

THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING

ANNUAL GENERAL MEETING 2023

NOTICE is hereby given that the 15th Annual General Meeting of the Chartered Institute of Plumbing and Heating Engineering will be held at **Geberit Training Academy, Geberit House, Edgehill Drive, Warwick CV34 6NH and via Zoom Conference Facilities on Thursday 22nd June 2023 at 11.00 am** for the following purposes:

AGENDA

1. **Address by Retiring President**
2. **To approve the minutes of 2022 AGM**
3. **To receive and adopt** the Report of the Board of Trustees for the period ending 31st December 2022 proposed by the Chairman
4. **To receive a report from the Chief Executive Officer.**
5. **To receive and adopt** the Accounts for the period ending 31st December 2022 and the Auditor's Report thereon proposed by the Honorary Treasurer
6. **To appoint the Auditors and to authorise the Board of Trustees to fix their remuneration**
7. **To declare the results of the election of Vice President to serve for one year, 2023 – 2024 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Yvonne Orgill
8. **To declare the results of the election of President to serve for one year, 2023 – 2024 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Alex Wildish
9. **To declare the result of the appointment of two Voting Members to serve on the Board of Trustees (one for a one-year term – 2023 – 2024 and one for four years 2023 – 2027).** In accordance with Bye-Laws 25 (a) and (d) and Regulation 31(a) the following have been nominated to stand for election:-
Martyn Bridges Robert Mallender Neil Overton
10. **To receive an inaugural address by the President**

By order of the Board of Trustees:-
Charles Brooks
Honorary Company Secretary

The Chartered Institute of Plumbing and Heating Engineering
Incorporated by Royal Charter
Head Office: 64 Station Lane, Hornchurch, Essex RM12 6NB

Dated 8th March 2023

Notes in respect of the Meeting:

- (i) **All members may attend the AGM but only paid-up Voting Members (Fellows, Members and Associates) are entitled to vote either in person or by proxy.**

- (ii) Proxy voting forms for the general business of the AGM (excluding the election – Agenda items 7 and 9) can be obtained from the Chartered Institute of Plumbing and Heating Engineering, 64 Station Lane, Hornchurch, Essex, RM12 6NB and must be completed and deposited at this address not less than 48 hours prior to the meeting.**
- (iii) Voting forms (electronic or postal) to be used for the ratification of Vice President and election of two Voting Member to serve on the Board of Trustees (Agenda items 7 and 9) are enclosed with this Notice and to be valid must be completed in full and deposited at Civica Election Services Ltd, The Elections Centre, 33 Clarendon Road, London N8 0NW not less than 48 hours prior to the meeting.**
- (iv) No votes are required for Agenda item 8 as nomination is unopposed.**