of assistance had been made.

***It was agreed that:  
No further actions are made.***

### **ii. Funeral Directors retaining cremated remains**

The Chief Executive informed directors of his proposed work-around of law designed to prevent a build up of cremated remains being held by Funeral Directors. The problem for Funeral Directors transpires when they lose contact with the applicant and there being no lawful mechanism for them to dispose of retained cremated remains. The Chief Executive's work-around of law had been approved by the MoJ however this could not be introduced retrospectively however it would assist in preventing a worsening of the problem. It was felt that the retaining of cremated remains in these circumstances is not ideal and that the deceased should be laid to rest with the location recorded with the Chief Executive's proposal enabling this. The NAFD had been contacted on this matter however the Chief Executive was informed that they were in discussion with the Minister on this matter and asked if the Institute would hold any actions in abeyance until after conclusion of their discussions. This had been agreed however no further contact has been received.

***It was agreed that:  
The Chief Executive should write to the Minister on this matter.***

### **iii. Re-use of graves – Potential London project**

Directors were informed of a potential project with a London Borough that will enable the re-use of graves in an otherwise full cemetery. The project will involve the Institute in drafting an action plan, assisting in installing management and administration systems and the training staff.

Directors asked for further reports as the project proceeds due to the importance of the subject for members in London and nationally.

### **iv. London in Bloom**

It was reported that the London in Bloom cemeteries category went ahead during the summer and attracted a number of entries.

Directors requested that the Chief Executive enquires of future plans and if the scheme is to be launched nationally.

**v. Cemetery Manager's Handbook**

Directors were provided with an update on this project that reported the handbook being of some 320 pages to date. The Chief Executive informed directors that practice and law in Scotland was being introduced into the publication and thanked Bill Stanley for his input into this. The Chief Executive reported that the interactive draft will be will be demonstrated to the board at its next meeting.

**vi. Wesley Award and Fellowship**

Directors discussed the nominations received.

***It was unanimously agreed that:***

***The Wesley Award should go to Janet Beech***

***Certificates of commendation should be awarded to John Cheeseman and Ralph Curry***

***Fellowship should be bestowed on Mike Grimwood and Ian Quance.***

***Life membership should be bestowed on Ken Elliott and Julie Dunk.***

**vii. BCAG**

The Chief Executive informed directors that the MoJ is planning a BCAG meeting for November.

**7. Learning Convention & Exhibition 2011**

Directors approved the report from the Technical Services & Events manager.

Discussion took place on the effects of local authority spending restraints on conferences in general and anticipated reductions in attendance. Future options were discussed including combining the convention with the education seminar and an event that was mid-way between convention and the previous corporate seminars. It was noted that a smaller event/venue would have an impact on exhibitors.

***It was agreed that:***

***More thought is required therefore the Convention will form the major part of the agenda for the next board meeting.***

## 8. Charter for the Bereaved – Review update

The Chief Executive reminded directors that comment on the revised Charter document and questionnaire should be submitted by the time of Convention.

## 9. Other Business

### a) Northern Branch Resolutions

Directors discussed the resolutions and agreed that the Chief Executive should write to the branch secretary with their responses being:

- i. That the Institute had attempted to discuss a joint conference with other organisations in the past but had so far failed to gain agreement.*
- ii. The door is open to any organisation that wishes to approach the Institute.*
- iii. The Institute will cooperate with any kindred organisation that makes an approach.*
- iv. Members should be asked if they have made a similar request of industry organisations that they or their employer are in membership of.*
- v. Joint responses, such as the FBCA Scottish committee/ S&NI branch response on law consultation, have been formulated when beneficial to members but would not wish to reduce overall number of responses given to any consultations.*
- vi. The Board considered that it or its representative could not carry the liabilities of being a director on the CAMEO company.*
- vii. The FBCA had adopted its fall-back position for the makeup of the CAMEO board hence the door is closed.*
- viii. The Institute will continue to openly support CAMEO as an option for cremation authorities.*

### b) Election of Directors

The Chief Executive advised the board that terms of office had historically commenced at the AGM however the new board first convened in April as per the new articles of association.

***It was agreed that:***

***The term of office for directors should end at the appropriate AGM as in the past.***

### c) BCET Grey Water Seminar

John O'Callaghan reported that he had attended at the above event and that it was a success.