

**Formal Notice calling the
2nd of our Annual Lecture Series and the
19th Annual General Meeting**

Tuesday, 26th November 2013

Birmingham City Football Club PLC

St. Andrew's Stadium

Cattell Road, Birmingham, West Midlands B9 4RL

**The Lectures, AGM and Lunch are FREE of charge to CHCS
members**

(please see note below).

- Please use the attached form to register your attendance – no advanced registration, no admittance to the AGM. Your registration must be received by the Office at least 7 days before the AGM.
- The Lectures and AGM are open only to CHCS members and invited guests of the CHCS Council.
- A provisional agenda for the meeting is attached.
- Under the Constitution any member may request additional items to be placed on the agenda by giving notice in writing to the Chairman at least 10 calendar days in advance of the AGM.
- Nominations for Officers and Council membership (other than those existing Officers and Council members offering themselves for re-election) are required at least 30 days before the AGM.
- Reports from the Officers and Sub-Groups will be sent not later than 7 days prior to the meeting.
- Please note the meeting will commence promptly at 10:15 am.
- Coffee and tea will be available from 9:30 am and lunch will be provided at 1:00 pm.

Provisional Agenda

From 09:30 Registration, coffee and informal networking

10:15 (Prompt) CHCS AGM

- To approve the minutes of the 18th AGM and consider any matters arising.
- To receive and approve the Accounts for 2012-2013.
- To receive the reports of the CHCS Officers.
- To approve a change to the Constitution regarding the preparation of accounts. The wording of this change is set out below on Page 5.
- To approve a recommendation for the membership subscription, payable from September 2014 to be set at £63 plus VAT as applicable.
- To appoint Wessex Accounts Ltd as Independent Examiner of the Accounts for 2013-2014.
- To note the CHCS Officers and Council for 2013-2014.
- A.O.B. (Please advise Chairman in advance of the day).

11:15 Comfort Break

11:30 Annual Lectures

- **11:30 to 12:10 Updates on Biocides Regulation and Issues Raised**
Tim Harris, International Chemicals Unit, HSE
- **12:10 to 12:50 “You are not alone” Part 1: Solving Some Issues Imposed by CLP**
Gill Pagliuca, Denehurst Chemical Safety Ltd
- **12:50 to 13:00 Question Time**

13:00 Lunch

- **13:45 to 14:25 Seveso III and its Effects on UK Chemical Sites**
Douglas Leech, Technical Director, CBA
- **14:25 to 15:05 “You are not alone” Part 2: Solving Some Issues Imposed by REACH**
Mark Selby, Denehurst Chemical Safety Ltd
- **15:05 to 15:25 Question Time**

15:25 Formal Close & further time for networking.

NOTES:

Booking attendance at this AGM confirms that you already are a 2013/14 member or will be paying the 2013/14 membership subscription invoice that will have been issued to you.

At the AGM the following current council members will be offering themselves for election as below (i.e. are deemed to be nominated):

- Stuart Longworth – as Chairman
- Stuart Longworth – as temporary Acting Treasurer
- Helen Kean – as Secretary
- Richard Armstrong – as member of Council (having been co-opted during 2013)
- Tony Bingham - as member of Council
- Catherine Bland - as member of Council
- Elaine Campling – as member of Council
- Mel Cooke – as member of Council
- Rod Law - as member of Council
- Gill Pagliuca – as a member of Council
- Caroline Raine - as member of Council
- Peter Robins - as member of Council
- Simon Ward – as a member of Council

Further nominations may of course be made. Nominations, per the CHCS constitution, are required to be notified to the current Chairman of Council at least 30 days prior to the AGM, i.e. on or before 27th October 2013. The nomination, which can be in any format, must be made by a current member of the CHCS, and the nominee must indicate their acceptance of the nomination.

Should more than one nomination be received for position of an officer of the Society or the number of nominations for the whole Council exceed 12 in total, then a ballot shall be held (see Constitution Section 7(b) and 7(c)) prior to the AGM.

Otherwise those listed above, and any nominated person willing to be elected, shall be deemed to have been elected.

Additionally the Council may at any time co-opt suitable persons to be members of the Council, should vacancies exist, or in case of need. If you feel you might be interested in joining the Council you are welcome to initially attend Council meetings as an observer (but will not be able to vote on issues – though rarely does Council need to take a formal vote).

I do hope to see many of you on the 26th of November in Birmingham.

Stuart

Stuart Longworth

For the Council of the Chemical Hazards Communication Society

PO Box 222, Lymington, Hants SO42 7GY

Tel: 0844 636 2427

Fax: 0844 636 2428

E-Mail: chairman@chcs.org.uk

Internet site: <http://www.chcs.org.uk>

**Proposed change to Constitution
For 2013 AGM**

From:

9. ACCOUNTS

- (a) The Council shall ensure that the CHCS finances are properly managed, and that at no time are the commitments to be in excess of assets.
- (b) The Treasurer shall keep the accounts and present a report on the financial position of the CHCS at each Council meeting.
- (c) The Treasurer shall prepare the accounts for independent examination within four weeks of the end of the financial year.
- (d) The Treasurer shall present the independently examined accounts to the AGM. Copies of these accounts shall be made available to all members present and subsequently to all members as part of the minutes of the AGM. The method of making available shall be by any method deemed fit by the Council.

To:

9. ACCOUNTS

- (a) The Council shall ensure that the CHCS finances are properly managed, and that at no time are the commitments to be in excess of assets.
- (b) The Treasurer shall keep the accounts and present a report on the financial position of the CHCS at each Council meeting.
- (c) The Treasurer shall **ensure that** the accounts **are prepared by a suitably qualified person** within **six** weeks of the end of the financial year.
- (d) The Treasurer shall present the independently examined accounts to the AGM. Copies of these accounts shall be made available to all members present and subsequently to all members as part of the minutes of the AGM. The method of making available shall be by any method deemed fit by the Council.

Stuart W Longworth, Chairman

29.09.13