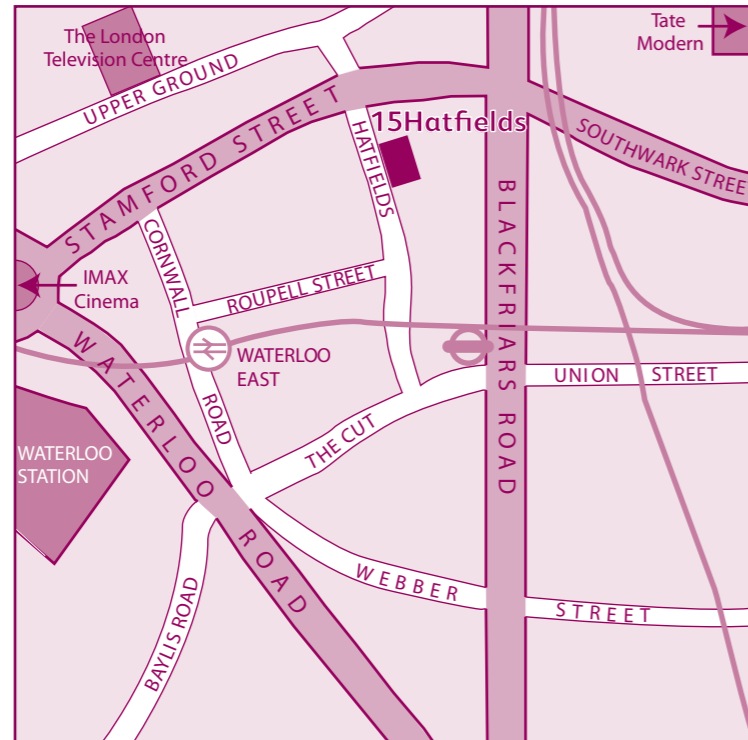


Directions to 15Hatfields

London SE1 8DJ

Tel: 020 7928 6006
Fax: 020 7928 6953
www.cieh.org

15Hatfields
Meetings and Conferences



Notice of Annual Meeting and Agenda 2009

By rail and underground

Waterloo and Waterloo East
– mainline Stations
– on Northern, Bakerloo and Jubilee Lines

Walk Time – approximately 10 minutes

Follow signs for the Waterloo Road/Old Vic Theatre exit. Walk down Sandell Street (past staircase exit to Waterloo East), at end of the road turn left into Cornwall Road, cross road and walk up the road. Take second right (by the cake shop) into Roupell Street. Proceed along Roupell Street to end (newsagents shop on the corner), turn left and walk up Hatfields. 15Hatfields is opposite the London Nautical School.

Blackfriars
– Thameslink Station
– on District and Circle Lines

Walk Time – approximately 10 minutes

Follow the signs for Blackfriars Bridge. Cross the River Thames along Blackfriars Road. Turn right into Stamford Street and take third left into Hatfields.

Southwark
– on Jubilee Line
– connection to Waterloo East Rail Station

Walk Time – approximately 5 minutes

Turn right out of the main exit on to The Cut. Take second right into Hatfields and 15Hatfields is opposite the London Nautical School.

Notice of Annual Meeting

Notice is hereby given that the Annual Meeting of the Chartered Institute of Environmental Health will be held at 15Hatfields, London on Thursday 9 July 2009, commencing at 1.00 pm.

Dated this 15th day of June 2009

By order of Council G M Jukes Chief Executive

Registered office: CIEH, Chadwick Court, 15 Hatfields, London SE1 8DJ

Important note

Only Voting members shall have the right to vote: provided that no Voting member shall be allowed to vote at any meeting or election or take part in postal vote procedures unless they shall have paid every subscription and other sum (if any) which shall be due and payable to the CIEH in respect of his membership not later than 14 days prior to the meeting or election by which he would otherwise be entitled to attend and vote.

Explanatory notes

The effect of the above note is that admission to the Annual Meeting will be restricted to registered members of the CIEH who are otherwise required to pay a subscription which shall have been received in full at Chadwick Court by 5.00 pm on 24 June 2009; and to those registered members from whom no annual subscription is required.

This will be strictly enforced – no exception will be made. Members complying with the above will be admitted on production of the whole of the attendance form (Form V.1), which is enclosed in the members’ instruction sheet mailer. Other members who become entitled to admission by meeting the 24 June 2009 deadline will have their attendance forms registered by the Membership department.

Non-Voting members wishing to attend the Annual Meeting must also meet the 24 June 2009 deadline for the payment in full of their subscriptions when required. They will be admitted on production of the Non-Voting member attendance form (Form AC.1), which is enclosed in the members’ instruction sheet mailer. Other Non-Voting members who become entitled to admission by meeting the 24 June 2009 deadline will have their attendance forms registered by the Membership department.

Notice of this Annual Meeting is being sent to all members so as to be received by them at least 21 days in advance, thus allowing at least seven days for the full payment of all subscriptions for 2009, which must be received at Chadwick Court by 5.00 pm on 24 June 2009.

Agenda

- 1 President’s welcome
- 2 To approve the procedure followed in calling this Annual Meeting
- 3 To confirm the accuracy of the minutes of the Annual Meeting held in London on Saturday 12 July 2008

Ordinary business

- 4 To consider and receive the report of Council on actions taken to implement motions carried on 12 July 2008
No motions were carried.

- 5 Fellowship and Honorary members

The following members were awarded Fellowship during 2008:

Stephen Cochrane
Nigel Haverson
Samuel Knox
Jennifer Douse
Rachel Flowers
Stuart Lines
Elaine Michel

- 6 Annual Report and Annual Financial Statements

To consider and receive the Annual Report of Council and the Annual Financial Statements for the year ended 31 December 2008.

- 7 Election of auditors

To re-appoint PKF (UK) LLP as auditors and to authorise the Trustees to fix their remuneration.

- 8 Election of scrutineers

To re-appoint L Leather and J Tiffney as scrutineers for 2009.

Other business

- 9 To confirm the date and location of the next Annual Meeting as Thursday 8 July 2010 at 15Hatfields in London.

Voting by proxy

In accordance with the Annual and Special Meeting Regulations, members who are unable to attend the Annual Meeting of the CIEH may, on demand of a poll being made, record their votes for or against any particular resolution on matters appearing on the agenda for the meeting. This may be done by the appointment of a proxy, and for this purpose in connection with the Annual Meeting a form (Form V.1) has been enclosed in the members’ instruction sheet mailer sent to each member. These proxy forms must be properly completed and deposited at the registered office of the CIEH **not later than forty-eight hours before the meeting** (i.e. 1.00 pm on Tuesday 7 July 2009). If these forms are not properly completed or are not received by the date and time stated, they will be rejected. Only members in good financial standing as at 5.00 pm on 24 June 2009 are entitled to vote, either personally or by proxy, or as proxy for another member, and they should instruct their proxy to vote for or against any resolution as appropriate.

Admission to the meeting will be restricted to members whose subscriptions have been paid and only by presentation of the admission form attached to the proxy form.

Non-Voting members entitled to attend the Annual Meeting have no voting rights.