

FRIENDS OF HIGHGATE CEMETERY TRUST

Annual General Meeting 1 May 2019

- 6.30pm** **Doors open**
- 7pm** **'Highgate Cemetery
future plans'**
**talk by Ian Dungavell,
Chief Executive**
- 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 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 1 May 2019 at 8pm. It will be preceded by a talk on 'Highgate Cemetery future plans' by Ian Dungavell, our Chief Executive.

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 29 April 2019. 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 1 May 2019 at 8pm, for the following purposes:

RESOLUTION 1: Minutes of the 2018 AGM

Ordinary Resolution: To approve the minutes of the 2018 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 2018.

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 or re-elect as trustees of the Charity the following candidates:

- a. Charles Essex
- b. Steve Kennard
- c. Stuart Orr
- d. Nigel Thorne

RESOLUTION 5: Re-appointment of Trustee

Ordinary Resolution: To approve the re-appointment of Teresa Sladen.

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

20 March 2019

Notes to the agenda

RESOLUTION 1: Minutes of the 2018 AGM

A copy of the minutes is available on our website, www.highgatecemetary.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 2018.

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.highgatecemetary.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 are four vacancies created by the retirement by rotation of Adam Cooke, Charles Essex, Pat Hardy and Matt Lewis who were required to step down having reached the end of their permitted terms. Adam Cooke and Matt Lewis are not eligible to stand again, Pat Hardy did not wish to, and Charles Essex is offering himself 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: Arts / heritage management; Horticulture, particularly in a historic context; Law; and Project management with a construction background; 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 Martin Adeney, Lucy Lelliott and Teresa Sladen.

After considering the report of the nominations committee, the Board recommends that members vote in favour of the election of Charles Essex, Steve Kennard, Stuart Orr and Nigel Thorne.

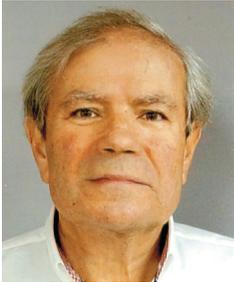
HOW VOTING WORKS

- 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, Lucy Thompson, 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. CHARLES ESSEX

I am now completing my first 3 years as a Trustee. I have a financial/HR/business background. During my tenure I have attended

a number of charity Governance lectures, have visited numerous other cemeteries to learn how they manage their sites and am now fully conversant with the tasks facing all the committees responsible for the diverse areas for the management of Highgate cemetery. This is an exciting time for all our Trustees and I am looking forward to being part of taking the best decisions all round to help future Trustees during my final 3 years.

I am a Chartered Accountant and sit on the Governance Working Committee. I will enhance our group of Trustees by ensuring that we clarify our recommendations to control the Cemetery's investment and expenditure of available funds, encourage openness throughout the other Committees and ensure that staff are well looked after. Our recommendations to other Committees will help them carry out their roles properly and efficiently.

- *The Board recommends this candidate.*



4b. STEVE KENNARD

I am an architect with over 35 years' experience designing, managing and delivering projects, in commercial and public sector environments in a

variety of roles, on projects both large and small.

My involvement with listed buildings like Battersea Power Station and County Hall has given me great insight into the technical and personal skills necessary to work on iconic buildings and places of historical importance.

The Cemetery is a very special example of this, one that I have grown to love in the 30 years that we have lived in Highgate.

With the comprehensive and widely consulted 'Conservation Plan' agreed, FoHC is now poised to progress the 'Implementation Plan'. This should prioritise projects based on the agreed policies, setting out budgets, funding sources, programmes and project management and delivery arrangements.

Whilst the responsibility for project delivery rests with the Highgate Cemetery executive team, they will no doubt benefit greatly by drawing on the wide-ranging skills and experience of the Trustees.

I would feel very privileged to play a role in the next phase of the Cemetery's evolution.

- *The Board recommends this candidate.*



4c. STUART ORR

Before retirement in 2016, I worked as Head of Information Management in various large organisations. I had a long-standing interest

in history and, following retirement, started volunteering at Highgate.

I have since been a very regular tour guide and a member of the Group maintaining War Graves. Through this I started to develop my knowledge of all parts of the Cemetery including away from the normal routes. I started to carry out, and share, research into the Cemetery and its monuments. Initially, I was concerned with increasing the accuracy and extent of information about listed graves (having noticed errors) and have subsequently extended my research more widely. I was helped in this by conversations with others, volunteers and staff, who were happy to share their knowledge.

I put my name forward for consideration as a Trustee because of my passionate interest in the past, present and future of Highgate and consider that my knowledge and experience could allow me to make a very positive contribution to the Board's work at this significant moment.

- *The Board recommends this candidate.*



4d. NIGEL THORNE

Here are some highlights of my experience:

- Over 35 years' experience and practical engagement with horticulture, landscape and environmental planning, design, management and maintenance – including cemetery operations.
- Over 35 years' experience of voluntary charitable operations (e.g. board chair, trustee, operational leadership) including leading governance and strategic change in line with Charity Commission demands.
- Recent project management of the Lottery funded £6.2 million investment into the Brompton Cemetery Conservation Project, which included engagement with Highgate Cemetery as part of the 'Magnificent 7' collaborative exercise.
- Currently sitting as Chair of 'Parks for London' (Charitable Board); Honorary Secretary, Trustee & Ambassador for the Architect's Benevolent Society; Director, Thrive Dance (embryonic small charity).
- *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.

Teresa Sladen, who was appointed in 2016, has reached the end of her first term but has indicated her willingness to be reappointed. Teresa has been active as the Chair of the Landscape subcommittee, a member of the conservation plan working group and is taking an active interest in the conservation of memorials.

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



TERESA SLADEN

I am an architectural historian with more than 30 years experience in the field of conservation. This has involved carrying out numerous church surveys for Historic England and working on many conservation plans for major historic buildings such as the Victoria and Albert Museum, the Natural History Museum, Salisbury Cathedral and York Minster.

During my first three years as a Trustee my main focus has been on the provision of a conservation plan that will help to ensure the future preservation of the monuments, buildings and landscape within the Cemetery. As a member of the Conservation Plan Working Group I was involved in selecting the best firm to carry this out and, that done, steering the project forward. Now that the Plan has been published I expect to spend my next three years as a Trustee being closely involved in its implementation.

The clearance of undergrowth in the East Cemetery so that an aerial survey of the graves may be carried out has revealed much that was hidden before. Therefore the time is right to make a comprehensive survey of the monuments and I am working on a paper concerning their future care and protection. The purpose of this is that, while continuing to be a working cemetery, everything that makes a positive contribution to the character of this part of the cemetery should remain intact.

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.

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 large numbers visiting via open access sessions to the East Cemetery and participating in guided tours of the West Cemetery. Increased emphasis on tailored events that leverage the unique character of the Cemetery have expanded the potential visitor base and enhanced engagement with the local community. The resulting increase in reserves reflects the Trustees' responsible approach to securing the health of the charity's finances in the long term. Enhancing the public benefit ensures 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: We are pleased that the Trustees remain committed to the Cemetery being used as a public burial ground for as long as possible, and that to this end are seeking permission from the Charity Commission to promote a private bill in Parliament to enable the use of abandoned graves. The digital mapping project should be of great practical assistance in this respect, and the adoption and implementation of the Conservation Plan should ensure that burial activities will be undertaken in a way that sustains the special character and significance of the Cemetery.

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: During the past year, the Trustees have continued to support the Executive in ensuring delivery of a final draft of the Conservation Plan, and their efforts have made a significant contribution toward the Plan's framework for the management and care of the Cemetery, both in the near

future and in the longer term. The Trustees have also initiated and led a number of landscaping and monument preservation projects, which have improved the environment and enriched the visitor experience.

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 29 April 2019*.

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.**