

FRIENDS OF HIGHGATE CEMETERY TRUST

Annual General Meeting 25 April 2018

6.30pm Doors open

**7pm 'The Highgate Cemetery
Conservation Plan'
talk by Robert Hradsky of
Alan Baxter Ltd**

7.40pm Drinks

8pm AGM

9.30pm Close

Contents

3 From the Chair

4 Notice and agenda

6 Notes to the agenda

Friends of Highgate Cemetery Trust

Swain's Lane
LONDON N6 6PJ

Company no. 3157806
Charity no. 1058392

From the Chair

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 25 April 2018 at 8pm. It will be preceded by a talk on the Highgate Cemetery Conservation Plan by Robert Hradsky of Alan Baxter Ltd, the lead consultants for the plan.

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 5pm on Monday 23 April 2018. 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. 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 chair@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.

Adam Cooke

Chair

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 25 April 2018 at 8pm, for the following purposes:

RESOLUTION 1: Minutes of the 2017 AGM

Ordinary Resolution: To approve the minutes of the 2017 AGM.

RESOLUTION 2: Financial Statements

CHAIR'S REPORT

CHIEF EXECUTIVE'S REPORT

Ordinary Resolution: To receive the Financial Statements of the Charity for the year ended 31 August 2017.

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. Katy Baldwin
- b. Nicola Jones
- c. Lucy Lelliott

RESOLUTION 5: Re-appointment of Trustee

Ordinary Resolution: To approve the re-appointment of April Cameron.

RESOLUTION 6: 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

Adam Cooke
Chair

14 March 2018

Notes to the agenda

RESOLUTION 1: Minutes of the 2017 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 2017.

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. The current appointment of Knox Cropper Chartered Accountants as the Charity's auditor 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 Peter Knight, Lucy Lelliott and Doreen Pastor who were required to step down having reached the end of their permitted terms. Peter Knight is not eligible to stand again, Doreen Pastor did not wish to, and Lucy Lelliott is offering herself for re-election.

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 estate management and finance, although others with relevant skills were also encouraged to apply. 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, Matt Lewis and Teresa Sladen.

After considering the report of the nominations committee, the Board recommends that members vote in favour of the election of Katy Baldwin, Nicola Jones and Lucy Lelliott.

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. KATY BALDWIN

I am excited by the opportunity to help shape the future of Highgate Cemetery at a key point in its history. If appointed I would bring to the role extensive

experience gained as a senior civil servant of taking significant financial and policy decisions, setting strategic direction, and consulting on and solving complex public policy problems.

I believe these will be vital skills in helping the organisation to navigate some of the challenges ahead. Through my career I have developed strong awareness of the need to adhere to high standards in governance and the proper use of resources, and to provide constructive challenge, which I would bring to my work as a trustee. I have a longstanding interest in heritage and the historic built environment: academically, professionally, and as a volunteer, which I am excited to be able to pursue again.

Finally, as a resident of Gospel Oak, I am keen to bring my skills, energy and enthusiasm to help support the future of a key local asset.

- *The Board recommends this candidate.*



4b. NICOLA JONES

The Friends of Highgate Cemetery believe there is a need to preserve this wonderful, working cemetery for future generations and to tell the stories

of the cemetery and the people who have been interred here. I share this belief. This is even more important as the cemetery is faced with diminishing burial space and the imperative to conserve the natural environment.

In offering myself as a Trustee, I hope to use my experience as the Head of Finance for the Museum of London to help the Friends, staff and Trustees navigate the decisions facing them as they reposition the cemetery for a sustainable future.

I'm excited by the opportunity to work with the Trust, applying my strategic planning, financial and risk management experience to ensure, through oversight, that the proposed conservation plan is achievable and implemented sustainably.

I bring up to date knowledge of charity and corporate financial controls and governance and can work with the Trustees and other external advisors, where required, on these matters.

- *The Board recommends this candidate.*



4c. LUCY LELLIOTT

Lucy Lelliott has been a trustee of FOHCT for three years and is now standing for re-election.

Having been born in Highgate, Lucy returned to live

locally in 2012 and has a keen interest in both the history of this unique, atmospheric cemetery and helping to develop its future.

Lucy's particular contribution has been her wide ranging experience of governance issues and charity law. During her time on the Board Lucy has attended various external training courses in order to keep up to date with charity regulation and assist in her role as chair of the Governance Working Party at FOHCT.

As former Chair of a national bereavement charity Lucy is trained in bereavement and loss support and currently volunteers with the Coroner's Courts Support Service, both attending inquests with families and participating in a national helpline project.

- *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.

April Cameron, who was appointed in 2015, has reached the end of her first term but has indicated her willingness to be reappointed.

April had been nominated by Capel Manor College, a specialist land-based college. The main campus of the College in Enfield is set in gardens of about 31 acres which are open to the public and attract 80,000 visitors annually, so there are some similarities with Highgate Cemetery.

As we are fortunate to have such a distinguished and competent trustee, the Board now seeks approval for the reappointment of April Cameron.



APRIL CAMERON

My first three years have been spent studying the flora of the cemetery and understanding how it relates to ecology and the visitor experience.

The aim of any planting carried out is to improve the visual experience and also enhance eco-diversity. In 2016 wildflower turf was laid on the bank of the Mound in the East, some three thousand daffodils planted in both East and West (early sources of nectar) plus some of the graves along the main path in the East were planted up but proved a challenge to maintain during the summer. This winter the gardening team laid a slightly more ornamental wildflower turf near the entrance to the West Cemetery first prepping the site with a low nutrient media.

With ash dieback and many of the self-set ash and sycamore growing taller and more unstable we face some challenges in the next few years managing their removal where necessary and replacing them with understory planting which will improve both the eco-diversity of the cemetery and the visitor experience. I look forward to being actively involved in the programme over the next three years.

Protectors' report

RESOLUTION 6: 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.

On a general note, we wish to begin by commending the Trustees for their attention to good governance. They have this past year participated in a thorough Board Effectiveness Survey, been diligent in redefining and clarifying the terms of reference and remits of the Working Groups and Sub-Committees, and sought to ensure a broad range of skills and knowledge in recruiting new Board members. All of this will contribute positively to the transparency and consistency with which they oversee the management of the Cemetery.

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: Under the stewardship of the Trustees, the Cemetery has continued to attract a growing number of visitors, whether this be for general tours or one of the many popular events organised throughout the year. Visitor income has been the biggest growth area, while the increase in reserves reflects the Trustees' responsible approach to ensuring the charity's finances remain healthy and capable of securing the long-term preservation of the Cemetery as a place of historic interest and beauty.

Object: To permit the Cemetery to be used as a public burial ground: The ability of the Cemetery to provide ongoing burial capacity continues to be a priority of the Trustees. There has been a comprehensive evaluation of existing capacity and the Strategic Framework for the Conservation Plan has set out options to extend this capacity going forward. The associated consultation process has provided the Trustees with the platform to move ahead and ensure that the Cemetery's burial services are maintained in the future.

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 at the progress being made by the Trustees and their consultants with the drafting of a Conservation Plan. This has included a public survey of views on particular issues, which has fed into the Trustees' consideration of the Strategic Framework for the

Conservation Plan. We welcome the recognition that there is considerable scope to develop areas of different characters across the Cemetery.

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 Richard Morris Philip Williams

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 Chair your proxy must attend the meeting. To appoint as your proxy a person other than the Chair 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 Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, 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 Chair 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 *5pm on Monday 23 April 2018*.

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 Chair how to vote, he will vote in this way. The notes to the agenda on page 7 explain how voting works.

**HIGHGATE
CEMETERY.**