



## UK Weighing Federation

Annual General Meeting and Regional Meeting  
Thursday 31<sup>st</sup> March 2023  
Principal York Hotel, York, UK

Minutes of the 23rd Annual General Meeting of the UK Weighing Federation Ltd (105<sup>th</sup> for the Federation) held on Thursday, 30<sup>th</sup> March 2023 at the Principal Hotel, York at 14:00. This meeting also included a Regional Meeting.

Present:

Adam	Huggins	Accuweigh Limited
Paul	Hatton	Accuweigh Limited
Kevin	Cartwright	Avery Berkel
Samantha	Wright	Avery Berkel
Jim	Cameron	Avery Weigh-Tronix
Graham	Spink	AWM Ltd
Keith	Gresham	Axle Weight Technology Ltd (AXTEC)
Tom	Marren	Coventry Scale Company Ltd
Daniel	Egan-Sheath	Coventry Scale Company Ltd
Gavin	Millar	D Brash & Sons Ltd
Louise	Milne	Edinburgh Instruments Ltd trading as Precisa UK
Richard	Herbert	Herbert Group Ltd
Ian	Hodgson	Ishida Europe Ltd
Brian	Onuonga	John White & Son (Weighing Machines) Ltd
Jackson	Moorhouse	John White & Son (Weighing Machines) Ltd
Steve	Milling	Marco Ltd
Andrew	Goddard	Marel GB Limited
Stephen	Taylor	Marsden Weighing Machine Group Ltd
Dan	Hills	Metroweigh Limited
Phil	Webb	Mettler Toledo Ltd
Troy	Smith	Mettler Toledo Ltd
Mark	Clifford	Minebea Intec UK Limited
Charles	Pullen	Minebea Intec UK Limited
Melvin	Crane	MK Scales Ltd
Lindsay	Clarke	Micro Weighing Solutions Ltd
Christine	Christine	Micro Weighing Solutions Ltd
Sam	Jones	Ohaus Europe GmbH
Tim	Watson	Ohaus Europe GmbH
Marina	Campbell	Precia-Molen UK Ltd

Derek	Johnstone	Precia-Molen UK Ltd
Rachael	Radcliffe	Precia-Molen UK Ltd
Wayne	Webb	Precia-Molen UK Ltd
Nick	Excell	Procon Engineering (A Division of NOV UK Ltd)
Gareth	Taylor	Procon Engineering (A Division of NOV UK Ltd)
Tony	Goodman	Total Weighing Solutions Ltd
Samantha	Sullivan	Total Weighing Solutions Ltd
Nick	Catt	Weightron Bilanciai Ltd
Nick	Burley	Weightron Bilanciai Ltd
Dave	Clark	Weightron Bilanciai Ltd

### **Guests and Speakers**

Chris	Goodacre	UKWF Admin
Katie	Begg	UKWF Comms
Ian	Turner	UKWF Technical
John	Herriman	CTSi
Dan	Wilmore	Weighing Scales Ltd
John	Gannon	Weighing Scales Ltd
Paul	Moody	UK Metrology Board

GS 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 of UKWF and the following companies sent their apologies:

EPIC	Geoff	Bottrill
Globeweigh UK Ltd	Lynne	Topley
Seca Ltd	Simon	Ford

#### **2. Minutes of the last Annual General Meeting**

The minutes of the 22<sup>nd</sup> Annual General Meeting held on 24<sup>th</sup> March 2022 had previously been distributed.

There were no other amendments, and the minutes were proposed as being approved by Jim Cameron of Avery Weightronix and seconded by Melvin Crane of MK Scales and unanimously approved by the members. They were formally signed by the President.

#### **3. Chairman's Report**

Graham gave his report as follows:

Today's AGM sees the end of my Presidency of the UK Weighing Federation. It has been a great honour to lead the UKWF team and work alongside all of our Stakeholders to represent and champion our members and our industry.

Writing my final President's report has given me the opportunity to reflect on what we have achieved together over the past 3 years. The UKWF has evolved, become more confident and more

forward thinking and I am proud of what the UKWF stands for today, inclusivity, integrity and positivity. It has been a great pleasure to work with such a dedicated, skilled and knowledgeable team to reignite and rebrand the Federation and create a clear and united voice for the UK Weighing industry.

And we have achieved this goal whilst simultaneously dealing with some of the biggest challenges in our industry's recent history. We have navigated a course through the seemingly endless current of Brexit backwash whilst undertaking a modernization agenda that includes not only the clear and visible changes to branding, media and comms but also the more subtle changes behind the scenes. The UKWF Officers and Board are united and focused and engaged in driving the short and long term plans for the Federation which are designed to raise our profile among key Stakeholders and provide even greater benefits to our members. I could not be prouder of what the team have achieved, and I would like to take the opportunity to personally thank all the UKWF Board and our Officers, Chris, Ian, Grace and Katie for their dedicated hard work and their support, advice and encouragement during my time as President.

One of the many highlights of my time as President was our hosting of the CECIP AGM in London last year. The event was impeccably planned, organised and executed by Chris and our team and we welcomed delegates from all over Europe, showing off London and the UKWF at it's very best and leaving visitors with lasting memories of a great city and a special event. In the wake of Brexit, our strong and enduring relationship with CECIP is vital and I will continue to serve on the CECIP board to help promote the interests of the UKWF and its members.

I also look forward to continuing to serve on the UKWF board and supporting our new President. I would strongly encourage all of you to get involved in the Federation too, either as an active member of one of our many focus groups (Apprenticeships, Trading Standards Engagement, Membership, Website, Regulations, Policy) or as a UKWF board member. I have been told on many occasions how positive and welcoming our board is and we come together in a spirit of friendship and willingness to work together to best serve the Federation, our members and the wider weighing industry.

I would like to end by wishing our new President all the very best in their new role and to thank you all for your support over the past 3 years, I look forward to working with you all to further advance and improve our Federation.

I am very pleased to announce that UKMB have received their accreditation from UKAS and have applied to become an accredited body with the secretary of state. This is a huge achievement.

Kevin Cartwright of Avery Berkel proposed, and Jim Cameron of Avery Weightronix seconded that the Chairman's Report be formally adopted; this was unanimously agreed.

#### **4. Treasurer's Report**

Richard gave the following report:

A link to the Annual accounts for 2022 was circulated to all members with the calling notice for the AGM. The accounts show that we made a net profit of £15,000, which is in line with the previous year's profit. Turnover increased last year but this was mainly due to the CECIP GA income.

On the expenses side, we are broadly in line with budget and last year's figures. Our main financial activity was investment of £100k in UKMB last year.

There was a question on whether the accounts for UKMB are available. These are still being finalised but will just show a deficit of approximately £70000 as UKMB is not trading therefore has no income.

Richard therefore proposed that the Annual Accounts and Accountants Report for the year to 31<sup>st</sup> December 2022 be adopted this was seconded by Dan Egan-Sheath of Coventry Scale 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. These are:

Jim Cameron	Avery Weightronix
Kevin Cartwright	Avery Berkel
Tom Marren	Coventry Scale Company

The following directors remain in Office:

Marina Campbell  
Mark Clifford  
Steve Hart  
Richard Herbert  
Charles Pullen  
Graham Spink

Jim Cameron, Kevin Cartwright and Tom Marren expressed their willingness to re-stand.

In addition we received one new nomination for election to serve on the Board of Directors: Melvin Crane, of MK Scales and Solent Scales who was proposed by Graham Spink of AWM and seconded by Charles Pullen of Minebea Intec

As the total number of persons nominated for election does not exceed the maximum permitted number of Directors, it is not necessary to hold a ballot.

The board proposal therefore is that Jim Cameron, Kevin Cartwright and Tom Marren are duly elected by rotation.

Melvin Crane of MK Scales seconded this and it was unanimously agreed by the members and Jim, Kevin and Tom have been duly elected

It is the board proposal that Melvin Crane is duly elected.

Jim Cameron of Avery Weightronix seconded this and it was unanimously agreed by the member and Melvin has been duly elected

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 Graham Spink for election as President.

The nomination was seconded by Marina Campbell of Precia Molen and was unanimously agreed.

For the post of Vice President, the Board have nominated Charles Pullen for re-election.

The nomination was seconded by Mark Clifford of Minebea Intec and was unanimously agreed.

The board have confirmed Richard Herbert has been nominated for re-election The nomination was seconded by Dan Egan-Sheath of Northern Balance and was unanimously agreed.

Graham congratulated Charles and invited him to come up and say a few words and take over the running of the meeting.

Charles advised: I think it is safe to say in his time as President, Graham has transformed the UKWF. When he took over three years ago, we were a successful, but relatively simple membership organisation. Under his leadership, we have become a forward-thinking, professional trade federation that has the interests of every one of our members at its heart.

I want to reflect on just a few of Graham's many achievements with you today. Graham oversaw the UKWF's successful re-brand, and introduced our communications function, which has ensured our members and our external stakeholders alike are better informed and engaged in our work.

And to compliment that work, Graham has also made great inroads in building our relationships with our principal stakeholders, including the Department for Business and Trade and the CTSI.

He's navigated the Federation through the many twists and turns of life after Brexit – including regulatory and legislative changes – bringing our members together to work collectively in the interest of our industry.

Graham's has also used his leadership to steer the creation of a new strategy for the UKWF, which underpins everything we do and ensures we are always working on the right priorities for our members.

We are stronger as an industry when we collaborate effectively, and use our collective voice. Graham's legacy is to have left us better equipped than ever to achieve that.

Graham, please accept these tokens of our gratitude for everything you have done for the Federation. I hope everyone will join me in thanking Graham for the incredible contribution he has made over the past three years.

So, it is clear I have some big shoes to fill! And my priority in this role will be capitalising on this clear momentum for progress.

I am taking on the presidency at a very exciting time for our organisation and our industry. We still have challenges to face, but the opportunity is great.

There are still changes and challenges around Brexit that we must tackle. The Retained EU Law Bill is still creating a degree of uncertainty for our industry, and we will do all in our power to mitigate the risk of harmful deregulation by continuing to grow our relationship with the Office for Product Safety and Standards at the Department for Business and Trade. All the while, we know that our members benefit from our continued close relationship with CECIP, so that we can keep abreast of developments on the continent that may affect our businesses.

You will be hearing a lot more about our upcoming projects and announcements over the course of this meeting, so I won't go into too much detail here. But I am very excited about the imminent launch of the UKWF apprenticeships scheme, and its potential to increase the number of highly trained, highly-skilled entrant workers to our industry to secure its future.

I am really looking forward to realising our plans for closer partnership and collaboration with CTSI – more of which you will hear about from our guest speaker, John Herriman, very shortly. I don't want to pre-empt his presentation – but I just want to say that I know the benefits of this partnership will be wide-ranging and significant.

And finally, it will be very rewarding to oversee the continued professionalisation of our Federation – including the development of our new and improved website – which we hope will see further growth in our membership over coming years.

So I thank you for your vote of confidence in my leadership, and for all the help and advice I know you will offer me in this role. I can't wait to get on with the job of support and advocating for our vibrant and dynamic industry.

## **6. Re-appointment of Auditors**

Charles 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 Tom Marren of Coventry Scale Company and unanimously agreed.

Charles declared the AGM closed and opened the Regional Meeting.

## **Regional Meeting**

### **1. Presentation – Relationship between CTSi & UKWF, John Herriman, CEO CTSi.**

John Herriman is Chief Executive officer with CTSi and has been in CTSi for 2 years. He has come from outside of CTSi. He is the chief executive of CTSi and is not a TSO. He has a background in engineering. Has been out to visit Gateshead and Kent, Belfast and Hertfordshire Trading standards.

He gave his presentation which is attached to these minutes.  
He wants to build relationships and raise standards.

Richard Herbert, Herbert Group asked: Will the sunset bill be dropped

- It has issues as it gives ministers the option to change the law. The prime minister is behind the bill but there is a risk of error if things are going through at a rush. We ultimately want the date extended.

Graham Spink, AWM Ltd asked- We all want a level playing field and to raise standards. What source of resource level do you need and what are the chances of getting this.

- Resources have been allocated for this year but next year will be an issue with resourcing, We are trying to ensure that it is not cut. Apprenticeships in TS in England and Scotland. 50% of funding only then they are generating their own income so are at 75% of where they were 10 years ago.
- Trying to get the enforcement part right. NI is really effective at this but they have the resources for it. May be able to get 10-15%, but not sure of timescale. Apprenticeship scheme is funded by levy.
- CTSi are in effect a hidden service and need to market themselves in local government. When the work we do stops, the local communities risk goes up. Need to be prioritised over other local services. This will be challenging. Need to do campaigning on this and this would take 2-3 years.

Charles thanked John for his presentation.

## **2. Presentation UKWF Comms, Katie Begg**

Charles introduced Katie who was taken on in December to replace Grace. Katie advised that with Grace's hard work it was very easy to pick up the comms schedule and work which is testament to her legacy and asked for her thanks to be conveyed to Grace.

Katie has been learning about the industry and the issues it faces. She gave a presentation which is attached to these minutes

## **3. Presentation – UKWF Website, Tom Marren, UKWF director,**

Tom is the director responsible for the Website project.

Tom gave his presentation which is attached to these minutes. Comments on the presentation:

Why replace the site – essentially it is old fashioned and difficult to navigate. We are locked into a contract with the web designers as the site is on their platform.

Members search – currently this does not work for finding members and a new search would make sure all members are represented equally.

The committee is Tom, Melvin, Katie and Chris.

Research on what we needed on the website and how to get information across to the members and the wider community.

Option 4 is the option that we chose as it gives full control.

Meeting this week with the web designers – 1<sup>st</sup> draft of site will be available to the committee tomorrow.

Launch of new site will be summer 2023 or earlier if possible.

Currant Webb is doing the re-build. We went through the tender process and after getting quotes currant webb was selected. They are also hosting the site and this is a saving us over the existing contract.

A lot of work done on our branding and currently the website does not reflect this.

All current information will be available on the new site.

## **4. Presentation Technical Update from Ian Turner**

Ian delivered his technical update which is attached to these minutes.

Can a UKCA body do a module F approval on an EU TA

No – can only do UKCA mark approvals.

Question from Richard Herbert, Herbert Group – Can someone sell a machine in 2025 – 27 with UKCA sticker on the box, and just advise the customer to keep the box?

Answer: UKWF would not advise to place the sticker on the box, but on other more permanent item, but we would advocate that the client keep all the relevant documents and in this case the box would be one.

Under the NAWI declaration you just need to make the documents available. The bigger question would be can you make this available online.

Question from Jim Cameron, Avery Weigh-Tronix – if on 31.12.2024 you had stock with CE mark deemed to be placed on the market could they be installed after that date.

Answer: Yes under the legislation this would be allowed. After 2028 would need to have UKCA mark.

Section 11a for NAWI qualification and requalification now need to be notified to your local Trading Standards dept.

Question from Graham Spink, AWM – who is running the QI cloud project.

Answer: QI cloud is funded by PTB and CECIP are on this panel. The LMG group of CECIP would welcome other people becoming involved in the group.

QI cloud – broad brief is to have all the relevant documentation for Market surveillance on the cloud so that the relevant authorities could access these without coming directly to the manufacturer or the importer. This would include the technical files which you would not want competitors to see. There has been research into this and proprietary information will be held in the cloud live with bit chain for security.

IMECO is an OIML group.

We will add information on this in the monthly update.

How do you get an imperial machine verified

You cannot use imperial units to trade. You cannot sell or buy in imperial.

EN45501 does not allow Imperial – so you would not get a type approval.

No dual indications – as one would not be subsidiary to the other.

#### **5. Presentation UKWF Apprenticeship by Kevin Cartwright, UKWF Director**

Kevin is the director on the board responsible for the Apprenticeship project. He gave his presentation which is attached to these minutes.

Is there an age limit on apprenticeships

No

Is this qualification linked to Ofqual

Not the UKWF Metrology section –the bulk of apprenticeship will be done under ofqual as it will be a standard apprenticeship.

How many courses can you run in the year.

Need to see how this goes after the first one.

3 weeks (14 days) is a huge time commitment. This will be spread over 3 weeks. Down to members to advise us how they like to break this down. Need to find the best solution for the industry.

What is the ratio of members and CTSi trainees on the course

Kevin advised that we haven't spoken to CTSi in depth on this yet and we are only focussing on providing this to members at present. We will have these discussions and see if there is benefit in providing this training to CTSi.

Dan Egan-Sheath, Coventry Scale asked if the Diploma and certificate fees will be subsidised by the membership.

Kevin advised this is always a tricky situation because those companies not using the apprentice scheme will be subsidising the ones that do, Instead we will be charging to cover the costs of providing the course but this will be well below the commercial training rate.



## 6. Round Table Discussion

We had a round table discussion on the topics below with a UKWF director on each table to help facilitate the discussions and assimilate feedback to the room.

### **UKWF Collaboration with CTSi and training**

How many TSO trainees are coming through.

About 50 trainees

Dan Egan-Sheath, Coventry Scale Company - Can UKWF step in to do enforcement

This is a discussion that needs to be held with CTSi and that we haven't yet had.

This is on CTSi 10 year plan but for UKWF this is an immediate problem.

Not enough kit in local authorities to provide training and then taking up time from TSO training the trainees.

Students and Trainees going through the system at present, but this can be opened up to the existing TSO's to address skills fade.

Also need to have discussions with CTSi and OPSS for earned autonomy to relieve the pull on TSO's.

UKWF is here now with the expertise and accreditation and we both want the same thing.

If you get common syllabus with CTSi for trainees this would help to allow this.

### **UKWF Apprentice scheme**

Link up with CTSi on this

Support on the table but need to have other centres for delivering training elsewhere in the country.

Full support

Training engineers to a recognised standard may make them more attractive to competitors but this is a way to encourage more people in the

Open to non UKWF members to pay for the course at higher rates to subsidise the membership.

Technical interview to make sure they have understood the course.

At present the board have decided that this will be a benefit for UKWF members and will not currently be offered to non members.

Sam – if this is members only and we attract more members will this reduce the fees.

We plan a questionnaire following this meeting asking for names.

Certificate is the most interesting to members at present.

Modules to benefit sales staff

Anyone could attend these including sales people from our members.

Key objectives is increasing knowledge across the industry.

### **Gambica membership**

Members not clear on what the offering was or using the service.

No-one is using the services

Comms will advise on benefits again.

What opportunities do we have to use their network to highlight what we are doing, for example they have a young persons panel that we could work with on the apprentice scheme.

We historically joined as their business advice on Brexit news, HR and legal support as we only wanted to concentrate on legal metrology matters.

They are engineering, lab based and run many courses that may be beneficial.

Ian does not give information to Gambica. He has received information on the Windsor agreement from them recently.

### **Webinar topics**

Benefits of holding a Module D certificate and what it takes to get certified.

Collaboration with OPSS and CTSi

Quarry, Construction, EPOS systems

Understanding difference between Inspection, surveillance and enforcement

If anyone has any further suggestions then please email us.

## **7. AOB and close**

There was no other business and Charles thanked everyone for their contributions to the meeting. The meeting was closed.