



# TRUSTEE

Candidate Pack  
March 2021

**HIGHGATE  
CEMETERY.**

THE FAMILY CATACOMBS  
P. W. TALBOT,  
OF 46, HAVERSTOCK HILL

## FROM THE CHAIR



Thank you for your interest in becoming a trustee of the Friends of Highgate Cemetery Trust.

We can promise you a very interesting time ahead. We are going to need a wide range of skills from financial judgement to human relations, heritage appreciation, and fundraising, underlain by a concern for the local community and those whose friends and family are buried in the cemetery.

This is both an exciting and a critical time for us.

Forty years ago the Friends took over a historic cemetery abandoned by its owners. It was overgrown. Its monuments were falling to pieces and many had been vandalised. Since then they have worked a miracle. Vegetation has been cut back, listed monuments repaired and Highgate Cemetery now welcomes one hundred thousand visitors a year. We have built up substantial reserves.

But time has moved on. Decay continues and self-seeded trees have taken root all over the cemetery, damaging graves. Climate change brings new challenges. Visitors expect enhanced facilities.

Now we are moving forward with initiatives requiring us to marshal our resources carefully.

- In November 2020 we launched a competition to find the best landscape architects to work with us to produce a landscape plan setting out step by step how we design and manage the cemetery over the next twenty-five years. The team will be in place by mid-summer.
- Alongside them we are appointing architects to work on buildings and adaptations as we go forward to meet the needs and expectations of staff and visitors in the twenty-first century.
- Our aim is to approach the National Lottery Heritage Fund for support later this year.
- And crucially, as we run out of space for new burials and the income they contribute, we have a Private Bill going through Parliament which would allow us to reclaim empty and abandoned graves for reuse.

So we shall have plenty to consider and some big decisions to make. We look forward to the contribution you might make.

A handwritten signature in black ink, appearing to read 'Martin Adeney', written over a thin horizontal line.

MARTIN ADENEY

Chair

Friends of Highgate Cemetery Trust



## ABOUT US

Highgate Cemetery is not just the best of London's Victorian cemeteries, but is arguably one of the finest in the whole country. While the international importance of its picturesque layout has been recognised with its designation as a Grade I registered landscape, there is no official designation that can capture its importance as the final resting place of generations of Londoners and others, famous or otherwise.

Highgate Cemetery opened over 180 years ago in 1839 as a profit-making venture for a private company. But the original owners, the London Cemetery Company, finally collapsed in the 1970s in a financial scandal having devoted progressively less of their diminishing resources to the upkeep of the Cemetery. In 1975 the Friends of Highgate Cemetery Trust, a charity, was formed by local people who were concerned for the future of the Cemetery. Today we try to maintain the precarious balance of the appearance of romantic decay with the needs of conservation. We want this special place to be available to future generations to appreciate and value as we do.

## FRIENDS OF HIGHGATE CEMETERY TRUST

We are here:

- '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'
- 'to permit the Cemetery to be used as a public burial ground'
- 'to secure the repair, restoration and preservation of the Cemetery, its monuments and buildings and other artefacts and their setting for the public benefit'

ENCHANTING • RESPECTFUL • NURTURING • VISIONARY

## THE TRUSTEE ROLE

**The role of a trustee is varied, interesting and can be hugely rewarding.** We are looking for potential trustees who share our passion and commitment and who have the knowledge and experience to support the work of Friends of Highgate Cemetery Trust. The role is voluntary but reasonable expenses can be paid.

### **Accountable to**

Members, Companies House, Charity Commission, funders and other regulators

### **Purpose**

Trustees have ultimate responsibility for the organisation, including finance, organisational strategy and staff

### **A Trustee is expected to**

- Ensure the charity is carrying out its purposes for the public benefit
- Comply with the charity's governing document and the law
- Act in the charity's best interests
- Manage the charity's resources responsibly
- Act with reasonable care and skill
- Ensure the charity is accountable.

### **Key responsibilities are**

- Complying with the charity's governing document and all other legal, financial and regulatory requirements
- Ensuring that the charity has a clear vision, mission and strategic direction and is focused in achieving these
- Being responsible for the performance of the charity and for its corporate behaviour
- Ensuring that the charity's governance is of the highest possible standard
- Accepting ultimate responsibility for directing the affairs of the charity, ensuring it is solvent, well-run, and delivering charitable outcomes in accordance with its objects
- Recruitment of the Chief Executive; monitoring and supporting his/her work, along with the wider senior staff team, in the day to day running of the organisation
- Acting with integrity, and avoiding any personal conflicts of interest or misuse of FOHCT funds or assets
- Exercising expert judgment and scrutiny for the charity; preparing for and contributing fully to board and sub-committee meetings.

---

**Duty of care**

- Use reasonable care and skill in their work as trustees, using their personal skills and experience as needed to ensure that the charity is well-run and efficient
- Consider getting external professional advice on all matters where there may be material risk to the charity, or where the trustees may be in breach of their duties
- Participate in relevant training to ensure their skills and knowledge of regulatory matters are up to date.

**Other duties**

In addition to the above statutory duties, each trustee is expected to use any specific skills, knowledge or experience they have to help the board reach sound decisions. This may involve

- Scrutinising board papers
- Leading discussions
- Focusing on key issues
- Providing guidance on initiatives
- Other issues in which the trustee has special expertise.

**Length of term**

Trustees are elected for a 3 year term and may stand for election for a further 3 year term.

**Time commitment**

- 6 Board meetings a year in Highgate, North London, in the evening lasting 2-3 hours
- Sub-committee involvement as required
- Attendance at Board induction and some training and/or special interest sessions.

**Other requirements**

- Sign a declaration of eligibility to act as a trustee
- Sign a register of interests upon appointment, to declare any potential conflicts or interests
- Sign a trustee code of conduct
- Become a member of the Friends of Highgate Cemetery Trust.

## WHAT ARE WE LOOKING FOR?

---

**This year we are particularly seeking candidates with practical skills and experience in the following areas**

- Finance and accounting
- Horticulture
- Legal
- Fundraising and marketing
- Commercial business experience

Others with relevant skills are encouraged to apply and we welcome applicants from all backgrounds and ages who show the motivation and commitment to join FOHCT.

We value diversity of perspective and lived experience and we particularly welcome applications from disabled candidates, people of colour, from all backgrounds and fields.

### **Essential skills**

- Strategic perspective and vision
- Willingness to devote the necessary time and effort
- Sound, independent judgment and ability to think creatively
- Drive and commitment and the ability to demonstrate this to others
- Understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- Ability to work positively and collaboratively as a team member
- Good communicator
- Willingness to be an ambassador for FOHCT.

### **Desired competencies and qualities**

- Commitment to and interest in the objectives of the organisation
- Innovative thinker with ability to focus on issues requiring action
- Dynamic, enthusiastic and energetic
- Experience of the voluntary sector.

## CLICK TO FIND OUT MORE ABOUT US

---

[A recent newsletter](#)

[Annual reports and  
accounts](#)

[Our website](#)

## OR ABOUT BEING A TRUSTEE

---

[Charity Commission  
\*The essential trustee\*](#)

[Seven principles of  
public life](#)

[Legal duties of trustees](#)



## TO APPLY

You do not need to be a member of FOHCT to apply, but you will have to join before your name is put forward for election.

Please click here to upload your CV with a covering statement no longer than two pages, or upload via our website at: <https://highgatecemetery.org/about/AGM> by **5pm on Wednesday 5 May 2021.**

Your statement should cover your reasons for applying, your strengths, experiences and priorities together with any other issues you see as significant.

### Interviews

All applications will be reviewed by our Nominations Committee. Shortlisted candidates will be invited for interview in the week of **9 May 2021.**

### Election

The Nominations Committee puts forward names of recommended candidates to the Board of Trustees. If the Board accepts the recommendation, then your name will be put to members as a recommended candidate for election at our AGM on **6 July 2021.**

## INFORMATION WORKSHOP

If you would like to chat informally about the role, or ask any questions before putting in an application, our governance trustee, Lucy Lelliott, will be holding a workshop by Zoom on **Sunday 11 April at 11am.**

If you would like to attend (or have any questions in advance), please just click here or visit <https://highgatecemetery.org/about/AGM>.

### Friends of Highgate Cemetery Trust

Highgate Cemetery, Swain's Lane London N6 6PJ  
[www.highgatecemetery.org](http://www.highgatecemetery.org) | [info@highgatecemetery.org](mailto:info@highgatecemetery.org)  
 Registered Charity No. 1058392. Company Limited by Guarantee.  
 Registered in England No. 3157806.



**HIGHGATE  
CEMETERY.**