



## Belfast City Council

<b>Report to:</b>	Parks and Leisure Committee
<b>Subject:</b>	Institute of Cemetery and Crematorium Management AGM
<b>Date:</b>	10 November 2011
<b>Reporting Officer:</b>	Rose Crozier, Assistant Director of Parks and Leisure
<b>Contact Officer:</b>	Sharon McCloy, Cemeteries and Crematorium Manager

<b>1.</b>	<b>Relevant Background Information</b>
1.1	<p>The Parks and Leisure Department has received a written request from the Branch Secretary of the Scotland and Northern Ireland Branch of the Institute of Cemetery and Crematorium Management (ICCM), asking if Belfast City Council would host its Annual General Meeting (AGM) in Spring 2012 - possibly in late April/early May. A copy of this letter is attached at Appendix 1.</p> <p>Previously this Committee agreed (14 April 2011) to allow the ICCM to hold a Branch Meeting in September 2011 in Belfast. However due to the current financial climate only five members expressed an interest to travel to Belfast from Scotland and the Branch Meeting venue was changed to Glasgow.</p>

<b>2.</b>	<b>Key Issues</b>
2.1	<p>The Scotland and Northern Ireland Branch currently have five members in Northern Ireland. Of these four are currently serving officers within the Parks and Leisure Department. Belfast City Council is also a corporate member of the ICCM and frequently avails of the specialised services that the ICCM offers to its members.</p> <p>Membership of the ICCM allows officers to keep up to date with developments in the funeral services industry and make contacts with other authorities and service providers, learning from their knowledge and experience. As the providers of the only cremation service in Northern Ireland and of the busiest cemetery, it is important to keep up to date with new developments in the industry and changes in legislation.</p>

	<p>With the vast majority of the branch meetings being held in Scotland it is expensive for the Northern Ireland members to attend regularly. Therefore, following the cancellation of the September Branch meeting in Belfast, the Scotland and Northern Ireland Branch have decided to hold their branch AGM here in Belfast in Spring 2012.</p> <p>By announcing its intention to hold the AGM in Belfast, it is hoped that enough interest will be generated from branch members to travel to Belfast. The President and/or Deputy President of the ICCM try to attend all Branch AGMs throughout the United Kingdom as part of their duties. Especially invited guest speakers also attend the AGMs' as well as Trade sponsors.</p> <p>In addition, by having this opportunity once again to host a ICCM meeting for visitors from the United Kingdom mainland, Belfast City Council will have the opportunity to showcase one of our premier facilities within the Parks and Leisure Department i.e. Belfast Castle as the venue for the AGM. A bus tour of Belfast will also be undertaken, time permitting, thereby promoting our city as a tourist venue.</p>
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<b>3.</b>	<b>Resource Implications</b>
3.1	<p><u>Financial</u> At this stage the Branch Secretary is unsure how many members wish to travel to Belfast as they or their individual authorities will have to incur the costs of flights/ferries. At the last meeting held in 2006, 29 members travelled to Northern Ireland and 5 attended from Northern Ireland all of whom were Belfast City Council Officers.</p> <p>Based on 36 people the cost on the current scale of charges is approximately £1,324.00. This is broken down into bus hire £240, room hire at Belfast Castle £292.00 and conference catering package of £22.00 per person.</p> <p>A revenue budget is available for the proposed expenditure with the expense being met out of the cemeteries and crematorium budgets.</p>
3.2	<p><u>Human Resources</u> A member of staff will be in charge of arranging the proposed visit and will provide appropriate information briefings to senior management.</p>
3.3	<p><u>Asset and Other Implications</u> None</p>

<b>4.</b>	<b>Equality and Good Relations Implications</b>
	None.

<b>5.</b>	<b>Recommendations</b>
5.1	It is recommended that the Parks and Leisure Department host the Annual General Meeting of the Scotland and Northern Ireland Branch of the Institute of Cemetery and Crematorium Management in the Spring 2012.

<b>6.</b>	<b>Decision Tracking</b>
	Actions to be completed by Sharon McCloy, Cemeteries and Crematorium Manager in consultation with the secretary of the Scotland and Northern Ireland Branch of the Institute of Cemetery and Crematorium Management by end of May 2012.

<b>7.</b>	<b>Key to Abbreviations</b>
	ICCM: Institute of Cemetery and Crematorium Management AGM: Annual General Meeting

<b>8.</b>	<b>Documents Attached</b>
	Appendix 1: Letter from the Branch Secretary of the Scotland and Northern Ireland Branch