

**FRIENDS OF HIGHGATE CEMETERY TRUST**

**(‘The Charity’)**

**Notice of 17th Annual General Meeting of the Charity**

NOTICE IS HEREBY GIVEN that the 2014 Annual General Meeting of the Charity will be held in the Chapel of Highgate Cemetery, Swain’s Lane, London N6 6PJ on Wednesday 30 April 2014 at 7pm, for the following purposes:

**1. To approve the minutes of the 2013 AGM**

A copy of the draft minutes is available on our website, [www.highgatecemetery.org](http://www.highgatecemetery.org).

**2. To correct the minutes of the 2012 AGM**

To alter the wording of item 7 (Any other business) on page 7 from ‘Mr John Fielding wanted to enter a resolution’ to read ‘The Reverend John Fielding (a Vice-President of FOHCT) wanted to enter a resolution’.

**3. Chairman’s Report**

**4. Financial Statements**

To receive the Financial Statements of the Charity for the year ended 31 August 2013.

**5. Auditors**

To re-appoint Hammonds 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 Trustees to fix their remuneration.

**6. Election of Trustees of the Charity**

To elect or re-elect a maximum of three (3) of the following candidates:

- i. Neil Hollows
- ii. Ian Kelly
- iii. Penny Linnett

**7. Protectors’ Report**

To receive the Protectors’ Report, enclosed.

**8. Any other business**

BY ORDER OF THE BOARD  
26 March 2014  
John Shepperd  
Chairman

Registered Office:  
Highgate Cemetery  
Swain’s Lane  
LONDON N6 6PJ

## **NOTES TO THE AGENDA**

- Item 4. A summary of the Consolidated Statement of Financial Activities and Balance Sheet for the last financial year is enclosed with our Annual Review. A full version of the audited Financial Statements is available on our website, [www.highgatecemetery.org](http://www.highgatecemetery.org). Any member wishing to have a printed copy of this material should contact the Cemetery office.
- Item 6. There are three (3) nominations to fill three (3) vacancies created by the retirement by rotation of Ian Kelly and Penny Linnett, who are both seeking re-election, and Neil Hollows is standing for the first time. All are recommended by the Board.

There follows a brief statement by each of the proposed new Trustees:

### **NEIL HOLLOWS**

I left the North of England at the age of eighteen to pursue my career in catering after three years study at Salford College. Eventually I ended up running a Guest House in Cheltenham for nine years

In 1976 I came to London to train as a nurse. After qualifying in 1979 I specialized in A & E, eventually moving on to Occupational Health and gaining my Occupational Health Nursing Certificate. This position I held for almost twenty years before being made redundant.

In 2004 I started work as a Funeral Arranger for The Co-operative Funeralcare, a position I still hold. In this time I have arranged approximately 850 funerals, both burials and cremations.

After visiting Highgate Cemetery for the second time approximately seven years ago I became a Friend and also trained as a guide. My involvement with the Cemetery has continued on a regular basis until the present day.

### **IAN KELLY**

I have been a Friend for almost 40 years volunteering regularly, formally as a weekend leader and more recently as a guide.

Following 19 years service as a Trustee Director I stepped down from the role in order to gain fresh perspectives and also to provide others the opportunity to serve. In recognition of my service I was honoured to be made a Vice President.

I was re-elected to the Board three years ago and I believe my experience and knowledge of the cemetery could prove valuable in tackling the many challenges which lie ahead.

Professionally I have held a number of directorships in the business sector. I am Master of the Worshipful Company of Butchers, a liveryman of the Worshipful Company of Arts Scholars and Church Warden of St. Bartholomew the Great Smithfield.

### **PENNY LINNETT**

I have been a Trustee for three years and have much enjoyed my active involvement with the Cemetery. I am a member of the Finance and General Purposes Sub-Committee and am Honorary Secretary to the Board of the Friends of Highgate Cemetery. I am a trained guide and regularly take the tour of the West Cemetery on Thursday afternoons.

I am a Trustee of another charity, involved in working with disadvantaged teenagers in some of the worst areas of London, and I also have a professional background in finance and administration – giving me a good knowledge of governance issues and working in the voluntary/charitable sector. I have also done courses in practical horticulture and plantsmanship and so have some understanding of the issues facing the soft landscape at the Cemetery. As I am not in paid employment, I can devote the time to make a meaningful contribution as a Trustee.

I would therefore very much like to be elected to serve for a second term of three years.