



## NOTICE OF THE ANNUAL GENERAL MEETING 2024

The AGM this year will be held on Wednesday 4<sup>th</sup> December 2024 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 [World Heritage UK 2024 AGM | World Heritage UK](#) with name and membership status (Voting, Associate, Individual, or WHUK Trustee). 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 six additional reports with this Notice and they are:-

- a. Draft Minutes of the WHUK AGM of 6<sup>th</sup> December 2023
- b. Trustees' Annual Report incorporating the Treasurers Report and Accounts
- c. Membership Fees 2025-26
- d. Proposed Change to the Constitution
- e. Statements of Candidates standing for Election and Re-election
- f. Summary of Draft World Heritage UK Business Plan 2025-2027

### AGENDA

1. **Welcome:** Paul Simons, Chair: World Heritage UK, and Apologies received.
2. **Approval of Minutes** of AGM 2023, and any matters arising: Lesley Garlick, Secretary  
**Resolution:** to approve the Minutes of the AGM held on 6<sup>th</sup> December 2023
3. **Trustees' Annual Report and Accounts:**  
Annual Report on Activities for 2023/24 – Paul Simons, Chair  
Treasurer's Report and Accounts – Ashleigh Taylor, Treasurer.  
**Resolution:** to approve the Trustees' Annual Report (2023-2024) and the Treasurers Report and Accounts (2023-2024).
4. **Membership Fees for 2025- 2026:** Ashleigh Taylor, Treasurer  
**Resolution:** to approve the recommendations to raise the membership fee as stated in the report.
5. **Proposed Change to the Constitution:** Paul Simons, Chair  
**Resolution:** to approve the change in wording of Clause 16 as stated in the report.
6. **Elections to the Board:** Lesley Garlick, Secretary  
**Resolution:** to agree that the following named candidates are elected 'en bloc' to the Board. That is Justin Scully is elected to the Board for his second three-year term, and that Graham Thompson and Adam Wilkinson are elected for their initial three-year term.
7. **World Heritage UK Business Plan 2025-27:** Paul Simons, Chair  
A summary of the draft Business Plan has been circulated for consultation with the membership through an informal discussion.
8. **A.O.B.**  
Please inform the Secretary of any questions or matters for discussion by the end of business on Monday 2<sup>nd</sup> December 2024

**Explanatory Notes on Voting**

Voting members and trustees 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](mailto:finance@worldheritageuk.org). Additionally, all current Trustees are Voting Members.

Representatives of voting members, and Trustees, will be invited to vote on items 2, 3, 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.

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**ABSENTEE VOTING**

**Absentee Voting Format for Agenda Items 2, 3, 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:

Item 2: Minutes: agree/reject/abstain

Item 3: Receive Trustees’ Annual Report / Finance Report: agree/disagree/abstain

Item 4: Report on proposed change to Membership Fees: agree/reject/abstain

Item 5: Report on proposed change to Clause 16 of the Constitution: agree/reject/abstain

Item 6: Three candidates are elected ‘en bloc’ to the Board: agree/disagree/abstain  
or, if disagree, vote individually for:

	YES	NO
Justin Scully		
Graham Thompson		
Adam Wilkinson		

Date: .....

Signature (your name is accepted): .....

This information MUST reach the Secretary at [lesley.garlick@worldheritageuk.org](mailto:lesley.garlick@worldheritageuk.org) by end of business Monday 2<sup>nd</sup> December 2024.

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We look forward to seeing you online at the AGM.

*Lesley Garlick  
Secretary: World Heritage UK  
November 2024*