

THE CHARTERED INSTITUTE OF PLUMBING AND HEATING ENGINEERING
ANNUAL GENERAL MEETING 2024

NOTICE is hereby given that the 16th Annual General Meeting of the Chartered Institute of Plumbing and Heating Engineering will be held at **The Cedar Room, Macdonald Alveston Manor Hotel & Spa, Clopton Bridge, Stratford Upon Avon CV37 7HP**, and via Zoom Conference Facilities on **Friday 7th June 2024 at 11.00 am** for the following purposes:

AGENDA

1. **Address by Retiring President**
2. **To approve the minutes of 2023 AGM**
3. **To receive and adopt** the Report of the Board of Trustees for the period ending 31st December 2023 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 2023 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, 2024 – 2025 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Jason Clark
8. **To declare the results of the election of President to serve for one year, 2024 – 2025 in accordance with Bye-Laws 20 and 21 and Regulation 30 such nomination having been unopposed:-**
Yvonne Orgill
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:-
Alan Black Melville Gumbs Robert Mallender
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 20th March 2024

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 one 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.**