

FRIENDS OF HIGHGATE CEMETERY TRUST

Annual General Meeting

11 May 2022

Venue

Highgate Literary and Scientific Institution
11 South Grove, London N6 6BS

6.30pm Doors open, and drinks

**7pm Highgate Cemetery
landscape masterplan
Talk by Neil Porter, of
Gustafson Porter +
Bowman**

7.30pm 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 11 May 2022 at 8pm. It will be preceded by a talk on the Highgate Cemetery landscape masterplan by Neil Porter, landscape architect of Gustafson Porter + Bowman.

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 9 May 2022. If you are an annual member, please ensure you have renewed your membership in time. 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.

Martin Adeney

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 11 May 2022 at 8pm, for the following purposes:

RESOLUTION 1: Minutes of the 2021 AGM

Ordinary Resolution: To approve the minutes of the Annual General Meeting held on 6 July 2021.

RESOLUTION 2: Minutes of the 2021 EGM

Ordinary Resolution: To approve the minutes of the Extraordinary General Meeting held on 17 December 2021.

RESOLUTION 3: Financial Statements

CHAIR'S REPORT

Ordinary Resolution: To receive the Financial Statements of the Charity for the year ended 31 August 2021.

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

- a. Steve Kennard
- b. Stuart Orr
- c. Andrew Yeo

RESOLUTION 5: Appointment of Trustee

Ordinary Resolution: To approve the appointment of Alice Brown.

Any other business

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

BY ORDER OF THE BOARD

Martin Adeney
Chair

30 March 2022

Notes to the agenda

RESOLUTION 1: Minutes of the 2021 AGM

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

RESOLUTION 2: Minutes of the 2021 EGM

A copy of the minutes is available on our website, www.highgatecemetery.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 2021.

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 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 3 grants this authority to the Board.

RESOLUTION 5: Election of Trustees of the Charity

This year there are three vacancies created by the retirement by rotation of Steve Kennard and Stuart Orr, who are required to step down having reached the end of their permitted terms, and the resignation due to illness of Nigel Thorne. Steve Kennard and Stuart Orr are eligible to stand again and are offering themselves 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 experience of living or

working in the local community, especially someone from a minority ethnic background. The vacancy was advertised on our website, on Twitter and LinkedIn, as well as through a number of networks.

A nominations committee was set up to interview new 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, Stuart Orr and Eve Wilder.

After considering the report of the nominations committee, the Board recommends that members vote in favour of the election of Steve Kennard, Stuart Orr and Andrew Yeo

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 and published on our website in due course.

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



5a. STEVE KENNARD

I feel privileged to have been a trustee for the last three years. My design management experience has guided selection of specialist design

teams and key technical consultants to progress our plans to sustainably preserve and enhance the landscape and historic structures and provide new operational and visitor facilities.

I chair the Conservation Projects Committee that maintains oversight of all matters related to the implementation of the Conservation Plan. We will soon reach our first significant milestone, the completion of our design brief, positive initial discussions with Camden Planning and Historic England, a stakeholder engagement plan and submission of our initial bid for National Lottery Heritage funding.

I have provided input and guidance on the day-to-day management as a director of HCL since 2021.

It has been an honour to work with and be constructively challenged by fellow trustees and HCL. If elected I would continue to enthusiastically support the Board, CPC and HCL, maintaining the significant momentum that we have all created to deliver our vision of 'a historic Cemetery for the twenty-first century'.

- *The Board recommends this candidate.*



5b. STUART ORR

I became a Trustee at the start of an exciting time in the history of the Cemetery. Apart from my role as an active member of the Board, I was

initially a member of the Events Working Group. Later I became a member of the Governance Committee which I now chair. I helped develop proposals designed to ensure that the Trustees are following best practice in governance and information management. All the recommendations were accepted by the Board.

Separately from my Trustee role, I have remained actively involved with the Cemetery as a Tour Guide and as a member of the War Graves Group. I have continued to carry out research into the history of the Cemetery, publishing some findings in the Friends' Newsletter.

I would be delighted to serve a further term as a trustee to help ensure that the implementation of the Conservation Plan remains in line with the charitable objectives of FOHCT and to help ensure that the governance of the Charity remains in line with legal and best practice requirements.

- *The Board recommends this candidate.*



5c. ANDREW YEO

Living in Highgate for over forty years and as a volunteer at the Cemetery for the last twelve, I have a strong sense of the significance of the Cemetery within

the local community and am interested in how this relationship can be further developed.

As a regular tour guide of both East and West Cemeteries and having spent several years as volunteer Duty Manager, I've acquired an extensive knowledge of the cemetery in its dual role as both burial ground and heritage site. I've undertaken research, the training and mentoring of new guides and recently made contributions to the newly published *East Cemetery Companion*. As a Chartered Accountant, my professional career has spanned many industries with a strong emphasis on business processes, project management and customer service.

The cemetery is a place I deeply care about and now retired, with time and energy to give, I hope at this important stage in the cemetery's story to contribute to the board with my knowledge and commercial experience.

- *The Board recommends this candidate.*

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.

Teresa Sladen, who was appointed in 2019, has reached the end of her second term and so cannot stand again. Teresa had a background in architectural conservation.

In her place Trustees have appointed Alice Brown, whose considerable experience as a conservation architect makes her especially suitable as a trustee at this time.

The Board now seeks approval for the appointment of Alice Brown.



ALICE BROWN

I have practised as an architect for 30 years and run my own practice in Dartmouth Park, with a particular interest in adapting existing buildings. I am an accredited conservation architect and have direct experience of preserving and repairing historic buildings, including Swains Lane Lodge opposite the entrance to the cemetery.

I am a long-time member of the Society for the Protection of Ancient Buildings, chair of West Kentish Town Conservation Area Advisory Committee

and member of the Oxford Design Review panel.

Several years ago I became fascinated in the historical development of the burial ground at St Pancras old church and carried out research as part of a scheme to improve access to what are now public gardens. I have explored Highgate Cemetery with similar delight and would be very interested to act as a trustee. In 2019 I helped to set up Climate Emergency Camden which aims to promote action on the climate and ecological crises and remain committed to this work.

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 9 May 2022.

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.**