Notice of
World Heritage UK Annual General Meeting 2019

I am pleased to be able to invite you to the World Heritage UK Annual General Meeting which will be held at 5.00 p.m. on Monday 7th October 2019 at The Llangollen Pavilion. All participants at the Conference are welcome to attend. The AGM provides an opportunity to hear about the activities of WH UK over the last year, and to consider the business matters of the organisation. If you wish to attend the AGM only, please contact the Secretary in advance of the meeting.

Agenda

1. Welcome: Tony Crouch, Chair, and apologies for absence received;

2. Approval of Minutes of AGM 2018, and any matters arising
   Resolution: to agree the Minutes of the AGM held on 15th October 2018 at the Tower of London are a correct record;

3. Chair’s Report; Tony Crouch


5. Trustees standing down and their re-appointment;
   Resolution: to agree the re-appointments;

6. Election of New Trustee: Outcome of ballot for place on the Board of Trustees and confirmation of the appointment of a new Trustee;

7. Report on Membership fees; Lesley Garlick
   Resolution: That the proposed membership fee increase is approved, that the membership is requested to approve the Board’s recommendation for 2020-21 fees, and that all Voting and associate Members are informed of the AGM decision to assist with budget planning;

8. Report on the Resilience Project; David Holroyd
   Resolution: to note the presentation and report;

9. A.O.B. (Please inform the Secretary of any questions or matters for discussion in advance of the meeting).
Voting membership and Election of Trustees

Voting members are invited to take part in voting on decisions to be made at the AGM.

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. Additionally, Trustees who are Individual Members are entitled to vote. Voting members’ membership fees must have been paid for this year (2019-20) in order to cast a vote.

The nature of our Constitution is such that Associate and other members do not have a vote although their input on non-constitutional matters is welcomed.

Procedural notes for the AGM

(i) All attendees will be asked to sign in at the AGM.

(ii) Voting will take place at the AGM for items 2, 4, 5 and 7. Representatives of voting members will be given a voting card and voting will take place in open session for these items.

(iii) Regarding Item 5: 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 on this occasion and offering themselves for re-appointment. They are Tony Crouch, Rebecca Hartley, and Don Gobbett. During the year Graham U’ren was appointed by the Board in place of one of the retiring Trustees. His appointment fulfils the expectation of the CIO to include Trustees from all four home nations on the Board.

(iv) There remains one vacancy on the Board. For the election of a new Trustee to the WH UK Board, Voting members will receive a ballot paper with this mail. It can be returned to the Secretary by email prior to the AGM, or handed in at the reception desk at the start of the meeting on the 7th October.

(v) This allows for representatives of members unable to be present but who still wish to vote. The ballot paper can be returned to the Secretary at gill.clarke@worldheritageuk.org to arrive by end of business Thursday October 3rd 2019.

(vi) The candidates for the new trustee are set out on the ballot paper.

(vii) You are requested to vote for one candidate only by putting X in the relevant box.

(viii) Votes will be counted. The person with the most votes will be appointed to the Board. In the event of a tie, a second ballot by show of hands will take place between the tied candidates.

(ix) If, as a Voting Member representative, you are unable to attend the AGM, and would like to vote on any of the matters on the agenda, you may do so by email or by proxy. You are invited to send your preferences using the format below. Please however use the ballot paper to vote for the new Trustee.
Proxy Vote Form

To vote by email, or by proxy (the Secretary will act as proxy) please complete the pro-forma 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. If by proxy:- ( name of member organisation) wishes - to vote as shown below OR the proxy to vote for me
4. Minutes: agree/reject/neither
6. Reappointment of Trustees accept/ reject / abstain
7. Membership fees accept/reject/abstain

Date

Your name is accepted as signature.

This information MUST reach me by end of business Thursday October 3rd 2019.

Many thanks for your time and for reading thus far. We look forward to seeing you at the Conference and the AGM.

Gill Clarke

Hon. Secretary: World Heritage UK

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