

FRIENDS OF HIGHGATE CEMETERY TRUST

Annual General Meeting

17 May 2023

Venue

The Chapel, Highgate Cemetery,
Swain's Lane, London N6 6BS

6.30pm Doors open

**7pm 'The Highgate Cemetery
Grave Mapping Project'
by Tim Viney of Atlantic
Geomatics**

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 Highgate Cemetery, Swain's Lane, London N6 6PJ on Wednesday 17 May 2023 at 8pm. It will be preceded by a talk on Highgate Cemetery Grave Mapping by Tim Viney of Atlantic Geomatics.

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 15 May 2023. 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 for my attention at info@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 Highgate Cemetery, Swain's Lane, London N6 6PJ on Wednesday 17 May 2023 at 8pm, for the following purposes:

RESOLUTION 1: Minutes of the 2022 AGM

Ordinary Resolution: To approve the minutes of the Annual General Meeting held on 11 May 2022.

RESOLUTION 2: Financial Statements

CHAIR'S REPORT

Ordinary Resolution: To receive the Financial Statements of the Charity for the year ended 31 August 2022.

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. Paul Candler
- b. Claire Jebson
- c. Charo Rovira

RESOLUTION 5: Appointment of Trustee

Ordinary Resolution: To approve the appointment of Simon Edwards.

Any other business

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

BY ORDER OF THE BOARD

Martin Adeney
Chair

29 March 2023

Notes to the agenda

RESOLUTION 1: Minutes of the 2022 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 2022.

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 are three vacancies created by the retirement by rotation of Doreen Aislabie and Eve Wilder, who are required to step down having reached the end of their permitted terms, and the resignation of Nicola Jones.

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 oversight of large projects, fundraising or finance, or other relevant knowledge and experience. We particularly welcomed applications from a diversity of perspectives. 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 Katy Baldwin, Liz Fuller and Stuart Orr.

After considering the report of the nominations committee, the Board recommends that members vote in favour of the election of Paul Candler, Claire Jebson and Charo Rovira.

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



4a. PAUL CANDLER

Having volunteered for eight years as a guide at the Cemetery, I am very excited at the opportunity to use my skills and experience to make an even

greater contribution to the sustainable development and preservation of a uniquely important place.

My career as a senior civil servant in several Government Departments has allowed me to develop extensive strategic and administrative skills, and I have a strong track record in particular of overseeing large projects, as a graduate of the Major Projects Leadership Academy at Oxford University's Business School.

My various roles in Whitehall have involved significant representational duties (including media appearances) and complex stakeholder management. I am very comfortable understanding and acting within the legal framework of trusteeship, and have wide experience of navigating complex financial and people issues both directly and in an advisory/Board capacity.

Drawing on my wide experience of Board membership, I would bring a strong drive for collaboration and consensus, but also a challenging and independent mind. I offer too full commitment, energy and enthusiasm in pursuing the Trust's aims.

- *The Board recommends this candidate.*



4b. CLAIRE JEBSON

I am thrilled by the opportunity to help shape the future of Highgate Cemetery, as development plans are really starting to deliver against objectives.

If appointed I would bring to the role extensive experience gained in both the commercial and charity sectors. I have experience of taking significant financial decisions, including capital investment opportunities and working with stakeholders with a range of objectives. In addition, I have considerable experience of breaking down complex financial plans into achievable milestones and minimising risk both in the annual plan and large multi-year projects.

My style is collaborative and inclusive which I believe leads to the best outcomes. I hope that these will be useful skills for the organisation as it progresses with the developments within the conservation and development plan. I have previously presented and provided information to Trustee meetings to allow difficult decisions to be taken and appreciate the insight and guidance provided by Trustees. I think that this experience will allow me to help clarify information and requirements from the Trustee perspective.

- *The Board recommends this candidate.*



4c. CHARO ROVIRA

I would like to put myself forward as a Trustee at Highgate Cemetery because having been volunteering as a guide since 2018 I have learnt to love the site and

its significance in both the history of London and the development of funerary trends.

I would like to become more involved in the development of its mission, particularly during this period of profound transformation and I believe that my background as an archaeologist and historian would be invaluable. My aim has always been to bring the archaeological sites where I have worked such as Hadrian's Villa in Rome, to a wider audience; establishing connections between the past and its influence in contemporary culture.

I have been project curator for major exhibitions at the British Museum and I currently work at the Library of the Institute of Classical Studies where I also uncover stories from the past through its archival collections.

I would like to make a contribution to Highgate Cemetery in helping to preserve its past for the future.

- *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.

Martin Adeney, who was reappointed in 2020, has reached the end of his second term and so cannot stand again. Martin had very strong connections with local people and organisations.

In his place Trustees have appointed Simon Edwards, who is Honorary Secretary of the Highgate Literary and Scientific Institution and so maintains these local links while also already being a volunteer guide at the Cemetery.

The Board now seeks approval for the appointment of Simon Edwards.



SIMON EDWARDS

I have lived in Highgate most of my life and have been a volunteer guide at the Cemetery for the past three years, a role which I have hugely enjoyed, explaining the history and context of this extraordinary Highgate attraction, which is known around the globe.

Prior to retirement, I was a director of the property services company, Savills, where I had a long career advising high net worth clients about the best strategies to maximise both capital and income from their property assets. As a cemetery volunteer, I have used my communication skills and interest in Victorian history, but I believe that I have a wider set of skills to offer the charity.

I currently volunteer for two other historic local organisations, as honorary secretary for one and a trustee for the other. I offer myself as a FOHCT trustee because I would like to work with the other trustees to assist in safeguarding the future of this heritage asset of national importance, both as a working cemetery and a world class visitor destination.

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 the 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 15 May 2023*.

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 their 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.**