

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

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.

Present:	John Swinburne (JAS)	Precia-Molen UK Ltd	President
	Kevin Cartwright	Avery Berkel	
	Nick Catt	Weightron Bilanciai	
	Martin Course	Mettlor Toledo	
	Jeremy Sage	Stringer & Co	
	Steven Hart	Ian Fellows Ltd	
	Pam Shields	Avery Weigh-Tronix	
	Mike Glew	Bizerba (UK) Ltd	
	John Cox	A & D Instruments	
	Alex Leeson	AML Instruments	
	Matt Larrad	AML Instruments	
	David Weeks	Flintec	
	Roy Taylor	Vandome & Hart	
	Chris Buck	Lorrimar Weighing Ltd	
	Marjorie Fairley	Hawkley Group	
	Amanda Lund Yates	Hawkley Group	
	Phil Webb	Mettlor Toledo	
	Paul Moody	Solent Scales	
	Steve Cox	Dini Argeo UK Ltd	
	Lance Read	Avery Weigh-Tronix	
	Lucy Poole	Positive Weighing	
	Tony Bennett	Positive Weighing	
	Sam Jones	Precision Instruments	
	Mike Neal	Sartorius	
	Roy Regan	Coventry Scales	
	Scott Langlands	D Brash & Sons	
In attendance:	Ian Turner (IT)	Technical Officer	
	Nicola Adams-Brown	Secretariat	

Welcome & Introduction

JH welcomed everyone to SS Great Britain, Bristol and went through some general housekeeping points.

1. Apologies

Apologies had been received from 27 people. The following companies sent their apologies:

Accuweigh	Marel GB Limited
ADF Scale Company Ltd	Maynewood Systems
AWM Ltd	Measurement Systems Consultancy
Axle Weight Technology	Mersey Weigh
Berry Weighing	Metroweigh Limited
Bristol Scale Service	Norfolk Calibration Service
County Scales Limited	Reuben Heaton Limited
Delta Scales	Scaleways (Leicester) Ltd
E H Oakley & Co Ltd	Scotweigh
Flintec UK Limited	Seca Ltd
Globeweigh UK Ltd	Sensor Techniques Ltd
H Fereday & Sons Ltd	Straightpoint (UK) Ltd
Inspiron Labelling Solutions	Wessess Scales & Food Machinery
John White & Son	

2. Minutes of the last Annual General Meeting

The minutes of the 13th Annual General Meeting held on 10th October 2013, which had previously been distributed, 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

Good morning and welcome to our 2014 autumn regional meeting here at the home of Brunel's SS Great Britain. Isambard Kingdom Brunel was one of the 19th century engineering giants, his achievements, many of which are still part of our everyday lives and landscape, such as The Clifton Suspension Bridge, the Great Western Railway and Temple Meads station here in Bristol, remain as examples of his work. They are a lasting testament to his far-sighted genius and engineering excellence – he was a true innovator and today such vision would be made very welcome within our own industry, as we must continue to be innovators and have a clear vision for the future of our industry.

Our vision, and the key to influencing future legislation for the benefit of our industry and our membership is by working in close cooperation with CECIP, the European Weighing Association of which we are an active member. In addition, we must continue to lobby our own government and MEP's in order to raise the issues that affect the weighing industry up the political agenda. Let us be under no illusion, this is a long game, our efforts will not deliver quick results, but ultimately will benefit us all in the longer term. At the CECIP General Assembly in May, Urs Widmer of Mettler Toledo was elected as President. The UKWF are recognised as a major contributor within CECIP, not only financially, but as contributors within the key working groups, the BTG (Business & Trade Group) where we are represented; Richard Herbert of The Herbert Group has been appointed as Chair, and the LMG (Legal Metrology Group) where we are again represented. Conscious of our concerns, Urs Widmer agreed to meet with your Board to hear at first hand the key issues the UKWF would wish CECIP to focus on and how we can support their activities. The meeting took place in London on 21st August at which time we were pleased to learn that there was a high degree of common interest, especially with Market Surveillance and the removal of Non-Compliant Instruments. It was also pleasing to hear of the initiatives currently being undertaken. Some of which, if successful, will potentially have a major positive financial benefit to our industry. We keep you informed of these developments at future meetings.

On the home front, your Board have continued to raise the profile of the UKWF with government ministers and civil servants. I must give particular thanks to Ian Turner and Nick Catt for their enthusiasm and efforts to facilitate these connections and meetings.

Today marks the end of my second year as your President, it has been a very busy year, yet, in common with my earlier comments, progress on certain topics is slow and many of the issues mentioned last year will again feature in Ian's presentation, although I hope today will be the last time we mention EN45501, but I leave that to Ian.

The UK economy continues its recovery. The latest government statistics show a year-on-year (Quarter 2 2013 - Quarter 2 2014) increase in GDP in terms of volume of 3.2%, Inflation (CPI) for August is 1.5% down from 2.7% the previous year and unemployment has fallen over the year from 7.7% to 6.2%, all good signs that confidence is returning to the industry. I read earlier this week that the construction industry is projected to have a 10% increase over the next 24 months. I hope your business is experiencing the benefits of the positive reports rather than the latter.

May I take this opportunity to thank my fellow Board members for their hard work and contribution throughout the past year. In particular to Ian Turner our Technical Officer who is

always extremely helpful whatever the topic, and to Nicola Adams-Brown our Secretariat whose help is invaluable and she makes my tasks a lot easier. Thank you both.

May I also take this opportunity to record our thanks to Dave Ayling of Straightpoint and Jim Harper of Avery Weigh-Tronix for their contribution during their time in office as Board members. I also welcome and congratulate Martin Course of Mettler Toledo, Pam Shields of Avery Weigh-Tronix and Mark Howarth of Bizerba on their appointment and I look forward to working with them in the year ahead.

Finally, on a lighter note, I am pleased that as Scotland have decided to stay within the UK we will not lose some members or have to change our name to include Scotland.

I hope you find today's program useful and informative. If you have any suggestions of topics you would wish to be covered at future meetings please let us know, equally, the Board is here to represent the views of the industry as a whole. If there are any topics that concern you that you believe are not being addressed, please contact me or indeed if you wish to take a more active role, I would be pleased to discuss this with you.

For those attending the evening's dinner, I look forward to seeing you then. It promises to be a good event.

Thank you for your attention.

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

4. Annual Accounts 2013

On behalf of the Treasurer, Jeremy Sage, reviewed the accounts for the year to 31st December 2013; which had previously been distributed.

Jeremy advised that the accounts and auditors report had been previously issued to members. In that report, on page 6 you would find the profit and loss report. This showed turnover for the year as being £89,338 with expenses of £86,014.

Page 10 detailed analysis of turnover, with total turnover for 2013 being £92,470 which was a decrease from the previous year which was £93,644. Total expenses for 2013 were £85,710 which was an increase from the previous year which was £76,611. This increase could be attributed to meetings and Technical Officer's expenses.

Page 7 was the balance sheet which showed net assets of £194,756 compared to £189,591 for the previous year.

The Auditors report was shown on Page 4 & 5.

The accounts were approved by the Board of Directors on 10th July 2014.

Jeremy Sage proposed that the Accounts and Auditors Report for 2013 are formally adopted. Nick Catt seconded the decision and this was agreed unanimously.

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 letter to all members, dated 19th September 2014 these were:

Kevin Cartwright	Avery Berkel
Jim Harper	Avery Weigh-Tronix
Steve Hart	Ian Fellows Ltd

During the course of the year, Mark Purlé of Mettler Toledo, Jim Harper of Avery Weigh Tronix and David Ayling of Straightpoint (UK) Ltd resigned.

The following Directors remained in office:

Nick Catt	Weightron Bilanciai
Derek Christie	D Brash & Sons Ltd
Steve Hart	Ian Fellows Ltd
Richard Herbert	The Herbert Group
Jeremy Sage	Stringer & Co (Scales) Ltd
John Swinburne	Precia-Molen UK Ltd

Both Steve Hart and Kevin Cartwright who were subject to re-election expressed their willingness to stand, however, Jim Harper resigned from the Board.

In addition, we received three new nominations for election to serve on the Board of Directors. These were:

Mr Martin Course of Mettler Toledo. Proposed by John Swinburne of Precia-Molen UK Ltd and seconded by Steve Hart of Ian Fellows Ltd

Ms Pamela Shields of Avery Weigh-Tronix. Proposed by John Swinburne of Precia-Molen and seconded by Richard Herbert of The Herbert Group

Mr Mark Howorth of Bizerba UK Ltd. Proposed by Nick Catt of Weightron Bilanciai and seconded by John Swinburne of Precia-Molen

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

The proposal, therefore, was that Kevin Cartwright and Steve Hart were duly elected. This was seconded by Jeremy Sage and unanimously carried.

Furthermore it was proposed that Martin Course was duly elected. This was seconded by Nick Catt and unanimously carried.

It was also proposed that Pam Shields was duly elected. This was seconded by Jeremy Sage and unanimously carried.

It was also proposed that Mark Haworth was duly elected. This was seconded by Mike Glew and unanimously carried.

To give some insight of the new Board members, John Swinburne read out the following testimonials as an introduction:

Martin Course

Martin's first connection to the weighing industry was in 1982 when he joined Ohaus when they were an independent company based in Cambridge.

Subsequent to that he worked for Todd Scales (those of you who don't know them they were bought by Salter Weightronix a while ago) and then A&D Instruments before returning to Mettler Toledo in 1999.

Most of this time he has been involved with sales of products through dealers and distributors in the industrial, laboratory and retail markets mostly in UK/Ireland but also on occasions in other European markets.

Currently he is responsible for the sales of the Mettler Toledo products available through dealers and Ohaus products in UK, Ireland and Nordics.

On a personal level Martin is a supporter of Cambridge United Football Club and plays golf whenever time allows, he's been married for 33 years and has 3 children, 2 grandchildren and 1 dog.

Mark "Charlie" Haworth

Mark "Charlie" Haworth graduated college with qualifications in Maths, Computer Science and Finance, Mark started his career with in 1984 with P&P Micro. In 1985 he moved on to MOS Computer Systems, specialising in computer software for the food industry. MOS were bought out by Herberts in 1990 and Mark continued with them until 1995. In 1995, along with two others, Mark founded Niche Food Systems, developing and pioneering factory and office systems in the food industry, installing user friendly and cost-effective data capture and traceability software. Niche Food Systems have grown year on year and have amassed an enviable reputation for supplying high quality systems designed by people who understand the complexities and demands within the food processing industry.

In 2009 Bizerba acquired a controlling interest in Niche, having had a highly successful partnership built up over the past decade, utilising Bizerba's hardware with Niche software. Mark is still a co-owner of Niche Food Systems and holds the position of Managing Director Niche Food Systems and Bizerba UK Limited.

Pamela Shields

Pamela currently works within Avery Weigh-Tronix as a Business Unit Manager- Service with a master's degree in business administration

Pamela started her career within HR transferring to Business Management 14 years ago. Since then she has managed a range of Businesses delivering technical field based service propositions and teams up to 800 staff. Within each role she has operated within heavily regulated compliance services covering including LOLER, PUWER, several electrical standards and a range of ISO standards.

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 John Swinburne from Precia-Molen UK Ltd for election as President. This was seconded by Paul Moody and unanimously carried.

b. Vice President

For the post of Vice President, the Board had nominated Nick Catt of Weightron Bilanciai. The proposal was seconded by Lucy Poole and unanimously carried.

c. Treasurer

Derek Christie from D Brash & Sons Ltd had been nominated for re-election as Treasurer. The proposal was seconded by Jeremy Sage and unanimously carried.

6. Re-Appointment of Auditors

John Swinburne 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 Jeremy Sage and agreed unanimously.

7. Close of Annual General Meeting

John Swinburne declared the AGM closed and opened the Regional Meeting.

Regional Meeting

1. Technical Update

John Swinburne (JAS) 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.

EN45501

IT explained that the standard had been passed by CEN for publication early next year and the proposed transition period was 36 months. IT stated most companies were working with 10vpm already and that existing type approvals would continue until expiry.

- Q. John Swinburne enquired whether amendments to certificates were permitted within the 36 month transition period.
A. IT confirmed that was the case.

IT reported on the testing obligations of a manufacturer and stated that it would be necessary to keep a register of complaints, non-conforming instruments and instrument recalls and the distributor would have to be informed of these.

- Q. Jeremy Sage asked if manufacturers outside Europe were obliged to comply.
A. IT stated that they must keep a record of the information but were not legally liable.

With regards to the manufacturer's responsibilities with markings and instructions, IT stated that instructions and information must accompany the instrument in the language of the country the instrument is being exported to – potentially 24 different languages.

- Q. Jeremy Sage asked if this applied only to instruments with controlled applications.
A. IT confirmed it did.

With regards to other obligations of the importer IT stated that authorities must be informed if the instrument presented a risk.

- Q. Lucy Poole asked for the definition of risk.
A. IT stated that he would be attending working groups to ascertain this.

- Q. Martin Course asked if every authority in the EU had to be informed.
A. IT replied that it is not our obligation but the national authorities. The UKWF obligation was to clearly inform the national authorities if any potential risk was identified. IT stated that if no-one could decide a policy of risk then the UKWF would form a policy for their members.

- Q. John Swinburne enquired who would police this procedure.
A. IT stated that member states would police this, but some countries had a different view to the UK.

John Swinburne commented that if periodic verification was agreed this would fit in very well with the new EN45501 system.

IT stated that although there was no explanation to risk within the standard, there was an explanation for serious risk.

With regards to distributors, IT explained that this affected people who 'moved boxes' and they would have to take positive steps to ensure that all instruments had markings and instructions. IT stated that during working groups discussions had taken place with regards to carrying out marketing research with distributors.

IT reported that the Green M had gone and has been replaced by same characteristics as MID.

- Q. Jeremy Sage enquired if the new sticker could still be green.
- Q. John Swinburne asked if the CE marking could also be shown on the sticker
- A. IT stated that the sticker had to be a minimum of 5mm high, therefore it could be made bigger to accommodate all the information.

IT reported on the Declaration of Conformity.

- Q. Mike Glew enquired whether there would be one Declaration of Conformity for all directives.
- A. IT explained that the Declaration would only be put into use when in a factory. IT stated that market research surveillance could not be carried out for the MID when the instrument was on the market. One Declaration was being pushed for.

Food Information for Consumers

IT reported on Food Information for Consumers (FIC) and the new regulations for food labelling. IT stated that he would be issuing links and slides to members for their information.

- Q. Mike Glew enquired whether the minimum font size would affect weight.
- A. IT confirmed that it would and the Emark should be reinstated.
- Q. Nick Catt asked when the new regulations would come into play.
- A. IT confirmed that this would be 13th December 2014.

Other Matters

IT reported on other matters which included:

Medical Weighing – IT stated that 50 authorities were taking part in the market surveillance.
Software – IT confirmed that the CECIP software project had been presented to European Authorities.

2. Sean Mayer

JAS introduced Sean Mayer from Quartix. Quartix Limited is one of the largest telematics companies in the UK. They have experience working within a wide spectrum of market sectors built up over many years.

Sean Mayer made an informative presentation on the benefits of vehicle tracking and this presentation can be found on the UKWF website.

Sean stated that a 10% discount on pricing would be available to all UKWF members.

- Q. Mike Neal enquired whether the tracking system could be used retrospectively for speeding fines.
- A. Sean Mayer confirmed they could and gave examples.

- Q. Lucy Poole asked whether the varying speeding limits could be distinguished for roads which ran close/parallel to each other, and gave an example of some issues she was experiencing with her company tracking system.
- A. Sean Mayer replied that the Quartix system did not have an issue with this, but it did depend upon the quality of the GPS being used.
- Q. Paul Moody enquired how tamper proof the systems were.
- A. Sean Mayer explained that the tracker was a sealed unit and buried deep within the dashboard. However, if the equipment was disabled or scrambled in anyway the manager would receive an alert and also send a notification if there was no activity on the system for a few days.

John Swinburne thanked Sean Mayer for his presentation, and explained that due to an earlier fire alarm there was not sufficient time to accommodate the scheduled workshops. However, he explained that during the workshops at the Regional Meeting in April, a suggestion had been put forward that the Regional Meetings should also include training. Bearing this in mind, it had been decided that the Regional Meeting taking place on 14th May 2015 would be a technical meeting including a presentation about the NAWI Standard. The venue was yet to be decided.

3. **Bob Evans**

JAS introduced Bob Evans, a Curator at SS Great Britain, whose gave a brief presentation about the magnificent ship. This included:

- SS Great Britain was designed by Isambard Kingdom Brunel and launched in 1843
- It was the first iron hulled ship to be built and the largest floating object
- It was designed to carry 252 passengers but only 130 were on the maiden voyage
- It was grounded off the coast of Northern Ireland during its maiden voyage and it took 11 months to be rescued
- In 1852 the SS Great Britain was redesigned to accommodate 700 passengers to ship emigrants to Australia. It carried out this journey 33 times and the trip took 53 days
- The SS Great Britain circumnavigated the globe 32 times
- It played a part in four wars
- The SS Great Britain's working life ended in 1933
- The SS Great Britain was finally welcomed 'home' on 19 July 1970 - back to the dock in which she was built, exactly 127 years to the day after her launch in 1843

4. **Meeting Ends**

JAS thanked everyone for attending and reminded everyone about the dinner at the Bristol Marriott Royal.

The meeting was then declared closed.

Signed _____

Date _____