


**FRIENDS OF HIGHGATE CEMETERY TRUST**

# **Virtual Annual General Meeting 29 July 2020**

**6.45pm Virtual doors open**

**7pm AGM starts**

**8.30pm Close**



**Please send us  
your email address  
to attend the meeting  
online!**

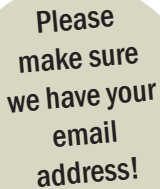
# Contents

3 From the Chair

4 Notice and agenda

6 Notes to the agenda

15 Tips for the virtual meeting



Please  
make sure  
we have your  
email  
address!

*For you to attend the virtual meeting, your email address needs to be recorded on our membership database. You can check if we have it by going to <https://highgatecemetery.org/help/join> and clicking on the 'Sign in without password' link. If we don't have your email, it would be helpful if you could send it to [membership@highgatecemetery.org](mailto:membership@highgatecemetery.org) as soon as possible, but certainly *no later than 5pm on Monday 27 July*. We will email the joining instructions to everyone on Tuesday 28 July. Attending the meeting is as simple as clicking on a link. Please see page 15 for more information.*

## **Friends of Highgate Cemetery Trust**

Swain's Lane  
LONDON N6 6PJ

[info@highgatecemetery.org](mailto:info@highgatecemetery.org)

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. We had planned to hold the AGM at the end of April but the coronavirus outbreak obliged us to postpone.

Unfortunately it is still impossible to hold a physical meeting and, even were that permitted, many members might feel hesitant about attending. So for the first time – and, hopefully, the last – the AGM will be held virtually. It will begin on Wednesday 29 July 2020 promptly at 7pm using Zoom, a platform with which many of you will now be familiar.

Our apologies to those of you who may not have the technology, the desire or space in your diary to participate virtually, but we hope in that case you will nonetheless take part using the enclosed proxy form. Please return it as soon as possible. It must reach us by 5pm on Monday 27 July 2020. Only members who are paid up at that time will be able to vote in the meeting whether electronically or by proxy.

The formal notice of the meeting is on page 4. As usual the key business is to receive the Annual Report and Accounts and to deal with the election and appointment of trustees. Unusually this year, all the candidates are seeking a second term. There are no new candidates. Members will also be voting on the reappointment of Protectors and receiving their report.

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](mailto:chair@highgatecemetery.org). You will also be able to ask questions at the meeting.

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

**Martin Adeney**

Chair

Please join at  
10–15 minutes  
before the  
meeting starts!

# 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 Highgate Cemetery on Wednesday 29 July 2020 at 7pm, for the following purposes:

## **RESOLUTION 1: Minutes of the 2019 AGM**

Ordinary Resolution: To approve the minutes of the 2019 AGM.

## **RESOLUTION 2: Minutes of the 2020 EGM**

Ordinary Resolution: To approve the minutes of the 2020 EGM.

## **RESOLUTION 3: 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 2019.

## **RESOLUTION 4: 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 5: 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 6: Appointment of Trustee**

Ordinary Resolution: To approve the appointment of Martin Adeney.

## **RESOLUTION 7: Protectors' Report**

Ordinary Resolution: To receive the Protectors' report.

**RESOLUTION 8: Appointment of Protectors**

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

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

**Any other business**

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

BY ORDER OF THE BOARD

Martin Adeney  
Chair

8 June 2020

**Please note that it is absolutely not possible for members to attend the 2020 AGM at the Cemetery.** We do hope everyone will be able to participate virtually by Zoom. If we do not already have your email address, we need that by Monday 27 July, please, so as to be able to send you the joining instructions.

Please see page 14 for an explanation of your rights to vote by proxy.

# Notes to the agenda

The explanatory notes which follow should be read in conjunction with the agenda for the Annual General Meeting.

## **RESOLUTIONS 1 & 2: Minutes of the 2019 AGM and 2020 EGM**

A copy of the minutes of each meeting is available on our website, [www.highgatecemetary.org/about/AGM](http://www.highgatecemetary.org/about/AGM).

## **RESOLUTION 3: 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 2019.

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](http://www.highgatecemetary.org). Any member wishing to have a printed copy of this material should contact the office.

## **RESOLUTION 4: 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 4 grants this authority to the Board.

## **RESOLUTION 5: Election of Trustees of the Charity**

This year there are two vacancies created by the retirement by rotation of Doreen Aislabie and Eve Wilder who were required to step down having reached the end of their permitted terms. Both have indicated that they wish to stand again, and their candidatures are warmly supported by the Board.

## **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 the candidates' statement before voting. You are able to vote for or against each candidate, or withhold your vote. The candidates' statements are on the following pages.

# Candidates for election



## 5a. **DOREEN AISLABIE**

I have been a trustee of the Friends of Highgate Cemetery for three years and have appreciated the support you have given me. I would

request that you continue to support me by voting to re elect me for the next three years. This is an exciting time for the Cemetery with the progress of the private bill and the implementation of the Conservation plan and it is vital that the Friends play an active role in these areas.

Three years ago I was elected as an active volunteer both in gardening and guiding and during my three years I have been able to bring my expertise in Health and Safety and Occupational health to advise the Board in these areas. I would like the opportunity to continue to be an active Board member and ensure that the FOHCT members' views are taken forward. I am always happy to be contacted by Friends.



## 5b. **EVE WILDER**

Highgate Cemetery is currently going through the most important and exciting period of development in its history and it has been a privilege

to sit on the Board and be actively involved in the drawing up of The Conservation Plan and the Private Members Bill for grave renewal.

My theoretical background in the History of Design together with my in-depth knowledge of the cemetery as a trained guide, has been critical to my position as Chair of the Events Committee for the last three years. This has involved devising and organising a programme of events for the public benefit thereby fulfilling the terms of the Constitution. Events have included talks on 'Drugs in Victorian Britain', 'George Eliot in London' and a performance by Gerald Dickens of his great, great grandfather's much-loved novel, 'A Christmas Carol'. The chapel has been filled to full capacity most of the time.

I have attended several Trustee Governance courses run by highly regarded specialists in this field and I have visited other cemeteries to learn how they manage their sites. I am also a grave owner.

I hope to continue to serve on the Board for a second term.



# Appointed trustee

## **RESOLUTION 6: 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.

Martin Adeney, who was appointed in 2017, has reached the end of his first term but has indicated his willingness to be reappointed. Martin has been very active as the Chair of Friends as well as serving on a number of the subcommittees.

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



### **MARTIN ADENEY**

I have lived in Highgate for forty years. A life member since 2007, I became a trustee three years ago and for the last year I have served as Chair of the Friends.

During that time I have been closely involved with the preparation and submission of the Private Bill which is vital to the Cemetery's future. I have also liaised closely with other trustees in working out how we can best deliver the Conservation Plan.

If elected, I look forward to seeing the Private Bill through its Parliamentary tests, and bringing the Conservation Plan closer to fruition with results which respect the special quality of the Cemetery, while making sure that the skills and experience of our talented trustees are put to best use.

Professionally, I was a journalist for 25 years with the *Guardian*, *Sunday Telegraph* and BBC TV. I then ran global communications for ICI before operating my own PR consultancy.

I have been active in Highgate community affairs and am a member of the Highgate Neighbourhood Forum. I hope this mixture of experience and local commitment will continue to benefit the cemetery.

# 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:* Under the stewardship of the Trustees, the Cemetery has continued to attract large numbers of visitors to the open access sessions in the East Cemetery and participating in guided tours of the West Cemetery. Continued emphasis on tailored events that leverage the unique character of the Cemetery expands the visitor base and enhances engagement with the local community. The continued maintenance of secure financial reserves reflects the Trustees' responsible approach to ensuring the long-term health of the charity's finances. Progress with the Conservation Plan, in particular, is ensuring that the Cemetery's unique environment is preserved and enhanced as a place of historic interest and beauty for the future.

*Object: To permit the Cemetery to be used as a public burial ground:* We are pleased that the private bill on burial has now been laid before Parliament. The passing of this bill is vital to the Cemetery being used as a burial ground for as long as possible, and this aim also underpins the wider conservation 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:* Trustees have worked successfully with the Chief Executive over the past year to make the Conservation Plan fit for purpose, and good progress has been made on recruiting assistance to effect the Plan in an orderly and professional manner. Toward this end, we welcome the establishment of a new Conservation Project Committee, its exclusive remit to scrutinise and monitor the Plan's proper implementation. There is also a new History Group dedicated to pertinent research as well as monument

recording and transcription. Programmes of careful landscape maintenance have not only allowed the efficient progress of the mapping project, but also opened up new views and vistas of the Cemetery's historic layout, and it is encouraging and exciting to know that a new Cedar has been planted in the Circle of Lebanon, with bee-, butterfly- and moth-friendly planting planned for this spring.

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

# Appointment of protectors

## **RESOLUTION 8: 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 as Dr Tye Blackshaw, Richard Morris and Philip Williams have all reached the end of their three year terms.



### **8a. DR TYE BLACKSHAW**

I have lived in Highgate on the fringes of the Heath for the past sixteen years. Having completed my MA in medieval architectural history at the Courtauld Institute in 1987, I later studied for a PhD there, and published my dissertation on the Gothic Revival architect JP Seddon in 2001. I am lucky to have always been able to work in Art History, in the publishing, education and museum sectors, and more recently have enjoyed participating in a

variety of architectural conservation efforts, for the Highgate Society, the Highgate CAAC and in Hampstead Garden Suburb.

It has been a pleasure to have also been closely involved in the very unique and significant historic environment of Highgate Cemetery, in the role of Protector, and I hope stay on for a second term, thereby continuing to contribute to the work of the Friends of Highgate Cemetery Trust, particularly at this exciting time of planning for the Cemetery's future.



**8b. 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 I have now served two terms of three years. I would be delighted to be reappointed for a further three years, covering the start of the implementation of the conservation plan and hopefully also of a successfully passed private Act for burials. I would hope that during this period my experience of the Cemetery would be of assistance to the role of the protectors.



**8c. PHILIP WILLIAMS**

I am a long-term resident of Highgate, having lived on Southwood Lane for the past 20 years. 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.

# 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 electronically. If you have appointed a proxy but attend the meeting, 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 email 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 *9am on Tuesday 28 July 2020*.

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 6 explain how voting works.

# Tips for the virtual meeting

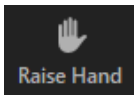
## Getting familiar with Zoom... try it now!

You can join a test Zoom meeting to familiarize yourself with Zoom and make sure your microphone and speakers work at any time before the AGM. Visit [zoom.us/test](https://zoom.us/test) and click Join. Our meeting will have slightly different controls, but this is the best way to test your setup.

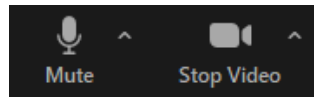
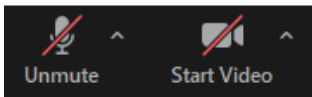
## In the AGM itself

Please check that Zoom is displaying your correct name. You can rename yourself by selecting your name in the Participant list

**Audio Settings** Click on this button to change your audio settings. You can also click the upward arrow (^) to change your speaker.



**If you would like to speak:** Click on 'Raise Hand' to indicate that you would like to ask a question. It will turn blue.



**When you are invited to speak:** If the Chair invites you to speak, you will receive a notification. You can then **Unmute** and **Start Video** and talk during the AGM. All participants will be able to see and hear you.

Note: You will still be able access the audio and video settings by clicking on the ^ arrow next to the buttons.

Try out Zoom  
now  
at [zoom.us/test](https://zoom.us/test)

**HIGHGATE  
CEMETERY.**