

THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING
ANNUAL GENERAL MEETING 2025

NOTICE is hereby given that the 17th Annual General Meeting of the Chartered Institute of Plumbing and Heating Engineering will be held at **The National Exhibition Centre (NEC), Perimeter Road, Birmingham B40 1NT, and via Zoom Conference Facilities on Wednesday 25th June 2025 at 3.00 pm** for the following purposes:

AGENDA

- 1. Address by Retiring President**
- 2. To approve the minutes of 2024 AGM**
- 3. To receive and adopt** the Report of the Board of Trustees for the period ending 31st December 2024 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 2024 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 adopt new Bye-Laws, subject to the approval of the Privy Council,** (in the form of which accompanies this Agenda, full details of which will be published on the CIPHE website [www.ciphe.org.uk] not less than 21 days before the date of this AGM), so as to take effect from Thursday 26th June 2025 or if later upon receipt of the approval of the Privy Council.

Note: Resolution No. 7 will be proposed as a Special Resolution requiring three-fourths of the Voting members so entitled and present in person or by proxy and voting.

- 8. To receive and note the new Regulations (and the changes made to them) by the Board of Trustees** pursuant to Bye-Law 11(d) conditional upon and consequent to the adoption of the new Bye-Laws pursuant to Agenda item 7, with effect from Thursday 26th June 2025 or if later upon receipt of the Privy Council's approval of the new Bye-Laws.

Note: The proposed new Regulations are in the form which accompanies this Agenda, full details of which will be published on the CIPHE website [www.ciphe.org.uk] not less than 21 days before the date of this AGM.

- 9. To declare the result of the appointment of one Voting Member to serve on the Board of Trustees for four years 2024 – 2028.** In accordance with Bye-Laws 25 (a) and (d) and Regulation 31(a) the following have been nominated to stand for election:-
Geoff Westall
- 10. To declare the results of the election of Vice President to serve for one year, 2025 – 2026 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Paul Daley
- 11. To declare the results of the election of President to serve for one year, 2025 – 2026 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Jason Clark

- 12. 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: Saxon House, 27 Duke Street, Chelmsford,
Essex CM1 1HT

Dated 7th May 2025

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 (i.e. Agenda items 2, 3, 5, 6 & 7) but excluding the elections can be obtained from the Chartered Institute of Plumbing and Heating Engineering, Saxon House, 27 Duke Street, Chelmsford, Essex CM1 1HT 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 election of the Voting Member to serve on the Board of Trustees and of the Vice President (Agenda items 9 and 10) are enclosed with this Notice and to be valid must be completed in full and deposited with the Independent Scrutineer, 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 11 as the nomination is unopposed.**