

West of England & South Wales Region

Minutes of the GGF West of England and South Wales regional meeting held on **Thursday 20th June 2019** at **10.30am**, at The Devon Hotel, Matford, Exeter, EX2 8XU.

Present:	Mr Rod Tomlinson (RT)	Consultant (Chairman)
	Mr Matthew Bartlett (MB)	Coastal Windows and Conservatories
	Mr Michael Taylor (MT)	FabFrames Limited
	Mr Keith Maddern (KM)	Premier Double Glazed Units Limited
	Mr Ross Dent (RD)	Sunrise Windows (Plymouth) Limited
	Mr Nick Cains (NC)	The Roman Glass Group
Apologies:	Mr Gary Chapman (GC)	ADS Window Films Limited
	Mr Matthew Kelly (MK)	Bill Butters Windows Limited
	Mr James Mizen (JM)	Crystal Clear Bristol Limited
	Ms Hannah Smith (HS)	Devonshire Window Systems Limited
	Mrs Michele Muir (MM)	Exmoor Fascias Limited
	Mr David Muir (DM)	Exmoor Fascias Limited
	Mr Ian Barnett (IB)	Mid Devon Glass Limited
	Mr Andrew Chaney (AC)	Orchard Conservatories, Windows & Doors Limited
	Ms Jayne Camm (JC)	Premier Double Glazed Units Limited
	Mr Ian Duckworth (ID)	Thermoseal Group
In attendance:	Mrs Diana Blair (DB)	GGF Regional Membership Manager
	Mr Rob Saunders (RS)	Business Development Manager, Borough IT (GGF Group)
	Mr Michael Sulston (MS)	GGF Technical Officer

The Chairman opened the meeting by welcoming all present and introduced Michael Sulston, GGF Technical Officer and Robert Saunders, Business Development Manager of Borough IT. Round table introductions were then conducted.

Actions **Min 12/19 – Apologies**

As listed above.

Min 13/19 – Approval of Minutes

The minutes of the previous meeting, held on the 22nd October 2018, were approved and signed by the Chairman.

Min 14/19 – Matters Arising

DB

Can the GGF issue guidance on replacement roofing, providing clarifications on solid or translucent roofs, planning permissions and building regulations. Diana Blair to follow up.

All other matters arising were covered by the agenda.

Min 15/19 – Technical Matters / Building Regulations

A copy of the technical report was circulated with the agenda and taken as read.

Technical Officer, Michael Sulston, highlighted the following key points:-

- Government actions following Grenfell House fire, including fire doors.
- Building regulation review for England.
- Each Home Counts (EHC) CTSI Consumer Code and the Trustmark Scheme.
- Construction Products Regulation (CPR).
- British Standards (incl. ISO and EN) – a list of standards can be downloaded from GGF.ORG.UK.
- New and revised datasheets. Members were drawn to B/520 series regarding balconies and new laminate rules. Members will be kept informed of progress regarding this matter.

Actions

- GGF Guides and publication.

A discussion took place on the revision of the 'Quality of Vision' publication. Members suggested the following: -

- Include more information on the process as a whole, i.e. what happens after the visual test.
- Touch ups need to be recognised as a sufficient repair.
- The forward should emphasise that the document is recognised by industry.
- Include a natural viewing spec, rather than 90° angles.

GGF Technical is currently looking at producing a publication on the 'Quality of Vision for Frames'. The draft will be distributed to members for comment.

RT

The Chairman will raise the issue of how consultation documents are distributed to **ALL** members for comment, rather than specific technical groups, at the next Regional Representatives meeting.

The Chairman pointed out the benefit of GGF team members attending regional meetings and informing members of relevant activities and important updates.

For any queries relating to the technical report or any technical matters, please contact the technical helpline on 0844 567 4014 (8am – 4pm) or email technical@ggf.org.uk.

Min 16/19 – Health & Safety Matters

Phil Pinnington, GGF Director of Health and Safety, submitted a copy of his report for Q2 2019, which was taken as read.

Phil Pinnington also provided a PowerPoint presentation with audio, which enabled members to understand the report in context. The report was well received and appreciated by the members.

The following points were highlighted:-

- Codes of Practice
- Partnerships – SMAS Ltd, enabling members access to the 'Meet the Contractor' events.
- Asbestos campaign – GGF consumer leaflet available '[Asbestos – Don't play Russian roulette](#)'
- Accident statistics. [Impact: Staying alive report](#) . [Jason Anker video](#)
- Toolbox Talks - Mobile devices in the workplace
- Recycling

Issues regarding sash windows and shop fronts are still ongoing and continues to be monitored by the GGF.

If members would like further information or would like to discuss any Health and Safety concerns, please contact Mr Phil Pinnington on 0207 937 7203, or email ppinnington@ggf.org.uk.

Min 17/19 – Training and Membership Report

Richard Hearn, Head of Membership & Training submitted a copy of his report for June 2019, which was circulated at the meeting and taken as read.

A full copy of the report will be circulated with a copy of these minutes.

The GGF has now made contact with Mike Baxendale of Skills Group, who has confirmed attendance at the next regional meeting, scheduled for the 15th October 2019.

If members have any queries regarding the attached report or would like to discuss training issues generally, please contact Richard Hearn at rhearn@ggf.org.uk or call 0207 397 7205.

Min 18/19 – GGF Marketing and Communication

James Lee, Director of External Affairs submitted a copy of his report for June 2019, which was circulated with the agenda and taken as read.

A copy of the full report will be circulated with a copy of these minutes.

Actions **Min 19/19 – State of Trade**

The general consensus of those present, was that business is fairly stable at the moment.

Min 21/19 – GGF Regional Meetings/Workshops/Seminars

Members were encouraged to share any ideas they may have in regards to future speakers and the format of the Regional Meetings.

The following speakers/topics were suggested:-

- Ben Wallace – Nickel Sulphide
- Skills Group – Training (scheduled for next meeting)
- Citation or Croner Consulting - Employment Law
- Social media platforms and marketing your business/brand
- Test house options – BSI/QMS/UKAS
- James Lee – MyGlazing.com

DB

Keen interest was expressed for members to have a Regional social event, such as a day at the races – Newbury Racecourse or Goodwood Motorsport. Diana Blair will look into suitable packages for 2020.

The Regional group was also informed of the next Midlands Regional meeting, where it has been agreed to turn the 3rd meeting of each year (or biennially) into a Regional Meeting & Conference.

The aim is to create a space where members are informed, educated and have the opportunity to network.

The proposed event will commence with the regular morning regional meeting at 9.30am, with the conference beginning mid-morning. The conference will include key topics listed below and throughout the day, members will be able to network and build relationships with event sponsors, table top exhibitors and the GGF.

- R & D tax relief
- Employment law
- Government funding
- GGF Commercial subsidiaries (Fensa/Risa)
- Technical paper

All members are welcome to attend and should the event be a success, there is a possibility that the meeting format will be extended to other regions, within Diana Blair's remit.

Min 20/19 – Member Recruit a Member Scheme

Members were reminded of the 'Member Recruit a Member' Scheme, where an incentive of 20% off annual subscriptions is offered to members, bringing in new members.

Min 22/19 – Any Other Business

VAT Changes for the construction industry: From October 1st 2019, companies registered with the CIS (Construction Industry Scheme) will not be able to put VAT on their invoices when sub-contracting for main contractors – who will now be responsible for paying the VAT on the overall job. The full article can be found at <https://www.ggf.org.uk/vat-changes-for-the-construction-industry/>

Member Testimonials: The GGF Membership Team are looking for members to help with case studies on the positive experiences members have had. Members were encouraged to email cases studies to dblair@ggf.org.uk. Diana Blair is also more than happy to visit members and conduct a short video interview on their positive experience – Member Video clips would be great, to help promote the GGF from the members' perspective.

Min 23/19 – Date of Next Meeting

The next meeting for the Regional Group will be held on Tuesday 15th October 2019 at 10.30am, at The Devon Hotel, Matford, Exeter, EX2 8XU.

Signed:
Chairman

Date: