

UK WEIGHING FEDERATION
PRIVATE & CONFIDENTIAL

Minutes of the eleventh Annual General Meeting of the UK Weighing Federation, held on Thursday, 13th October 2011 at Birmingham City Football Club at 11:30. This meeting also included a Regional Meeting.

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|----------------|---------------------|---|----------------|
| Present: | Jim Harper (JH) | Avery Weigh Tronix Ltd | President |
| | Jeremy Sage (JS) | Stringer & Co (Scales) Ltd | Vice President |
| | Derek Christie (DC) | D Brash & Sons | Treasurer |
| | Peter Williams | Avery Berkel | |
| | Edwin Brown | Avery Berkel | |
| | John Coughlan | Avery Weigh Tronix Ltd | |
| | Brian Spink | AWM Ltd | |
| | Mike Glew | Bizerba (UK) Ltd | |
| | Gareth Roberts | Flintec UK Ltd | |
| | David Fereday | H Fereday & Sons Ltd | |
| | Richard Herbert | Herbert Group | |
| | Julian Hope | Herbert Group Ltd | |
| | John Beavan | Hereford Scale Co | |
| | Andy Fowler | Ian Fellows Ltd | |
| | Steve Hart | Ian Fellows Ltd | |
| | Brett Grover | Inspiron Labelling Solutions Ltd | |
| | Chris Buck | J A Lorrimar & Co | |
| | David Jagger | Jagger & Jagger | |
| | Keith Williamson | Marsden Weighing Machine Group Ltd | |
| | Brian Johnson | Mettler Toledo Ltd | |
| | Mark Purle | Mettler Toledo Ltd | |
| | Gordon Norman | Nesco Weighing Ltd | |
| | Robin Burgess | Positive Weighing Solutions Ltd | |
| | Jim Johnstone | Positive Weighing Solutions Ltd | |
| | Jock Plank | Seca Ltd | |
| | Ian McVicar | Scotweigh | |
| | Linda McVicar | Scotweigh | |
| | David Ayling | Straightpoint (UK) Ltd | |
| | Adrian Jones | Weightron Bilanciai Ltd | |
| | Emlyn Roberts | Weightron Bilanciai Ltd | |
| | Dave Clark | Westco Bilanciai Ltd | |
| | Gary Weaving | Variohm Eurosensor Ltd | |
| | Brian Heath | Vandome & Hart Ltd | |
| | Roy Taylor | Vandome & Hart Ltd | |
| In attendance: | John Anthony (JA) | Technical Officer | |
| | Ian Turner (IT) | Technical Officer | |
| | Martina Farragher | Secretariat | |
| | Daniel Maxim | Lancashire County Council/Legal Metrology Group | |

1. Welcome & Introduction

Jim welcomed everyone to St Andrews Stadium, home of Birmingham City Football Club.

2. Apologies

Apologies had been received from 44 people. The following companies sent their apologies:

| | |
|---|--|
| AB & Sons Ltd | HK Process Measurement |
| A1 Scales Ltd | John White & Son (Weighing Machines) Ltd |
| Accurate Weight Co Ltd | Ken Hodgson Scales Ltd |
| Accuweigh | Kent Scale Co |
| Autoweigh Scales (UK) Ltd | Marel Food Systems Ltd |
| Avon Scale Company Ltd | Maynewood Systems |
| Axle Weight Technology Ltd (Axtec) | Measurements Systems Consultancy |
| Berry Weighing Ltd | Phoenix Weighing Services Ltd |
| Bristol Scale Service Co (BSS Weighing) Ltd | Precia-Molen UK Ltd |
| Central Weighing Ltd | Precision Weighing Systems Ltd |
| County Scales Ltd | Reuben Heaton Ltd |
| Dataweigh Systems Ltd | Sartorius Mechatronics UK Ltd |
| Delta Scales | Scales Spares & Services Ltd |
| Design Initiative Ltd | Scaleways (Leicester) Ltd |
| EH Oakley & Co Ltd | Select Scales |
| Fisher Scales | Sensor Techniques Ltd |
| GA Wedderburn & Co Ltd | UK Inspection Systems Ltd |
| Health Weigh Services Ltd | Wessex Scales & Food Machinery |

3. Minutes of the last Annual General Meeting

The minutes of the 10th Annual General Meeting held on 14th October 2010, which had previously been distributed, were proposed as being approved by John Anthony and seconded by David Fereday as being a correct record; this was unanimously agreed.

4. President's Report

"My first year as President of the Federation seems to have flown by. In that time I have tried to take the opportunity to meet as many members as time permits and will endeavour to continue that activity throughout the coming year.

Externally, the economy continues to be a challenge to us all and I don't need to tell anyone here that the foreseeable future will be no less of a challenge for those of us seeking to ply our trade in the weighing industry.

In the last 12 months, within the Federation, we have had to cater for the eventual departure of John Anthony; that time has finally arrived! We must say farewell to John after 18 years in both his official capacity as Technical Officer at the Federation and as unofficial friend, mentor and counsellor to many of us here today.

As you know Ian Turner has been shadowing John for the last twelve months and makes his official debut today as Technical Officer to the Federation. I am sure I speak for us all in giving Ian both a warm welcome and our support in the coming months in what I am sure will be a successful tenure of office.

Ian has hit the road running and areas of activity on the Technical front over the last 12 months already include:

- Development of an In-Service inspection report.
- Attempt to develop the Primary Authority for the UKWF.
- Development of the Training Course in conjunction with the Trading Standards Institute.
- A number of consultations on the LBRO, the RES Act and the Transforming of Regulatory Enforcement.
- Involvement in the process of changing the powers for Trading Standards to maintain the present standards for Inspectors.
- Persuading national authorities to take market surveillance seriously.
- The 10v/m challenge.

Ian will be elaborating later.

On the commercial front, the Federation is in a good position financially and with the membership at 84 shows signs of stability.

In Martina and her colleagues at Federation House, we now have both a professional and capable commercial support team which helps greatly in underpinning the work done by myself and the other Board Members.

Finally, in difficult times I believe the need for a strong Federation has never been greater as most of the battles, and all the wars, can only be won if we act as one voice on behalf of the UK weighing industry.

On that note I would like to anticipate and thank you, the members, for your continued support on the work to be done.

Thank you, that concludes the President's Report".

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

5. Annual Accounts 2010

The Treasurer, Derek Christie, reviewed the accounts for the year to 31st December 2010; which had previously been distributed.

Derek advised that the accounts and auditors report had been previously issued to members. In that report, you will see that the profit and loss report. This shows turnover for the year as being £78,375 with expenses of £73,235. After bank charges, this gives the Federation a surplus of nearly £7k which has been approved.

Page 7 is the balance sheet which shows the Federation in a healthy position of £171k.

The Auditors report is shown on Page 3.

The accounts were approved by the Board of Directors on 14th April 2011.

Derek Christie proposed that the Accounts and Auditors Report for 2010 are formally adopted. Mark Purle seconded the decision and this was agreed unanimously.

6. 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 23rd September 2011 these are:

| | |
|------------------|----------------------------|
| Jim Harper | Avery Weigh Tronix Ltd |
| Mark Purle | Mettler Toldeo Ltd |
| Matthew Capstick | Sartorius Mechatronics Ltd |

The following Directors remain in office:

| | |
|-----------------|----------------------------|
| Peter Williams | Avery Berkel |
| Derek Christie | D Brash & Sons Ltd |
| Richard Herbert | Herbert Group Ltd |
| Steve Hart | Ian Fellows Ltd |
| John Swinburne | Precia-Molen UK Ltd |
| Jeremy Sage | Stringer & Co (Scales) Ltd |
| David Ayling | Straightpoint (UK) Ltd |

All Directors subject to re-election have expressed their willingness to stand.

In addition, a nomination was received from Chris Buck of JA Lorrimar & Co. This nomination was proposed by Emlyn Roberts of Weightron Bilanciai Ltd and seconded by David Fereday of H Fereday & Sons.

With the total number of persons nominated for election or re-election exceeding the maximum permitted number of Directors, it was necessary to hold a postal ballot. Further ballot papers were available this morning but no completed forms were received prior to the meeting commencing.

The declaration was read out and the result announced as follows:

| | |
|--|-----------|
| I declare that the total number of ballot papers received by the due date was: | 55 |
| Number of spoilt, defaced or late arrival of ballot papers: | 0 |
| Number of papers declared void for non payment of subscription: | 0 |

The number of votes cast for each candidate was as follows:

| | |
|------------------|------------|
| Chris Buck | 452 |
| Matthew Capstick | 716 |
| Jim Harper | 791 |
| Mark Purle | 621 |

Therefore Matthew Capstick, Jim Harper and Mark Purle were duly elected.

Officers

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

a. President

According to the Memorandum and Articles of Association, the President shall hold office until the following AGM after which he was elected, but will be eligible for re-election for a further year. Accordingly, the Board of Directors had duly nominated Jim Harper from Avery Weigh Tronix for re-election as President. This was seconded by Derek Christie and unanimously carried.

b. Vice President

For the post of Vice President, the Board had nominated John Swinburne from Precia-Molen UK Ltd. The proposal was seconded by Richard Herbert and unanimously carried.

c. Treasurer

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

Manufacturer's Representatives

It was recorded that the three positions open to manufacturers would be represented by Mark Purle, Richard Herbert and Matthew Capstick.

7. Re-Appointment of Auditors

Jim Harper 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 Derek Christie and agreed unanimously.

8. Close of Annual General Meeting

Jim Harper declared the AGM closed and opened the Regional Meeting.

9. Technical Update

Jim Harper introduced Ian Turner, who has been shadowing John Anthony for the past year in the role of Technical Officer.

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

The following questions were raised by the members:

Q. David Fereday asked whether information would still be sent by email when articles have been posted on the website.

A. Ian confirmed that currently all important articles are sent by email as well as being posted to the website, uploaded on LinkedIn and the blog and summarised on Twitter, and we will continue to do so.

- In-Service Inspection Document

Daniel Maxim commented that each individual member company should get trading standards to visit them as this would give earned recognition.

- Home Authority Scheme

Jeremy Sage commented that it was an important step forward. This will enable decisions to be made and will boost the Federation and its profile.

- UKWF Training Course

Q. Mike Glew asked whether TSI were looking to replace inspectors.

A. Ian confirmed they were not.

Q. Daniel Maxim asked whether the accreditation would be transferable between companies.

A. Ian confirmed that the course is relevant to the type of instruments, i.e. class III, and not company specific, which means it would be transferable. Once an engineer has completed the course they would be issued with a card which they could show to confirm they are qualified.

Q. Gordon Norman asked whether it would get to the stage where you could only employ those with the accreditation.

A. Ian thought that this depended on the uptake of the course. If after 12 months only 6 people had completed the course, this would not be feasible.

Q. Gordon Norman also asked what type of reaction Ian has had.

A. Ian advised that he has had a good response, but it is difficult to tell at this early stage.

Q. David Fereday asked whether the course was purely metrology and whether it was technical.

A. Ian advised that it was for weights and measures and that he had steered away from it being technical, as this was up to the manufacturer to cover.

Q. Julian Hope asked what the approximate costs were.

A. Ian advised that it would be approximately £150-£200 per delegate.

Peter Williams questioned whether it would be technical enough to be valid for Senior Engineer training and asked what the benefits were. In addition, Peter questioned whether the course was more suited to a larger number of people taking the course at a lower level or a lesser number of people but at a higher level.

Ian agreed to produce a list of benefits to provide to members and decide what level it should be aimed at.

Mike Glew thought that it was important to pitch at the right level and commented that companies will want to protect themselves.

Ian commented that the course will only work if members want it to work. Ian is keen to get feedback from members and is happy to visit people to discuss in detail. Ian asked members to submit any initial feedback to him by 1st December, in order for him to go to the next Board Meeting with members' thoughts.

Q. Daniel Maxim asked whether any certified bodies have had any input.

A. Ian confirmed that the question had been asked, but at the moment they hadn't.

Q. Daniel Maxim asked what about SV auditors?

A. John Anthony advised that as an auditor, he checks to see what training engineers have had. If they haven't got any proof, he will go in to more detail. If he was to see a card to show they had completed this course, the exercise would become more of a tick-box exercise.

- UKWF Website

Ian advised the members that the Social Media sites have now officially launched and encouraged everyone to use them (Twitter, LinkedIn and a blog via Wordpress).

Jeremy Sage believes this gives the Federation more value and also enables the UKWF website to get a higher ranking on search engines, which will help us as an organisation.

- Legislative Changes

Q. David Jagger believes that the NAWI Directive doesn't say anything in its legal requirements about this.

A. Ian thought there were sufficient protection.

Q. David also mentioned that the EMC Directive shows various standards. Shouldn't the NAWI have the same flexibility?

A. Ian advised that various levels are permissible, which it complies with. Tests are carried out at type approvals and there is no reason why any values less than 10v p/m shouldn't be accepted.

Ian advised that the Federation will be pushing hard for a 3-year transition period.

Q. David Fereday asked what problems will now arise from this change and what are the cost implications are manufacturers now faced with?

A. Ian advised the costs will be considerable.

Jim believes that we need the members onside. The implication from this is massive and the danger we are faced with is that the one year transition period is likely to go through. We will be lobbying hard for 3-years, but believes that the members should consider contacting their MEPs to help reinforce and highlight the issues and implications this will bring.

Ian agreed and asked David Fereday whether he would consider writing to his local MP. A letter from David will have more weight than a letter from the Federation. David agreed to this.

- Changes to the standard EN45501

Q. David Fereday asked whether there were any other issues in this document, other than 10 volts per metre.

A. John Anthony advised that one other issue was the control of software and changes to families of instruments.

- R50 Document

Q. David Fereday asked what R50 was.

A. Ian confirmed it was beltweighers.

10. Daniel Maxim

Jim introduced Daniel Maxim, who is the Chairman of the Trading Standards Metrology Group. "Daniel will be presenting on the current working arrangements within local metrology and will also explain how great co-operation and co-ordination might be achieved as well as some of the challenges facing enforcers by market evaluation".

Daniel's presentation has been made available on the UKWF Website.

The following questions were raised:

- Q. Gordon Norman asked what would happen if an inspector was not available from his local authority (i.e. Humberside).
- A. Daniel confirmed that Humberside (as with all other local authorities) would be part of a collective group. They would be able to get an inspector from an alternative local authority which was part of that group.
- Q. Gordon asked about re-verification and the amount of verification and re-verification.
- A. Daniel advised that it was not a necessity to have one or the other. However, the problem was one in place it would be a requirement to carry out. The Federation should lobby to say that they are not happy with this regime.
- Q. Peter Williams asked who this would affect, apart from the weighing industry, i.e. would it affect supermarkets and hospitals?
- A. Daniel advised that some supermarkets have entered in to a Primary Authority Scheme. He has found some hospitals very respective and TSS has helped them develop in-house inspections.
- Q. Jim Harper asked what the quickest way was for us as a Federation to take this forward.
- A. Daniel confirmed that the Federation should contact the NMO to say this is not servicing the needs of our members and they need to lead a better service. We should advise that we are aware of the grouping of bodies and that there should be a standardised regime.

11. Andrew Lound

Jim Harper introduced Andrew Lound, “who is a writer, lecturer and broadcaster, who will give an alternative view of the development of the world through the eyes of the eternal weigher”.

Although the presentation “The Weight of History” was mainly vocal, the pictures used in the presentation have been made available of the UKWF Website.

12. Thank you & farewell to John Anthony

John wanted to say a few words of thanks. His presentation is available on the UKWF Website.

Jim Harper thanked John Anthony for his 18 years in his role as Technical Officer. John was presented with a tankard on behalf of the Federation.

13. Meeting Ends

Jim Harper thanked everyone for attending and reminded members to complete an evaluation form.

The meeting was then declared closed.

Signed _____
Date _____