

FRIENDS OF HIGHGATE CEMETERY TRUST

Annual General Meeting 26 April 2017

6.30pm Doors open

**7pm 'The renaissance of
Brompton Cemetery'
talk by Sally Prothero**

7.40pm Drinks

8pm AGM

9.30pm Close

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Friends of Highgate Cemetery Trust

Swain's Lane
LONDON N6 6PJ

Company no. 3157806
Charity no. 1058392

From the Chairman

I am pleased to invite you to join us at the Annual General Meeting (AGM) of the Friends of Highgate Cemetery Trust. It will be held at the Highgate Literary and Scientific Institution, 11 South Grove, London N6 6BS on Wednesday 26 April 2017 at 8pm. It will be preceded by a talk on the Heritage Lottery funded project at Brompton Cemetery by Sally Prothero, Parks Director at LDA Design, the landscape architecture consultants for that work.

The formal notice of the meeting is on page 4.

If you would like to vote on the resolutions but cannot attend the AGM, please fill in the proxy form enclosed with this mailing and return it as soon as possible. It must reach us by 5.30pm on Monday 24 April 2017. Only members who are paid up at that time will be able to vote in the meeting whether in person or by proxy. If you attend the AGM please bring the form with you to help us speed up registration.

As usual the key business is to receive the Annual Report and Accounts and to deal with the election and appointment of trustees and protectors. All candidates have been interviewed and the Board has recommended them for election or appointment as they have skills and experience it feels would be particularly beneficial to the Charity. I have enclosed a note about the process and statements from those seeking election or appointment.

If you have any questions about the AGM or have any questions for the Board, please email them in advance to me at chairman@highgatecemetery.org. Please do not contact the candidates directly.

On behalf of the Board of Trustees, I would like to thank you for your continued support.

Yours sincerely

Ian Kelly

Chairman

Notice and agenda

NOTICE IS HEREBY GIVEN that an Annual General Meeting of the Friends of Highgate Cemetery Trust ('the Charity') will be held at the Highgate Literary and Scientific Institution, 11 South Grove, London N6 6BS on Wednesday 26 April 2017 at 8pm, for the following purposes:

RESOLUTION 1: Minutes of the 2016 AGM

Ordinary Resolution: To approve the minutes of the 2016 AGM.

RESOLUTION 2: Financial Statements

CHAIRMAN'S REPORT

CHIEF EXECUTIVE'S REPORT

Ordinary Resolution: To receive the Financial Statements of the Charity for the year ended 31 August 2016.

RESOLUTION 3: Auditors

Ordinary Resolution: To appoint Knox Cropper Chartered Accountants as auditors for the Charity until the next general meeting of the Charity at which accounts are laid before the members and to authorise the Board to fix their remuneration.

RESOLUTION 4: Election of Trustees of the Charity

Ordinary Resolution: To elect as trustees of the Charity the following candidates:

- a. Doreen Aislabie
- b. Eve Wilder

RESOLUTION 5: Appointment of Trustee

Ordinary Resolution: To approve the appointment of Martin Adeney.

RESOLUTION 6: Appointment of Protector

Ordinary Resolution: To approve the appointment of the following candidates:

- a. Dr Tye Blackshaw
- b. Richard Morris
- c. Philip Williams

RESOLUTION 7: Protectors' Report

Ordinary Resolution: To receive the Protectors' report.

Any other business

To transact such other business as may be properly brought before the Meeting.

BY ORDER OF THE BOARD

Ian Kelly
Chairman

16 March 2017

Notes to the agenda

RESOLUTION 1: Minutes of the 2016 AGM

A copy of the minutes is available on our website, www.highgatecemetery.org/about/AGM.

RESOLUTION 2: Financial Statements

The trustees are required to present to the Annual General Meeting (AGM) the audited accounts and the Trustees' and Auditor's Reports for the financial year ended 31 August 2016.

A summary of the Consolidated Statement of Financial Activities and Balance Sheet for the last financial year is published with our Annual Review. A full version of the audited Financial Statements is available on our website, www.highgatecemetery.org. Any member wishing to have a printed copy of this material should contact the office.

RESOLUTION 3: Auditors

The auditor is appointed at every general meeting at which accounts are presented to members. After last year's AGM Hammonds, our auditors, decided that the firm would withdraw from charity audits and so the Board appointed a new firm, Knox Cropper Chartered Accountants. This appointment will end at the conclusion of the AGM and they have indicated that they are willing to stand for reappointment. It is normal practice for trustees to be authorised to agree how much the auditor should be paid and Resolution 3 grants this authority to the Board.

RESOLUTION 4: Election of Trustees of the Charity

This year there were vacancies created by the retirement by rotation of Ian Kelly and Penny Linnett who are required to step down having reached the end of their permitted terms.

Following best practice as recommended by the Charity Commission, the Board seeks to recruit new trustees who can make a strong contribution to its work. To do this, the Board identified which skills and experience it needed to complement those of existing trustees and sought applications from suitable candidates.

This year, the Board sought candidates with skills and experience in the following areas: our tours and visitor operations; outreach, education and community engagement; or Involvement in organisations local to the cemetery. The vacancies were advertised to all members by post and on our website, as well as through a number of networks.

A nominations committee was set up to interview candidates and to recommend to the Board which should receive their endorsement, considering their individual skills and experience and their ability to work well as part of a team. The nominations committee consisted of Adam Cooke, Lucy Lelliott and Matt Lewis.

After considering the report of the nominations committee, the Board recommends that members vote in favour of the election of Doreen Aislabie and Eve Wilder.

HOW VOTING WORKS

- Only those candidates who receive more 'For' votes than 'Against' votes will be considered to be elected.
- The votes will be counted by our Proxy Officer, Paul Waite, and scrutinised by Richard Morris, Protector.

CANDIDATES' STATEMENTS

Please consider both the candidates' statement and the Board's recommendation before voting; you are able to vote for or against each candidate. The candidates' statements are on the following pages.

The candidates for election



4a. DOREEN AISLABIE

This year the Board has invited applications from candidates who have experience in the crucial, income-generating area of tours/

visitor operations. I fit the bill perfectly as I have been a dedicated and committed Friend for 10 years and volunteer regularly throughout by taking tours, working on monument/landscape clearance and tending war graves. I now welcome the opportunity to do more, particularly in developing:

1. Greater tour variety covering more of the Cemetery. The aim would be to encourage repeat visits and also attract specialist interests.
2. Better guide retention to reduce the pressure on existing guides and avoid the need to cancel tours with resultant loss of income.
3. Liaison (currently minimal) between volunteers who guide and those who work on the landscape.

On other matters, I'd like to foster stronger engagement with the Friends and with grave owners. My professional expertise in Health and Safety is, of course, at the disposal of the cemetery. Please do ask me any questions or make suggestions to : doreen.aislabie@gmail.com

- *The Board recommends this candidate.*



4b. EVE WILDER

I am a long standing volunteer guide with in-depth knowledge of the cemetery, tours and visitor operations. I have been engaged with education

in architecture and design, having lectured extensively in Contextual Studies which included the design styles and movements of the 19th century.

I gained an MA in History of Design from the Victoria and Albert Museum and the Royal College of Art and I have a BA (Hons) in Art and Design. I am a grave owner and live locally with connections to various organisations and schools in the area as well as the local community.

My interest is in upholding the preservation of Highgate Cemetery and ensuring that it continues to be a successful world heritage site. I consider that I meet the particular criteria required to be a responsible Trustee of the FOHC Trust.

- *The Board recommends this candidate.*

Appointed trustee

RESOLUTION 5: Appointment of Trustee

Under our Articles of Association, there are up to three trustees who are appointed by the Board on the basis of their specialist skills and experience. They are called 'appointed trustees'. Such appointments take effect only when approved by the members at an AGM.

There is one vacancy for an appointed trustee following the retirement of Ceridwen Roberts who is not eligible for re-election. Ceridwen had been nominated by the Highgate Society. The Board, having considered that it would be useful to continue these links with local organisations, now seeks approval for the appointment of Martin Adeney.



MARTIN ADENEY

I have lived in and around Highgate for more than forty years, and have lost count of the number of people whom I have directed to the cemetery. So I understand its importance, and its mutual importance for Highgate.

I am a life member. My daily walks allow me to inspect it regularly and I have enjoyed events. So I have been delighted to see the improvements which have been made over recent years and followed the

construction of the new mausoleum.

Professionally, I was a journalist for 25 years with the *Guardian* and *Sunday Telegraph* and Industrial Editor of BBC TV. I still contribute regularly to the *Guardian's* obituary columns and the *Dictionary of National Biography*. From 1989 I ran global communications for ICI and then operated my own PR consultancy.

I am active in Highgate community affairs as a member of the Highgate Society's Environment Committee and the Neighbourhood Forum. I also chair the charity, Friends of the Highgate Bowl.

I hope this mixture of experience and local commitment will benefit the cemetery.

Appointment of protectors

RESOLUTION 6: Appointment of protectors

Under our Articles of Association, there should be at least three and no more than five protectors who are appointed by the Board. Their function is to ensure that the trustees act in accordance with the charitable objects and do not act in a manner likely to prejudice the welfare of the Cemetery. Such appointments take effect only when approved by the members at an AGM.

There are three vacancies for protectors following the retirement of Dr Janet Wolf just before the AGM last year and of Margaret Butt and Richard Morris who have reached the end of their three year terms. Richard Morris is standing for re-appointment and the Board has identified Dr Tye Blackshaw and Philip Williams as suitable persons to be appointed protectors.



6a. DR TYE BLACKSHAW

Tye is an art historian with post-graduate degrees in medieval and Victorian architecture. She has worked and written for Pevsner's *Buildings of England* series and *The Victoria County History*.

She came to London from the US to study at the Courtauld in 1985, when she met her husband, Steve, who was then in law school. Aside from many places all over north and east London, they have also lived in New York and Amsterdam, and moved from Hampstead Garden Suburb to their current house in Stormont Road in 2004. They have three children, the youngest of whom is a Sixth Former at Highgate School.

Tye sits on the Highgate Society Council and is a member of the Planning Group, through which she works on lobbying to protect the Conservation Area – particularly in her neighbourhood – from demolition and overdevelopment.

Last year Tye contributed as a writer and editor to the Society's publication *The Story of the Highgate Society* and was one of the authors of the *Highgate Modern Homes* exhibition. She can be found most mornings on Hampstead Heath, walking her Border Collie, Panda.



6b. RICHARD MORRIS

I graduated in history from Durham University in 1983, qualified as a chartered accountant in London in 1986, and have lived and worked in London ever since.

In 1993 I became a member of the Friends of Highgate Cemetery and began as a volunteer, helping with ticket sales and with guided tours. In 1994 I became a trustee of the Friends and served until 2009, then after a year's break I served a

further three year term to 2013.

In 2014 I was asked to become a protector on the retirement of Dr Jonathan Trigg, and having now served a three year term, I would be delighted to be reappointed for a further three years. This period will cover the drafting and initial implementation of the conservation plan, and I would hope that during this critical period my experience of the Cemetery would be of assistance to the role of the protectors.

6c. PHILIP WILLIAMS

I am a long-term resident of Highgate, having lived on Southwood Lane for the past 20years. After having worked in finance for many years in Asia and the UK I am pursuing a long-held interest in art and am now a practising artist/painter. I recently completing a degree in Fine Art at Central St Martins and now have a studio locally.

Highgate has always been a unique place to live. On moving back to London in 1997 we chose Highgate because of its exceptional character and as a great place to bring up a family; both our children attended schools locally.

Part of what makes Highgate special is the many long-standing historical institutions that contribute to the character of this area. Not least among them, and probably the most well-known, is Highgate Cemetery. I believe it is essential, not just for the residents of the area, but also the many visitors to this part of London, that the cemetery is preserved and looked after for future generations to experience.

Notwithstanding the historical and ecological significance of Highgate Cemetery it is ultimately a place of burial and this important and ongoing role that it provides for the local community should be supported and protected.

Protectors' report

RESOLUTION 7: Protectors' report

The function of the protectors is to ensure that the trustees act in accordance with the charitable objects and do not act in a manner likely to prejudice the welfare of the Cemetery. The protectors are required to submit an annual report on whether the trustees have so acted, and we are pleased both to confirm that they have, and to add some comments and some thanks.

Object: To promote the public benefit in relation to Highgate Cemetery by any means appropriate and likely to preserve it as a place of historic and other interest and beauty: It is pleasing that the number of visitors to the Cemetery continues to increase, and we welcome the trustees' commitment to promote public access, by for example the "Neighbour Day". Visitor income makes an increasingly significant financial contribution to the preservation of the Cemetery, but more importantly, it is through public access that much of the public benefit is derived.

Object: To permit the Cemetery to be used as a public burial ground: In the last year the most visible demonstration of continuing burial has been the construction of the Goldhammer Sepulchre, and we welcome the trustees' commitment to permitting further burial. Whilst again this makes a significant financial contribution to the preservation of the Cemetery, continuing burial also contributes to its preservation by keeping the Cemetery as a place of remembrance, not just of the famous but also of family and friends. We look forward to the role of continuing burial being addressed by the impending conservation plan, preceded by a quantitative assessment of the space for further burial, and then a qualitative assessment of how this can best be used to extend the Cemetery's life as a public burial ground.

Object: To secure the repair, restoration and preservation of the Cemetery, its monuments and buildings and other artefacts and their settings for the public benefit: We are pleased that the trustees have now appointed consultants to draft a conservation plan. Given that much of the Cemetery's success depends on managing priorities and achieving a proper balance, we believe that such a plan will be critical to the Cemetery's future success, by embedding a comprehensive and integrated management approach.

Lastly, but by no means least, we would like to thank the Cemetery staff and volunteers, whose contribution continues to be so vital to the success of the Cemetery.

Tye Blackshaw (nominee), Margaret Butt and Richard Morris

Completing the Proxy form

As a member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity. You can appoint a proxy using the form enclosed with this mailing. You may only appoint a proxy using the following procedures.

Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.

A proxy does not need to be a member of the Charity. If you appoint a proxy other than the Chairman your proxy must attend the meeting. To appoint as your proxy a person other than the Chairman of the meeting, set out their full name and address in the space provided. If you sign and return this proxy form with no name set out, the Chairman of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chairman, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chairman and give them the relevant instructions directly.

To appoint a proxy using the proxy form, the original form must be:

- completed, signed and dated;
- posted to: The Proxy Officer, Friends of Highgate Cemetery Trust, Swain's Lane, London N6 6PJ;
- received no later than 5.30pm on Monday 24 April 2017.

Any power of attorney or any other authority under which this proxy form is signed (or a duly certified copy of such power or authority) must be included with the proxy form.

If you wish your proxy to cast your votes for or against a resolution you may insert an 'X' in the appropriate box. If you do not want your proxy to vote on any particular resolution, you may insert an 'X' in the 'Vote withheld' box. A 'vote withheld' is not a vote in law and is not counted in the calculation of the proportion of the votes for and against the resolution. If you do not indicate how your proxy is to vote, you will be deemed to have authorised your proxy to vote or to withhold your vote as your proxy thinks fit. Your proxy will also be entitled to vote at his or her discretion on any other resolution properly put before the meeting.

Board voting recommendations. The Board considers all the resolutions are in the best interests of the Charity and, accordingly, recommends that all members vote in favour, as they themselves intend to do. If you do not tell the Chairman how to vote, he will vote in this way. The notes to the agenda on page 7 explain how voting works.

**HIGHGATE
CEMETERY.**