



NOTICE OF THE ANNUAL GENERAL MEETING 2023

The AGM this year will be held on Wednesday 6th December 2023 online (Zoom), commencing at 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 (Voting, Associate, or Individual). 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 four additional reports with this Notice and they are:-

- a. Draft Minutes of the last AGM 2022
- b. Trustees' Annual Report incorporating the Treasurers Report and Accounts
- c. Report on Membership Fees
- d. Statements of Candidates standing for Election and Re-election.

The Agenda

1. **Welcome:** Paul Simons, Chair: World Heritage UK, and Apologies received.
2. **Approval of Minutes** of AGM 2022, and any matters arising: Lesley Garlick, Secretary
Resolution: to approve the Minutes of the AGM held on December 7th 2022
3. **Trustees' Annual Report and Accounts:**
Annual Report on Activities for 2022/23 – Paul Simons, Chair
Treasurer's Report and Accounts - Sam Rose, Treasurer.
Resolution: to approve the Trustees' Annual Report (2022-2023) and the Treasurers Report and Accounts (2022-2023).
4. **Membership Fees for 2024- 2025:** Paul Simons
Resolution: to approve the recommendations to raise the membership fee as stated in the report.
5. **Elections to the Board:** Lesley Garlick
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. Three of the present Trustees are stepping down; they are Jane Gibson, Sam Rose and David Holroyd. There will therefore be 3 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 four candidates seeking election, or re-election. All the Election Statements are attached in a separate email to this Notice.
6. **A.O.B.**
Please inform the Secretary of any questions or matters for discussion by the end of business on Friday 1st 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 eligible 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 (2023-2024) in order to cast a vote. If there are any persons who are uncertain of their voting status, please contact Natasha Mattocks, Finance Manager on finance@worldheritageuk.org. Additionally, all current Trustees are Voting Members.

Representatives of voting members, and Trustees, will be invited to vote on 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) as follows:

Minutes: agree/reject/abstain
Receive Trustees’ Annual Report / Finance Report: agree/disagree/abstain
Report on proposed change to Membership Fees: agree/reject/abstain
Elections to the Board:

You may vote for **up to 3 people**, by putting an X in the relevant box against your preferred candidate(s):

Graham Bell	
Barry Gamble	
Brandi Hall-Crossgrove	
Henry Owen-John	

Date:

Signature (your name is accepted):

This information MUST reach the Secretary at lesley.garlick@worldheritageuk.org by end of business Friday 1st December 2023.

We look forward to seeing you online at the AGM.

Lesley Garlick
Secretary: World Heritage UK