

MINUTES OF THE THIRTIETH ANNUAL GENERAL MEETING OF  
TIMBER TRADE FEDERATION LTD HELD AT 12.00hrs ON  
TUESDAY, 17 NOVEMBER 2020, AT  
THE BUILDING CENTRE, 26 STORE STREET, LONDON WC1E 7BT

**PRESENT**

President, in the Chair - Mr CR Hopping

**IN ATTENDANCE**

**Timber Trade Federation**

Chief Executive Officer - Mr D C Hopkins

Head of Operations - Ms K Sussex

Team Assistant - Ms J Saville

**APOLOGIES**

Due to Covid 19 restrictions members were not present, and therefore, apologies were not received.

The Chairman reminded attendees of the provisions of the Competition Act and asked that they be observed.

**1. MINUTES OF THE TWENTY-NINTH ANNUAL GENERAL MEETING**

The Minutes of the Twenty-Eighth Annual General Meeting held on 26 June 2019 were approved as true records and were duly signed.

**2. REPORT OF THE DIRECTORS, AUDITORS AND AUDITED ACCOUNTS**

It was noted that the Audited Accounts for the year ended 31 December 2019 had been approved by the Governing Board. No questions on the report arose.

**3. TO RE-ELECT DIRECTORS**

The following Directors were re-elected.

Charles Hopping

Jonathan Grant

**4. APPOINTMENT OF PRESIDENT**

Mr CR Hopping was appointed as President of the Federation.

**5. APPOINTMENT OF TREASURER**

Mr J A Grant was appointed as Treasurer of the Federation.

## 6. DIRECTORS OF THE FEDERATION

The meeting was informed that the persons listed below hold office as Directors of the Federation.

<b>Charles Hopping</b>	<b>Hoppings Softwood Products plc</b>	<b>President</b>
<b>Jonathan Grant</b>	<b>W Howard Ltd</b>	<b>Treasurer</b>
<b>Vacant</b>		<b>Vice-President</b>
Keith Ainslie	James Jones & Sons Ltd	NSD
Mark Cheriton	MDM Timber Ltd	NPPD
Martin Clarke	James Jones & Sons Ltd	NWTTA
Michael Donaldson	MGM Timber Ltd	Scottish Members
Richard Fatkin	International Plywood Ltd	EATTA
Patrick Guest	Arnold Laver & Co Ltd	Major Members Forum
Simon Henry	Sodra Wood Ltd	Major Members Forum
Phil McCormick	Nick's & Co Timber Ltd	Wood Industry Education Board
Wayne Probert	Binderholz UK Ltd	WTTA
Charlie Stockwell	Stockwell Forest Products Ltd	SRTTA
Bill Urmston	Setra Wood Products Ltd	NETTA
Ken Walsh	Danzer UK Ltd	NHD

## 7. ELECTION TO FORESTS FOREVER COMMITTEE

It was agreed that the following be elected *en bloc* to the Forests Forever Committee of the Federation.

### **Acting Chairman** **Vice-Chairman**

Joan Bailey  
Richard Baker  
Ewa Bazydlo  
Genevieve Ding  
Katerina Germanis  
Claire Greening  
Brett Hopkins  
Peter Lindenberg  
Ellis McKinnon  
Damian Thomas  
Ken Walsh  
Joe Walshe  
Robert Weich  
Dave West

### **Darren Kennedy** **Peter Clayton, Timber Connection Ltd**

UPM Wood Materials (UK) Ltd  
East Brothers (Timber) Ltd  
James Latham  
Wood International Agency Ltd  
Brooks Bros (UK) Ltd  
Saint-Gobain Building Distribution Ltd  
MBM Forest Products Ltd  
Plaut International Ltd  
Metsa Wood UK Ltd  
A W Champion Ltd  
Danzer UK Ltd  
Hanson Plywood Ltd  
Tradelink Wood Products Ltd  
W L West & Sons Ltd

**8. ELECTION TO NATIONAL PANEL PRODUCTS DIVISION COMMITTEE**

It was proposed by Mr P McCormick, seconded by Mrs G Wichary, and unanimously agreed that the following be elected *en bloc* to the National Panel Products Division Committee of the Federation.

**Chairman**

**Vice-Chairman**

Joan Bailey  
Steve Clark  
Steve Frommont  
Gary Holburn  
Richard Lazenby  
James Lindenberg  
William Lindenberg  
Stuart McKelvie  
James Pennington  
Matt Walduck

**Mark Cheriton, MDM Timber Ltd**

**Vacant**

UPM-Kymmene (UK) Ltd  
DHH (Timber Products) Ltd  
James Latham plc  
Graeme Holburn & Company  
Falcon Panel Products Ltd  
Plaut International Ltd  
Wood International Agency Ltd  
Caledonian Plywood Company Ltd  
Saint-Gobain Building Distribution, UK & Ireland  
Altripan UK Ltd

**9. ELECTION TO NATIONAL SOFTWOOD DIVISION COMMITTEE**

It was proposed by Mr B Callas, seconded by Mr M Cheriton, and unanimously agreed that the following be elected *en bloc* to the National Softwood Division Committee of the Federation.

**Chairman**

**Vice-Chairman**

Mark Bowers  
Martin Cunliffe  
Jason Enticott  
Pehr Eriksson  
Kevin Hayes  
Peter Hunt  
Keith Parsons  
Greg Pickett  
Stephen Sabine  
Richard Thick  
Patrick Towner

**Keith Ainslie, James Jones & Sons Ltd**

**Stephen King, SCA Timber Supply Ltd**

James Donaldson Timber Ltd  
Saint-Gobain Building Distribution Ltd  
UPM Wood Materials (UK) Ltd  
Moelven Timber  
AKZ Timber Ltd  
Taylor Maxwell Timber Ltd  
Setra Sales UK Ltd  
Stora Enso  
MBM Forest Products Ltd  
Vida Wood (UK) Ltd  
Metsa Wood UK Ltd

**10. ELECTION TO NATIONAL HARDWOOD DIVISION COMMITTEE**

It was proposed by Mr J Grant, seconded by Mr MW Probert, and unanimously agreed that the following be elected *en bloc* to the National Hardwood Division Committee of the Federation.

**Chairman**

**Vice-Chairman**

Ben Bagnall  
Brian Kapp  
Stuart McBride  
Russell Paterson

**Ken Walsh, Danzer**

**Vacancy**

Robbins Timber  
E O Burton & Co Ltd  
NHG Timber Ltd  
Paterson Timber Ltd

**11. CHANGES TO THE CODE OF CONDUCT**

The following changes to the Code of Conduct were approved.

Where preservative treatments are required, Members shall adhere to the guidance provided within the Code of Practice BS 8417 for the choice, use and application of wood preservatives. Members shall ensure that:

**A. Preservative treated wood is being accurately and unambiguously specified/purchased, for use or resale, and is clearly identified at all points of the chain (on orders, internal stock movement records and sales records) as fit for the intended purpose.**

*As a minimum this will require identification of the product as suitable for either:*

- Interior Use only - Use Class 2
- Exterior use above ground - Use Class 3U
- Ground Contact - Use Class 4

*(Point A. To be implemented by all TTF members within 3 months from AGM date)*

**B. Customers purchasing treated products from TTF members are provided with adequate information and, where appropriate, the training materials developed by TTF / WPA to be able to use and install those products safely and effectively.**

*(Point B. To be implemented by all TTF members within 3 months from AGM date)*

**C. Preservative treated wood is being produced by or purchased, directly or indirectly, from a treatment provider whose operation has been assessed and approved under an independent and reputable accreditation scheme (e.g. WPA Benchmark in the UK, the Nordic NTR scheme or other similar).**

*(Point C. To be implemented by all TTF members within 18 months from AGM date)*

## **12. ARTICLES OF ASSOCIATION**

The following changes to the Articles of Association were approved:

First is that a provision has been included at articles 21, 23, 38 and 39 that allows the Federation to hold any of its general meetings electronically. Such meetings can be held either entirely electronically or as a physical meeting with some parties joining by electronic means. In the current climate we felt this enables members to attend meetings despite continuously evolving lockdown restrictions as a result of the Covid-19 pandemic.

The second set of additional provisions can be found at articles 13 – 17. It is a requirement that each member of the Federation submit to an RPP audit on an annual basis. This audit ensures best practice of our members for the risk management framework set out in the EU Timber Regulation, Construction Products Regulation and TTF Code of Conducts.

## **13. AUDITORS**

It was agreed that Wilder Coe Ltd be appointed Auditors to the Federation for the period until the conclusion of the next Annual General Meeting.

## **14. AUDITORS' REMUNERATION**

It was agreed that the Directors of the Federation be authorised to fix the remuneration of the Auditors.

## **15. RE-APPOINTMENT OF THE CHIEF EXECUTIVE OFFICER**

It was agreed that Mr D C Hopkins be re-appointed Chief Executive Officer of the Federation.

## **16. PRESIDENTS REPORT**

The President, Charles Hopping thanked the TTF staff for all their hard work, in what has been a very difficult year.

There being no further business the AGM closed at 12.15



