

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of the fifteenth Annual General Meeting of the UK Weighing Federation, held on Thursday, 22nd October 2015 at The Hilton hotel, York at 14:00. This meeting also included a Regional Meeting.

Present:	John Swinburne (JAS)	Precia-Molen UK Ltd	President
	Nick Catt	Weightron Bilanciai Ltd	Vice-President
	Derek Christie	D Brash & Sons Ltd	Treasurer
	Kevin Cartwright	Avery Berkel	
	Pam Shields	Avery Weigh-Tronix	
	Mark (Charlie) Haworth	Bizerba (UK) Ltd	
	Richard Herbert	Herbert Group Ltd	
	Stephen Hart	Ian Fellows Ltd	
	Martin Course	Mettler Toledo Ltd	
	Jeremy Sage	Stringer & Co (Scales) Ltd	
	John Cox	A&D Instruments Ltd	
	Chris McAllister	Avery Weigh-Tronix	
	Jim Cameron	Avery Weigh-Tronix	
	Nikki Meakings	AWM Ltd	
	James Hobbs	AWM Ltd	
	Tom Marren	Coventry Scale Company	
	Scott Langlands	D Brash & Sons Ltd	
	Richard Smith	D Brash & Sons Ltd	
	Steve Cox	Dini Argeo UK Ltd	
	Julian Hope	Herbert Group Ltd	
	Edwin White	John White & Son (Weighing Machines) Ltd	
	John Anthony	Legal Metrology Consultancy Services	
	Chris Buck	Lorrimar Weighing Ltd	
	Jon Eliaason	Lorrimar Weighing Ltd	
	Nicholas Watts	Metroweigh Limited	
	Dan Hills	Metroweigh Limited	
	Lucy Poole	Positive Weighing Solutions Ltd	
	Tony Bennett	Positive Weighing Solutions Ltd	
	Mitch Ballard	Positive Weighing Solutions Ltd	
	Sam Jones	Precision Instruments	
	Charles Williams	Promtek Limited	
	Colin Maher	Sartorius Intec	
	Nick Parsons	Sartorius Intec	
	Suzanne Booth	Sartorius Intec	
	Ian McVicar	Scotweigh	
	Linda McVicar	Scotweigh	
	Paul Moody	Solent Scale Services Ltd	
	Philippa Hodgins	Weightek Limited	
	Miles Acklam	Weightek Limited	
	Nick Catt	Weightron Bilanciai Ltd	
	Gabriele Grasselli	Weightron Bilanciai Ltd	

In attendance:	Ian Turner (IT)	Technical Officer
	Chris Goodacre	Secretariat
	Hillary Eastwood	Nat West Mentor
	Tony Rear	Nat West Mentor

Welcome & Introduction

JH welcomed everyone to the Hilton Hotel, York and went through some general housekeeping points.

1. Apologies

Apologies had been received from 21 people. The following companies sent their apologies:

A B & Sons Limited
Accurate Weight Co Ltd
Accuweigh Limited
ADF Scale Co Ltd
AMCS Group
Avery Weigh-Tronix
Avon Scale Company Ltd
Axle Weight Technology Ltd (AXTEC)
Berry Weighing Ltd
County Scales Limited
Dataweigh Systems Ltd
Flintec UK Limited
Globeweigh UK Ltd
Inspiron Labelling Solutions Ltd
Measurement Systems Consultancy Ltd
Seca Ltd
Select Scales
Vandome & Hart Ltd

2. Minutes of the last Annual General Meeting

The minutes of the 14th Annual General Meeting held on 2nd October 2014, had previously been distributed, There was an error on the minutes that were circulated as the details of the previous meeting in York had been included on the first page. The opening paragraph of the minutes read "Minutes of the thirteenth Annual General Meeting of the UK Weighing Federation, held on Thursday, 10th October 2013 at The National Railway Museum in York at 14:00. This meeting also included a Regional Meeting."

The minutes have been amended to say, "Minutes of the fourteenth Annual General Meeting of the UK Weighing Federation, held on Thursday, 2nd October 2014 at The SS Great Britain in Bristol at 14:00. This meeting also included a Regional Meeting."

There were no other amendments and the minutes were proposed as being approved by Chris Buck and seconded by Paul Moody as being a correct record; this was unanimously agreed. They were formally signed by the President.

3. President's Report

Ladies & gentlemen – welcome to our 2015 AGM in what seems to be our adoptive northern venue – York. York has needed to adapt in the past and our federation needs to adapt to build on our successes and move forward. 3 years ago the board issued a questionnaire on our Influence in Europe and voted through increases in subscriptions so we could get involved in lobbying in Europe through CECIP. We have been working in greater partnership with CECIP which has 2 main working groups: LMG (Legal Metrology Group) and BTG (Business and Trade Group)

Ian is member of LMG and Richard Herbert is chair of BTG and we should not under estimate the value of their time on these committees.

We now also have to develop an increase in influence in the UK. We have good relationship with NMRO who report to BDRO and we must improve relationship with both organisations.

We know that change occurs slowly. 3 years ago it was thought we would never talk again of EN45501 - and the new standard will be published this week. At the time EN40051 was of concern to our industry and there are still issues of concern.

The board is happy to lead the way but we need your support and action. Later today we will be having a discussion on revocation. We believe this will have a detrimental effect on our industry and we need your help. Yes it will take up some of your time and take you away from your office, but we need your action to help protect the industry.

Today marks the end of my presidency and it has gone so quickly. There has been a great deal of change during my tenure. May I thank you for your support over the last 3 years. Our previous secretariat gave notice and in Cognition I believe that we have found a good replacement and I thank Chris Goodacre for her support. I thank the board for their continued support and Ian Turner for his boundless enthusiasm.

Derek Christie proposed and Jeremy Sage seconded that the President's Report be formally adopted; this was unanimously agreed.

4. Annual Accounts 2014

Derek Christie reviewed the accounts for the year to 31st December 2014; which had previously been distributed.

Derek advised that the accounts and auditors report had been previously issued to members. In that report, on page 10 you would find the profit and loss report. This showed turnover for the year as being £98,219 with expenses of £96,429. Both these figures were an increase on 2013 due to the large contributions voted through for CECIP to cover the increase in our support for activity in Europe and our corresponding increase in the Technical Officer's expenses to attend European meetings.

Page 7, the balance sheet, showed net assets of £198,268 after adding the years surplus and Bank interest compared to £194,726 for the previous year. The Auditors report was shown on Page 3.

The accounts were approved by the Board of Directors on 23rd July 2015.

Derek advised this was his last year as treasurer and as a serving member on the board. He thanked his fellow board members for their support during his tenure as treasurer and thanked the secretariat past and present for making his task easy and finally he thanked members for their prompt payments of subscriptions. He reminded us that we need to continue to protect commercial interests of our smaller members both from de-regulation in the UK and over regulation in Europe and encouraged UKWF members to seriously consider joining the board.

Derek Christie proposed that the Accounts and Auditors Report for 2014 are formally adopted. Steve Hart seconded the decision and this was agreed unanimously.

John Swinburne thanked Derek for his service as treasurer and as a former president and board member and presented a small gift from the UKWF.

5. Officers & Board of Director Elections

Board of Directors

According to the Memorandum and Articles of Association, at each Annual General Meeting three Directors shall retire from office by rotation but are eligible for re-election. As reported in the notice to all members, dated 18th September 2015 these are:

Derek Christie	D Brash & Sons
John Swinburne	Precia Molen
Richard Herbert	Herbert Group

The following directors remain in Office:

Nick Catt	Weightron Bilanciai
Kevin Cartwright	Avery Berkel
Pam Shields	Avery Weigh-Tronix
Mark (Charlie) Haworth	Bizerba (UK) Ltd
Stephen Hart	Ian Fellows Ltd
Martin Course	Mettler Toledo Ltd
Jeremy Sage	Stringer & Co (Scales) Ltd

Both John Swinburne and Richard Herbert who were subject to re-election expressed their willingness to stand, however, Derek Christie has resigned from the Board.

We received one new nomination for election to serve on the Board of Directors. This was from Mr Paul Moody of Solent Scales. Proposed by John Swinburne of Precia-Molen UK Ltd and seconded by Nick Catt of Weightron Bilanciai.

With the total number of persons nominated for election or re-election not exceeding the maximum permitted number of Directors, it has not been necessary to hold a postal ballot.

It was proposed therefore that John Swinburne and Richard Herbert are both duly elected by rotation and this was seconded by Kevin Cartwright and unanimously carried.

It was proposed that Paul Moody is duly elected to the board and this was seconded by Chris Buck and unanimously carried.

John Swinburne then gave some background detail on Paul so members would know a little more about him.

Paul Moody

The first ten years of Paul's working career were in the construction industry from 1985 to 1995; mainly specialising in groundworks working for subcontractors for Seward Homes, Wimpey Homes and Donald Wilson Homes to name just a few.

Paul was introduced into the weighing industry by Fred Clark in 1995 joining Salter Weigh-Tronix as a trainee service engineer working out of Tunbridge Wells depot with the majority of his work based around the national post office and delivery office contracts.

Paul now has 20 years' experience behind him working for Avery Weigh-Tronix, Straightpoint and Solent Scales along the way consisting of 9 years as a field service engineer, over 6 years as a quality manager and 5 years in general day to day business management.

Since taking ownership of Solent Scale Services in August 2011 Paul has aimed to be a proactive, energetic and results driven Managing Director with an experienced skills set to support & develop his organisation. Paul is constantly thriving to improve his knowledge, mastery & skills within business to drive Solent Scales forward.

On a personal level Paul enjoys weekends away, going out to dinner (or the pub), watching football, boxing & GAA sports and is a retired DJ (occasionally returning to the turntables but only when needs must) . He has been with his partner Anna for 16 years and has 3 daughters, 1 grandson plus four (now grown up) foster kids.

Officers elections.

Officers

The Officers, according to the Memorandum and Articles of Association were recommended for election at the AGM by the Board of Directors.

- a. President
The Board of Directors had duly nominated Nick Catt of Weightron Bilanciai for election as President. This was seconded by Lucy Poole and unanimously carried.
- b. Vice President
For the post of Vice President, the Board had nominated John Swinburne of Precia Molen. The proposal was seconded by Richard Herbert and unanimously carried.
- c. Treasurer
Richard Herbert of Herbert & Company had been nominated by the board for election as Treasurer. The proposal was seconded by John Swinburne and unanimously carried.

6. Re-Appointment of Auditors

It was proposed that dng. Dove Naish of Eagle House, 28 Billing Road, Northampton NN1 5AJ be re-appointed as Auditors to the Federation for the coming year. This proposal was seconded by Richard Herbert and agreed unanimously.

7. Close of Annual General Meeting

Nick Catt thanked John Swinburne for his service as President over the last 3 years and declared the AGM closed and opened the Regional Meeting.

Regional Meeting

1. Technical Update

Nick Catt introduced Ian Turner, Technical Officer for the Federation.

Ian Turner (IT) gave a presentation to the members on a number of topics, which can be found on the UKWF website.

Ian advised that the presentations are important to the industry as we have to comply with legislation, UKWF also need to be seen to do our best. There are still lots of changes going on at the present:

EN45501

Copies on the UK BSi website are costly but if members go to the Latvian standards website it's £68 for copy of the new standard in English.

Test Certificates

Load cells, software etc. certificates without expiry can still be used.
Notified body should re test on re approval.

Question: Julian Hope – with stock in warehouse does this need to be done before the new standard comes into effect.

IT – stock on the market by 20th April (Ready for Market being defined as: ready for use and not actually sold) can be labelled under the old system.

Trading standards may not be quick on the uptake in the UK but other European countries may have no transition period.

Question: Tony Bennett – Can you stick a supplementary sticker over the data plate – is that allowed?

IT- could be a way round verifying.

Question: Paul Moody – regarding the regulation label itself; if you do not verify lots in a year can you write and seal a label.

IT: it must be indelibly marked – it does not say printed.

Question: Jeremy Sage – do they require a date

IT: Machinery directive requires dates and thought needs to be given about how to implement in practice. May also include ATEX.

Declarations of conformity

IT has put document on website for guidance.

Question: Jeremy Sage – people can switch to the new one now?

IT: there is no need to wait for UK Regulations directive.

Question: Jeremy Sage – does it specify instructions etc. must be in the language in the country supplied.

IT – Yes, so translations may be needed by exporters

Question: James Hobbs - This is more fluid than previous advice – is it now defined

IT – directive is now issued so this will firm up it just depends how the European member states request information and this is not set yet.

Labels

Question: Lucy Poole – QR codes could be used as address label

IT – need to check it out first to make sure that is acceptable way to label.

Question: Julian Hope – will label site be logged on the type approval?

IT: Yes

Question: Jeremy Sage – does it apply to low voltage directive machines etc.

IT: Yes

Testing

Risk assessment is being brought in, New ISO standard 9001- 2015 has good base.

Must begin to have risk assessment. Guidance on risk assessment will be thought of and issued to UKWF members.

Question: Julian Hope – is there a threshold to risk assessment. i.e. anything low risk does not need assessment.

IT: yes but you would need evidence to show you have considered it and it is low risk.

Question: Julian Hope - Purchasers that buy in large volumes with Low voltage and EMC certification would not need to do much about risk assessment if they are iso9000 registered.

IT: That's what I am pushing for with the new guidance

NAWI regulations

Guidance – not to change existing procedures.

NSAI

Not enough people for the Ireland meeting so this has been cancelled. Most of the UKWF members trade in Ireland. The benefit to having an Irish Weighing Federation would be that it is another EC country and would be a vote to call on in issues in Europe.

UKWF Publicity

Richard Saunders from NMRO is very positive in working to assist UKWF to achieve its guidance.

Lobbying

IT stressed that this needs your involvement. He will be contacting other trade bodies with similar issues such as the FEF – Forecourt Equipment Federation.

Nick Catt advised that IT had advised the board of the conclusions from the revocation meeting held in September. The board had discussed it and had wanted the membership to give their comments at the meeting so the UKWF can provide members with the information to lobby independently but deliver the consistent message. This could then generate further meetings at parliament. Need to get UKWF members to see their local MPs so that many MPs across the country know of the concerns, and then they cannot ignore the issue.

Thinking about IT being available to attend meetings with MP's if members request his help.

Nick Catt thanked Ian Turner for his presentation.

2. Presentation from Nat West Mentor

NC introduced Hilary Eastwood who gave a presentation on Employment Law which is available on the website

Hilary advised that Nat west mentor is a service for small /med size businesses acting as advisor in HR matters. Hilary is one of Nat West Mentor's consultants and is a barrister by qualification – she is working in Employment law. Hilary helps people simplify the law and how it applies to each company separately.

Question: Jeremy Sage – do employees have to sign their employment contract?

HE: they do not have to sign a contract, even if they haven't signed it if they come in and carry on doing the job they will be deemed to have accepted the contract terms. The burden of proof is quite low and if you say a contract was issued then the law will believe it.

Question: Tony Bennett – Good conduct, does this go in contract of employment, handbook or induction etc.?

HE: the employment contract is not just one document it is made up of different aspects. The terms could be in any part of the employment contract.

Good employment management requires good record keeping. You can get rid of non-performers without process within the first 2 years.

HE pointed out that under European law, UK companies must make available 28 days holiday to staff. This could be 20 days holiday with the 8 days bank holiday added on. An employer has the right to refuse holiday requests or advise employees when to take holiday.

Holiday pay for commission earners on holiday would have to include overtime and commission for that person. The weekly rate is worked out on the 12 weeks previous average wages as they should not be earning less than they normally would by being on holiday.

Question: Lucy Poole – can you get an employee's sick record before they start with you.

HE: yes you can but only when you have a vested interest i.e. you have offered them the job, you can then get them to sign a health questionnaire.

Question: Martin Course – starting time of the day (travelling to work). What is the ruling?

HE: In the UK – we have rulings that mean that people would not be paid for travel to the first job. Default position in the UK is it is not necessary to pay travel time unless the employee has a contract which states otherwise.

Nick Catt thanked Hilary Eastwood for her presentation and reminded members that if they wanted to chat about HR, Hilary and her colleague Tony would be available after the meeting.

3. Discussion

Nick Catt advised that IT had chaired the initial revocation meeting in September and had advised the board of the conclusions from this. The board had discussed it and had wanted the membership to give their comments at this meeting so the UKWF can provide members with the information to lobby independently but deliver a consistent message. This could then generate further meetings at parliament. Nick stressed that we need to get UKWF members to see their local MPs so that many MPs across the country know of our concerns, and then they cannot ignore the issue. Nick handed over to Ian Turner to start discussions:

IT gave a brief presentation that can be found on the website.

The discussion about the stance on the Governments Drive to de-regulate the weighing industry was opened up to the membership

The present government has a view that regulation stifles the market and they are looking to free this up and have issued the red tape challenge. They want to remove statutory control of weights and when they put this out to consultation the UKWF replied strongly advising to keep this legislation (with backing from the MNRO), but they de-regulated it anyway.

Question: Lucy Poole – how can they de regulate a compliance industry?

IT: Technical regulation absence would lead to race to the bottom of standards.

This is precisely why the view of the board is that we need to highlight this problem

We are trying to condense the issues into a few points that we can make simple for the public and MPs to make sense of it.

What should we lobby?

Main issues

1. Regulation should not be removed unless it can be shown to benefit the industry.
We cannot just be against all revocation.
2. Enforcement of the regulation should not be dependent on where you are geographically
This is to address issues with differing TSO views countrywide.
3. periodic requalification for weighing and measuring equipment.

Who should we lobby?

BRDO – better regulation delivery office

Senior civil servants

The TSI

NMRO

BRC - British retail consortium

UFAS -

How should we lobby?

Letter templates to send to MPs

Have to tell them the consequences of not listening and stress the outcomes.

Meeting with MPs at house of commons

Closer ties with bodies such as the FEF

Lucy Poole – if minister is in Avery's constituency they should be writing.

Pam Shields – we will be absolutely pro-active with this issue but have been waiting until the guidance has been issued to members.

Nick Catt – we have arranged 3 dates in January for a meeting with MPs at the House of Commons. We have asked Anna Soubry the small business minister to attend, and are waiting for her to confirm a date. Once this is firmed up, UKWF members need to approach their own MP about this issue. MP's hold surgeries in their constituencies where you can book an appointment. At this meeting you can advise your MP you are attending a meeting at HOC and ask them to attend on this matter.

John Swinburne advised we need a good number of people there and we need to have a focussed and consistent message. The UKWF must pick 3 or 4 issues only and members cannot bring up other outside issues whilst lobbying against revocation. We must have answers on the way forward to generate the right output from the meeting. Must try and get 30 UKWF members at the House of Commons meeting to get the issue taken seriously.

Consumer protection is a hot topic and if we can relate our issues to this then it could hold more clout.

Chris Buck: Can we engage the media on this item?

IT: can engage but need to be very careful to portray the right message. The media would not be interested in the deregulation of check weights.

Jeremy Sage: could rapidly get out of control and backfire.

Derek Christie: We need de-regulation examples for members to have in hand.

For example reverification after repair – this covers retail etc. and can be one to focus on as it gives a good all round example. Scales may never been checked again.

Jeremy Sage: reduced regulation is covered are we covering market surveillance and other items as we need to make sure that we are lobbying on the top issues on our industry

IT: we will focus and push on revocation items only and not open it out as it loses the message. Do not want to have more than 4.

Nick Catt: MPs are just only members of the public and they do not have a legal or technical grasp. Must give things in simple way.

Periodic verification – only UK and Holland does not have this. In 1992 UK had proficient trading standards policing the market and this is not the case now. The legislation was built for that era and does not work now.

Overwhelming support for these three objectives.

1. Regulation should not be removed unless it can be shown to benefit the industry.

UKWF cannot just be against all revocation.

2. Enforcement of the regulation should not be dependent on where you are geographically This is to address issues with differing TSO views countrywide.

3. Periodic requalification for weighing and measuring equipment.

IT will prepare something for circulation to the members.

Nick Catt thanked the members for their feedback.

NC thanks all people for attending and reminded people to book IT early as he is the best UKWF resource.

Lobbying is a high priority, it is not about individuals, or the board, it is about the association and everyone needs to be more pro-active at pushing our views.

Nick also advised that he would like members to bring on board new members from weighing companies that they have relationships with and also encourage other members who do not attend meetings to come along.

4. **Meeting Ends**

NC thanked everyone for attending and reminded everyone about the dinner at the Hilton Hotel

The meeting was then declared closed.

Signed _____

Date _____