

THE FRIENDS OF HIGHGATE CEMETERY TRUST
(the “Charity”)

Minutes of the twenty first Annual General Meeting of the Charity ('AGM') held at the Highgate Literary and Scientific Institution, 11 South Grove, London N6 6BS on Wednesday 25 April 2018 at 8:00 p.m.

Present:	Adam Cooke	(Chairman)
	Doreen Aislabie	(Trustee)
	Charles Essex	(Trustee)
	Peter Knight	(Trustee)
	Lucy Lelliott	(Trustee)
	Matt Lewis	(Finance Trustee)
	Teresa Sladen	(Trustee)
	Evelyn Wilder	(Trustee)
	Dr Tye Blackshaw	(Protector)
	Richard Morris	(Protector)
Philip Williams	(Protector)	
	Total of 41 FOHCT members including Trustees and Protectors	
Apologies:	Martin Adeney	(Trustee)
	April Cameron	(Trustee)
	Patricia Hardy	(Trustee)
	Doreen Pastor	(Trustee)
In attendance:	Ian Dungavell	(CEO)
	Dilani Perera	(Bruce Wallace Associates)

Introduction and Notice:

The Chairman welcomed the Friends to the AGM, declared the meeting open and reported that apologies had been received from those Trustees who were unable to attend.

The notice of meeting was taken as read and the Chairman explained how voting would be conducted and the results would be announced on the Charity's website after the meeting.

Resolution 1: Minutes of the 2017 AGM

The Chairman proposed Resolution 1 in the notice of meeting, being an ordinary resolution to approve the minutes of the 2017 AGM, and the proposal was seconded by Ceridwen Roberts.

The Chairman reported that Bruce Wallace Associates Limited had been engaged to record the minutes professionally at the 2017 AGM, and welcomed them back again this year.

Questions were invited on the minutes of the 2017 AGM and, in response to a question raised by one Friend on the inclusion of the discussion on personal data of Trustees and Protectors in the minutes, the Chairman confirmed that all matters had been recorded accurately. The Friend's comment about thousands of common graves being available for sale was duly noted.

As no further questions were raised, Resolution 1 was put to the vote and unanimously approved on a show of hands.

Resolution 2:

The Chairman proposed Resolution 2 in the notice of meeting, being an ordinary resolution to receive the Financial Statements of the Charity for the year ended 31 August 2017 and the proposal was seconded by John Shepperd.

Chairman's Report: The Chairman reported that a lot of work had gone in to the Highgate Cemetery Conservation Plan and that he was excited about the strategies that would evolve from it for the preservation of Highgate Cemetery. The Chairman explained the nature of maintenance required for the long term conservation of the Cemetery and reported that the cost of the Conservation Plan was estimated to be in the region of £120,000 which was in line with projects of this nature. Noting that the Highgate Cemetery was one of the finest Victorian cemeteries in England, and responses received on the survey last summer, the Conservation Plan was expected to take into account the relative significance of the various aspects about careful maintenance of benign decay whilst remaining as a working cemetery in the long term. The Chairman explained that there would be a formal opportunity to comment on the Conservation Plan later in the year.

The Chairman also noted that the West Cemetery was currently open only for guided tours and consideration was being given to opening it on some days without tour guides so that more people could enjoy the West Cemetery and generate more income.

The Chairman thanked the volunteers, tour guides, landscape gardeners, Friends and fellow Trustees for all their work over the years to looking after Highgate Cemetery, as well as all those who were responsible for creating the new database of the Cemetery's burial records.

Comments were raised by Friends about the long term ivy damage to tombstones obscuring the inscriptions, and suggestions were made to cut ivy back on a regular basis extremely carefully so as not to change the landscape too quickly. The manpower needed for this task and managing the ash trees before ash dieback set in was noted. Concerns about theft and vandalism and comments on the availability of empty graves that could be reclaimed were noted. Health and safety implications of allowing visitors to wander around on their own in areas of the Cemetery where it was not safe was considered, and it was noted that access would not be allowed until the Trustees were totally satisfied that it was safe to do so.

The Chairman confirmed that restoration of the monuments would not take place until conclusion of the public consultation on the Conservation Plan.

Chief Executive's Report: Ian Dungavell echoed the Chairman's thanks to the database team, particularly Jean Ettinger who had led the project. He spoke about the 'mapping the cemetery project' which would enable the cemetery map to be linked to the digitised registers and, using the latest laser scanning technologies, could locate things according to the Ordnance Survey national grid. The database would form the basis of a cemetery management system from which it would be possible to identify the types of trees and graves as well as historic records. Ian Dungavell reported that the preliminary scan had taken place and the rest would take place over the course of next autumn and winter when there was less vegetation cover.

Ian Dungavell reported on a project to create swipe card access through the gate at Chester Road, which would enormously benefit the grave owners and members who would prefer to

access the Cemetery from that end.

Ian Dungavell reported that visitor numbers had increased from 67,000 in 2012-13 to about 90,000 in 2016-17 and that there was a steady increase to volunteer numbers.

A Friend questioned out of curiosity whether the digitised register would bring the grave search service costs down and Ian Dungavell explained the current search costs were average.

A Friend's suggestion about providing Gift Aid envelopes at the donation boxes at the East and West Cemetery entrances was noted.

To a question about the current level of pensions contributions to the staff, the Chairman confirmed that the Charity had an obligation to meet Government requirements but currently contributed more than this and would continue to monitor the position each year.

A question was asked as to why unused graves had not been reclaimed in response to a comment in the Trustees Report on the Financial Statements for the year ended 31 August 2017 about the loss of income through diminishing availability of burial space. Ian Dungavell confirmed that the Trustees were looking into the possibility of reclaiming unused graves, assisted by the new database system in identifying empty graves.

Resolution 2 was put to the vote and the Financial Statements of the Charity for the year ended 31 August 2017 were approved on a show of hands.

Resolution 3:

The Chairman proposed Resolution 3 in the notice, being an 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. The proposal was seconded by Doreen Aislabie.

Resolution 3 was put to the vote and was unanimously approved on a show of hands.

Resolution 4:

The Chairman proposed Resolution 4 in the notice, being an ordinary resolution to elect (a) Katy Baldwin, (b) Nicola Jones and (c) Lucy Lelliott as Trustees of the Charity and the proposal was seconded by David Wiseley.

The Chairman explained that there were vacancies created by the retirement by rotation of Peter Knight, Lucy Lelliott and Doreen Pastor. As Peter Knight was not eligible for re-election and Doreen Pastor was not standing for re-election, following best practice as recommended by the Charity Commission, the Board sought to recruit new Trustees who can make a strong contribution to the Charity's work. This year the Board sought candidates with skills and experience in estate management and finance, although others with relevant skills had also been encouraged to apply. The vacancies had been advertised to all members by post and on the Charity's website, as well as through a number of networks. A nominations committee had been set up to interview the candidates and to provide recommendations to the Board.

The Chairman also explained that as statements from the individual candidates had been included in the AGM booklet sent to all the members, it was not necessary for them to repeat

themselves at this meeting and requested the candidates to simply identify themselves for the benefit of those present.

When asked about her thoughts on being appointed, Katy Baldwin explained that she had experience in The National Archives and, as a senior civil servant, had gained extensive experience in taking significant financial and policy decisions, and she was excited to be given the opportunity to share that experience with the Highgate Cemetery. Katy Baldwin also explained that it was too early for her to provide an opinion on the governance of the Charity.

When asked about her thoughts on being appointed, Nicola Jones explained that it was a good time in her career to bring her experience gained as the Head of Finance for the Museum of London to the Charity and that she was overjoyed to be selected through a very transparent process.

Resolution 4 that (a) Katy Baldwin, (b) Nicola Jones and (c) Lucy Lelliott be elected as Trustees of the Charity was put to the vote and the Chairman invited those present to vote using the voting papers provided.

Resolution 5:

The Chairman proposed Resolution 5 in the notice, being an ordinary resolution to approve the reappointment of April Cameron as a Trustee and the proposal was seconded by Penny Linnett.

The Chairman explained that April Cameron was an 'appointed trustee' and such appointments take effect only when approved by the members at an AGM. April Cameron had reached the end of her first term but had indicated her willingness to be reappointed. The Chairman explained that April Cameron had been nominated by Capel Manor College, a specialist land-based college, and that the Charity was fortunate to have such a distinguished and competent trustee.

Resolution 5 that April Cameron be reappointed a trustee of the Charity was put to the vote and the Chairman invited those present to vote using the voting papers provided.

Resolution 6:

The Chairman proposed Resolution 6 in the notice, being an ordinary resolution to receive the Protectors' report and the proposal was seconded by Doreen Aislabe.

Resolution 6 was put to the vote and the Protectors' report was unanimously received on a show of hands.

Any Other Business:

There were comments about the 'Highgate Women' tour given by a professional guide.

The meeting remembered the sad passing of Kathleen Murphy who had provided her voluntary services to the Cemetery for thirty years, and her contributions were discussed and formally recognised.

There being no further business, the Chairman declared the meeting closed at 9.10 p.m.

CHAIRMAN

2018 Annual General Meeting: voting results

Resolutions 1, 2, 3 and 6 were passed by show of hands.

Resolution 4: Election of Trustees

Katy Baldwin: For 92 Against 8 Elected

Nicola Jones: For 90 Against 9 Elected

Lucy Lelliott: For 91 Against 10 Elected

Resolution 5: Appointment of Trustee

April Cameron: For 96 Against 5 Appointed