



Notice of the Annual General Meeting 2022

The AGM this year will be held on Wednesday 7th December 2022 online, commencing 10.00 am.

All members are welcome to attend and we hope you are able to join us online. You are required to register to join the meeting via www.worldheritageuk.org/events/ with name and membership status. Once registered you will receive confirmation with the link to join the meeting.

The AGM provides an important opportunity to hear about the activities of World Heritage UK over the last year, and to consider the business matters of the organisation. There will be time for discussion and questions.

There are 5 additional reports with this Notice and they are:-

- a. Draft Minutes of the last AGM 2021
- b. Trustees Annual Report
- c. Treasurer's Report
- d. Report on Membership Fees
- e. Statements of Candidates standing for Election and Re-election.

The Agenda

1. Welcome: Tony Crouch, Chair: World Heritage UK, and Apologies received;
2. Approval of Minutes of AGM 2021, and any matters arising
Resolution: to approve the Minutes of the AGM held on December 8th 2021
3. Chair's Report: Tony Crouch
4. Trustees Annual Report - Gillian Clarke, Secretary.
Treasurer's Report - Sam Rose, Treasurer.
Resolution: to approve the Trustees Annual Report (2021-2022) and the Finance Report (2021-2022).
5. Report on Membership Fees for 2023- 2024
Resolution: to approve the recommendations to raise the membership fee as stated in the report.
6. **Elections to the Board**
Under the CIO's Constitution a proportion of the Trustees must step down each year but are eligible for re-election for a further 3-year term. Two of the present Trustees are seeking re-election, they are Tony Crouch and Steve Ratcliffe. Those stepping

down from the Board are Gill Clarke, Don Gobbett and Jane Masters. There will therefore be 5 Trustee places to be determined. A ballot will be held and all voting members invited to take part.

Nominations were invited from the membership for persons that may like to stand for election to the Board. In accordance with the Constitution all candidates follow the same procedure for election and submit a statement for consideration.

There is a total of 8 candidates seeking election, or re-election. All the Election Statements are attached in a separate email to this Notice.

7. A.O.B. Please inform the Secretary of any questions or matters for discussion by the end of business on Friday 2nd December.

Explanatory Notes on Voting

Voting members are invited to take part in voting on decisions to be made at the AGM. Please use your vote. It is important and will ensure a quorum at the Meeting and validate the decisions taken.

The voting membership of World Heritage UK comprises organisations that play a “primary role” in managing a WHS, or those that are preparing a nomination for a Tentative List WHS, or any Local Authority that has the whole or part of a WHS within its administrative area. Each member will appoint a representative who will be able to vote at the AGM. Voting members’ membership fees must have been paid for this year (2021-2022) in order to cast a vote. If there are any persons who are uncertain of their voting status, please contact Beth Thomas, Business Manager treasurer@worldheritageuk.org

Representatives of voting members will be invited to vote for items 2, 4, 5 and 6. The voting for all items will take place using the poll function. Representatives of member organisations who cannot be present at the online meeting and who wish to record a vote can use the Absentee Voting Form as set out below.

Absentee Voting

Absentee Voting Format for Agenda Items 2, 4, 5 and 6

To vote by email in advance of the online AGM, please use the format set out below, inserting names as required and deleting what is not applicable:

1. (name of member organisation) wishes to vote by Proxy /email;
2. I (Insert name) am authorised to vote on behalf of (name of member organisation);
3. Minutes: agree/reject/abstain
4. Receive Trustees Annual Report agree/disagree/abstain
5. Finance Report: agree/disagree/ abstain
6. Report on proposed change to Membership Fees: agree/reject/abstain
7. Elections to the Board: agree/reject/ abstain

You may vote for up to 5 people from the candidates below:

Teresa Anderson

Tony Crouch

Amanda Chadburn

Antonia Grant

Barry Lewis

Steve Ratcliffe

Ashleigh Taylor

He Yuan

Date

Your name is accepted as signature.

This information MUST reach me at gill.clarke@worldheritageuk.org by end of business Friday 2nd December 2022

We look forward to seeing you online at the AGM.

Gill Clarke

Hon. Secretary: World Heritage UK

gill.clarke@worldheritageuk.org