

UK WEIGHING FEDERATION
ANNUAL GENERAL MEETING
& REGIONAL MEETING
THURSDAY 4TH April 2019
AT 2pm
PRINCIPAL YORK HOTEL, YORK, UK

Minutes of the Extra Ordinary General Meeting and the eighteenth Annual General Meeting of the UK Weighing Federation, held on Thursday, 4th April 2019 at the Principal Hotel, York at 14:00. This meeting also included a Regional Meeting.

Present:

Richard Herbert	(UKWF President)	Herbert Group Ltd
Ian Edge		A&D Instruments Ltd
Chris Buck		Abacus Weighing Services Ltd
Scott Marley		Applied Weighing Group
Kevin Cartwright		Avery Berkel
Paul Hines		Avery Weigh-Tronix
Graham Spink		AWM Ltd
James Hobbs		AWM Ltd
Gareth Taylor		Bizerba (UK) Ltd
Charles Pullen		Bizerba (UK) Ltd
Lisa Haughton		Bizerba (UK) Ltd
Tom Marren		Coventry Scale Company Ltd
Peter Crosby		Crosby Weighing Machine Services Ltd
Richard Smith		D Brash & Sons Ltd
Gareth Roberts		Flintec UK Limited
Julian Hope		Herbert Group Ltd
Ian Hodgson		Ishida Europe Ltd
Edwin White		John White & Son (Weighing Machines) Ltd
Brian Onyangi		John White & Son (Weighing Machines) Ltd
Paul Welton		Marel GB Limited
Phil Webb		Mettler Toledo Ltd
Nick Parsons		Minebea Intec UK Limited
Mark Clifford		Minebea Intec UK Limited
Daniel Egan-Sheath		Northern Balance Ltd
Marina Campbell		Precia-Molen UK Ltd
John Goodall		Precisa Ltd
Catherine Jones		Promtek Limited
Nick Excell		Procon Engineering (A Division of NOV UK Ltd)
Ian McVicar		Scotweigh

Continued overleaf

Linda McVicar
Paul Moody
Miles Acklam
Nick Catt
Nick Burley

Scotweigh
Solent Scale Services Ltd
Weightek
Weightron Bilanciai Ltd
Weightron Bilanciai Ltd

Guests

Neil Lawrence
Ian Turner
Chris Goodacre

Hampshire Trading Standards (not present for AGM)
UKWF Technical Officer
Cognition AM Ltd (UKWF Secretariat)

Welcome & Introduction

RH welcomed everyone to the Principal York Hotel, York and went through some general housekeeping points.

Annual General Meeting

1. Apologies

Apologies had been received from Steve Hart, Director UKWF and the following sent their apologies:

Axle Weight Technology Ltd (AXTEC)	Keith Gresham
County Scales Limited	Paul Hodgkinson
Dini Argeo UK Ltd	Steve Cox
Measurement Systems Consultancy Ltd	Des Redmond
Positive Weighing Solutions Ltd	Lucy Bennett-Poole
Seca Ltd	George Christie
UK Inspection Systems Ltd	Paul Hammond
Vandome & Hart Ltd	Roy Taylor

2. Minutes of the last Annual General Meeting

The minutes of the 18th Annual General Meeting held on Thursday, 12th April 2018 had previously been distributed.

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

3. Chairman's Report

Richard gave his report as follows:

As I expect you can imagine, this has been another busy and, in some cases fruitful, year for the UKWF.

We took the decision three years ago now to move to a position where all members have ISO registration. I know this was a tough decision, and we have lost some members because of this stance.

The deadline for this is December 2020, and we have identified a consultant, Sam Jones, to help those members without the necessary ISO registration to help them attain it. Many of you know Sam, who used to be at Northern Balance, but is now freelance.

Our discussions with 'government' have been productive, and our ability to demonstrate to them that all our members will have ISO registration is of extreme importance.

We all know that government budgets continue to be substantially cut back. This means that the NMO has reduced its bandwidth, and Local Authorities continue to reduce the numbers of TSOs, especially those dealing with metrology.

Thus, the ability of you – our membership – to take on work in this important area is vital, and there are increasing signs that we will achieve this in the future. The jargon is 'Earned Autonomy'. Part of this increasing professionalism is shown by our appointment of a Primary Authority, Hampshire Trading Standards, and Neil Lawrence will be presenting on this later this afternoon.

Less progress has been made than we would have liked, but the wretched 'B' word needs to be mentioned here. The Office for Product Safety & Standards (OPS&S) is now responsible for UK Weights & Measures, and operating the Primary Authority System. They are also charged with achieving the right outcomes in a simpler, cheaper and better way. However, at times it has been impossible to get anyone to engage with us due to their work on 'B'.

We are also looking to develop an apprenticeship scheme with NPL. In theory this looks good, but much depends on finding a workable funding structure.

We continue to work within CECIP, the European Weighing Industry Association. Even when we leave, or don't leave, the EU, we will have a voice at the weighing table to influence our legal metrology standards and procedures. This is of vital importance if we need to maintain and increase common standards across Europe.

On a lighter note, we will be hosting the CECIP General Assembly in London next year. This will be an important event for us in a post 'B' world, and I do encourage you to come to the conference day and the gala dinner afterwards. It is especially important to have a good turnout from the UKWF.

On the membership front, we have 72 members, the same number as last year.

And, today, I would like to welcome our two new members, Ishida Europe Ltd. based in Birmingham, and SG Weighing & Controls from Bridgewater. Both are attending our AGM today, and you are both very welcome.

This time last year I told you that I would only serve one year as President. However, I had my arm twisted yet again, so I am standing for election. But this will be my last year, as we have some excellent directors on the Board, one of whom will take my place.

As you know, two of the main strengths of the UKWF are our Technical Officer and our Secretariat.

Ian Turner is a one-man walking metrological guru, who probably knows as much as any person in the UK and Europe, and even the world, about Legal Metrology. We are fortunate that he also enjoys working with us. Thank you.

Cognition, our Secretariat Company, represented here by Chris Goodacre, do their job excellently, with efficiency and competence. Thank you.

Financially, we are also in good health and my thanks to our Honorary Treasurer, Edwin White, for his work on the accounts again.

That, everyone concludes my report. I am happy to answer any questions that you may have.

Graham Spink proposed and Paul Hines seconded that the Chairman's Report be formally adopted; this was unanimously agreed.

4. Treasurer's Report

Edwin gave the following report:

The figures for 2018 were good and reflected a good year. As ever the main expenses for the Federation are the Secretarial fees and Technical officer fees and expenses. The secretariat fees remain fairly constant as does the technical officer fees. Ian puts in a lot of work and travel on our behalf which is reflected in the large amount of Technical officer expenses.

The federation has a good amount of reserves and looks financially stable.

There were no questions from the membership.

Edwin therefore proposed that the Annual Accounts and Accountants Report for the year to 31st December 2018 be adopted this was seconded by Chris Buck of Abacus Weighing and was unanimously agreed

5. Officers and Board of Directors elections

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 27th March 2019 these are:

Richard Herbert	Herbert Group
Steve Hart	Ian Fellows
Graham Spink	AWM

During the year resignations were received from John Swinburne of Precia Molen and Paul Gerrard of Bizerba.

The following directors remain in Office:

Kevin Cartwright	Avery Berkel
Paul Hines	Avery Weightronix
Edwin White	John White & Sons (Weighing Machines)
Nick Parsons	Minebea
Paul Moody	Solent Scales

Richard Herbert, Steve Hart and Graham Spink expressed their willingness to re-stand.

In addition, we received two new nominations for election to serve on the Board of Directors.

Marina Campbell of Precia Molen who was proposed by John Swinburne of Precia Molen and seconded by Richard Herbert of Herbert Group

Charles Pullen of Bizerba who was proposed by Richard Herbert of Herbert Group and seconded by Graham Spink of AWM Ltd

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.

The board proposal therefore is that Richard Herbert, Steve Hart and Graham Spink are duly elected by rotation. This was seconded by: Nick Parsons, Minebea and was unanimously agreed.

The board proposal is that Marina Campbell is duly elected to the board. This was seconded by: Julian Hope, Herbert Group and was unanimously agreed.

The board proposal is that Charles Pullen is duly elected to the board. This was seconded by: Nick Catt, Weightron Bilanciai and was unanimously agreed.

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

The Board of Directors have duly nominated Richard Herbert for election as President. The nomination was seconded by: Kevin Cartwright, Avery Berkel and was unanimously agreed.

For the post of Vice President, the Board have nominated Nick Parsons for election. The nomination was seconded by : Kevin Cartwright, Avery Berkel and was unanimously agreed.

The board have confirmed Edwin White has been nominated for re-election as Treasurer. The nomination was seconded by Kevin Cartwright, Avery Berkel and was unanimously agreed.

6. Re-appointment of Auditors

Richard Herbert proposed that dng Dove Naish Chartered Accountants of Eagle House, 28 Billing Road Northampton be re-appointed as Accountants to the Federation for the coming year. The proposal was seconded by Edwin White, John White & Son (Weighing Machines) Ltd and unanimously agreed.

Richard declared the AGM closed and opened the Regional Meeting.

Regional Meeting

1. Technical Officer's Report

Ian gave a presentation on technical updates which is attached to these minutes

NSAI should become a notified body from this week for Module D approvals
Paul Welton of Marel has already used this service and has confirmed they were audited by a familiar auditor and it was a painless process.

UKCA Mark questions

Peter Crosby, Crosby Weighing – The UKCA, mark instructions previously issued stated to affix in event of a no deal, is this new advice.

IT - The original advice was for a no deal scenario but this has now updated to reflect that this advice comes in on exit day, to cover all scenarios.

Graham Spink, AWM – is all the paperwork involved in a UKCA mark the same as CE mark paperwork?

IT - It will be different paperwork but similar procedure.

Julian Hope, Herbert Group – is there any commitment to make UK Standards the same as existing EU Legislation.

IT – Government advise that they do not see standards changing but this is not the same as a commitment to align with EU Standards going forward.

John Goodall, Precisa – does the requirement to affix the CE Mark number on the instrument still apply if you're also applying a UKCA mark.

IT – Yes that is still required.

Nick Catt, Weightron Bilanciai – Can the name and address of importer go on the manual if there is not enough space to go on the instrument.

IT – Yes

Question on RoHS

Julian Hope – what proof does a company have to collect to present RoHS compliance.

IT - Should be part of Declaration of Conformity and use an approved test house and harmonized standard.

Questions on Apprenticeships

Tom Marren, Coventry Scale – there is an issue with funding across more than one course for one apprentice. Is there a way forward being discussed?

IT advises that there is a potential solution to sub contract funding in discussion.

2. Presentation on Primary Authority and Brexit Preparedness by Neil Lawrence of Hampshire Trading Standards

Neil gave a presentation and this is attached to these minutes.

Neil explained the set-up of Trading Standards. He is principal Trading Standards officer for Hampshire which is one of the largest authorities. He is also the chair of his local trading standards area of south east. Each chair of the local trading standards areas then sit on the national Trading Standards panel.

Primary Authority is a concept set up in 2009 by the RESA act by BEIS (now OPS&S). The UKWF is signed up with Hampshire in a trade association capacity and therefore advice for individual companies will not be available as they provide advice to the trade association not individual businesses.

This used to be known as Assured Advice and is now known as Primary Authority advice

Primary Authority advice given will be published on the Register for Trading Standards officers to access and other regulators should recognise this as long as the procedures have been followed

The Primary Authority is able to block enforcement action if it is contrary to PA advice

Primary Authority Partnership Advantages:

It will give a single point of contact for complaints and builds good working relationships with trading standards.

It gives access to the enforcement community and to regulators

UKWF only Pay for what we use when we use it, and nothing more

Enquiries will be via Ian as the contact point for UKWF and only UKWF-wide matters can be discussed, and individual companies are not covered as mentioned previously.

Neil advised that the Supermarket project had 78 authorities take part which is a huge amount. The report on this will be issued later this year. There will be some follow-up work on this as a number of issues were found across the board concerning the legal regime and the following of it. There were all manner of issues with everyone involved including trading standards, and the supermarkets themselves.

Peter Crosby, Crosby Weighing – What is the advice with Crown stickers - do they go next to each other or over the top of the existing crown sticker.

Neil Lawrence advised these should go over the existing sticker he believes that advice has been issued on this subject.

Julian Hope of Herbert Group advised if they asked 2 different trading standards areas they would get different answers.

Peter Crosby, Crosby Weighing – will there ever be a situation where there will be a standard rejection criteria rather than leaving it to TS interpretation.

Neil Lawrence - There is a WM (guidance on the OPS&S website and available to everyone) one of them gives instances in which different things happen.

Julian Hope, Herbert Group – this is WM 1003 - This is a great guide for when you need to requalify. UKWF will put this guide on the website for all members

Graham Spink, AWM - Why is there so much conflicting advice from Trading Standards. There appears to be grey areas.

Neil Lawrence – there should not be grey areas as there are guidance notes and legislation to follow, however each trading standards officer has discretion.

Tom Marren, Coventry Scale - there appears to be a lack of consistency across the country. It is not necessarily about specific technical issues.

IT summarized that it seems to be a lack of consistency but having this agreement in place will lead to discussions on the issues that we are having and will be a list for all Trading Standards to reference.

Neil advised that it is mandatory to train in Weights and Measures for TSO's

Richard thanked Neil for his presentation and taking our questions.

3. Any Other Business

None

4. Next Meeting

RH thanked everyone for attending and reminded everyone about the dinner at the Hotel. The meeting was then declared closed.

Signed _____

Date _____