



**Thetford Manufacturing Excellence Club Meeting**  
**Thursday 15<sup>th</sup> February 2007 at 14.45**  
**Breckland House Business Centre, Thetford, IP24 1BT**  
**(01842 756598)**

**MINUTES**

**1. Attendance**

Richard Bridgman	Warren Services (Chair)
Clive Poyner	Warren Services
Jim Phillips	MAS East (Speaker)
Patrick Walsh	Javelin Business Services (Speaker)
Louisa Mann	Just Jobs Norfolk (Speaker)
Mark Stead	REV Project
Jonathan Read	REV Project
Chris Whitman	REV Project
Lindy Warmer	Breckland Council
Laurence Brooks	Performance Plus Partnership
Dave Rice	Trox
Gary Clark-Ward	Marketing Displays
Tom Toolan	West Suffolk College
Ian Rudling	Comtek Ltd
Mick Grossman	Comtek Ltd
Paul Spinks	Active Technologies
Dorian Hindmarsh	Hethel Engineering Centre
Carol Hodges	Job Centre Plus
Nick Overton	Machined Precision Components
Mike Bax	SBS Ltd
John Moore	Antonov
Mike Marshall	Parkes Products
Susan Glossop	Thetford Town Council
Lynne Wellbelove	Breckland Precision Engineering
David Dixon	Garmet Ltd
Roy Denyer	Pegasus Profiles
Tom Palmer	Merit Plastic Mouldings
Roger Moore	EEI

**2. Apologies**

Kevin Locke	C J Engineering
Andrew Barwood	Bowels and Walker
Edward Rudd	C.S.I. Ltd
Graeme Werrell	C.S.I. Ltd
Bob Milton	Comtek Ltd
Ernie Panks	Dawsons
John Whiffin	Dawsons
Lester Sharpe	Dawsons
Colin Winslow	Detail Plastic Components
Ron Decelis	EEI

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Stephanie Howard  
Paul Garrard  
Bobby McGregor  
Iris Bailey  
Karl Darby  
Rick Worcester  
Doug Berwick  
Barry Hobbs  
Richard Towell  
Andrew MacAllan  
Andrew Barnes  
Barry Wells  
Jim Wells  
David Rendells  
Richard Rogers  
Paul Nichol

Goodwood Engineering  
Hayssen Europe Ltd  
Jeyes Ltd  
Karris Welding Services Ltd  
Karris Welding Services Ltd  
Merit Plastics  
Parkes Products  
Parkes Products  
Pemco international  
Performance Plus Partnership  
Powertrain Technologies  
Premier Plastics  
Premier Plastics  
Rendells Precision Engineering  
Rogers Precision Engineering  
united Forktrucks

### 3. Welcome

Richard Bridgman welcomed the group and introduced the following agenda. He requested that all delegates complete the meeting survey to help enhance the meetings and there relevant content for the future.

The minutes of the previous meeting were agreed as a true account.

### 4. MAS East – Gaining competitive advantage through Lean Techniques

Jim Phillips from MAS East explained how to create lean enterprise by understanding customer profiles and developing unique selling features for the business. This included the routes involved in implementing lean and closing the lean enterprise.

He informed the group that there is a one on one support for companies through;

- Manufacturing Reviews (up to 1 day free of charge)
  - Providing advice that spans business objectives and operational priorities
  - Signposting to other business support schemes/agencies
- Improvement Projects (several days, subsidised for SME's)
  - Providing practical support
  - Lead and enable employees to identify and implement improvements to achieve tangible business benefit

For more information please see the attached presentation or contact Jim Phillips direct on the details below.

Jim Phillips (MAS – East), Tel 07894 300076,  
Email, [j.phillips@mas-east.org.uk](mailto:j.phillips@mas-east.org.uk)

### 5. Javelin Business Services – Implementing Lean Manufacturing

When tasked with implementing lean manufacturing senior managers often ask “Where should we start” or “Which lean tool should we introduce first”, Patrick Walsh from Javelin Business Services discusses the three phases for lean manufacturing implementation. The way and whys

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lean is implemented, the failures and the fact that bottom line benefits aren't always from the same discipline.

For more information please see the attached presentation or contact Patrick Walsh direct on the details below.

Patrick Walsh (Javelin Business Services), Tel: 07766 654032,  
Email: [pw@hrim.co.uk](mailto:pw@hrim.co.uk)

#### **6. Business Improvement Techniques (BIT) NVQ**

The BIT NVQ involves employees improving business efficiency through lean manufacturing techniques whilst increasing their skills and knowledge at the same time.

Clive Poyner informed the club that this NVQ is currently available fully funded through train to gain. Clive will be running this NVQ at Warren Services and gave a brief overview of his experience of this NVQ and the benefits to employers.

He expressed the importance on ensuring that you get the right provider for your company and that you have willing champions to take the initiative and complete the course. The champions should be from all areas of the business as it is everyone who will be affected by the changes.

#### **7. [www.justjobsnorfolk.co.uk](http://www.justjobsnorfolk.co.uk) – 'Free advertising for jobs in September for the only dedicated Norfolk recruitment website'**

Louisa Mann from Just Jobs Norfolk informed the club that a special offer is available. Any member of the TMEC can advertise on the website for 28 days at the reduced rate of £50 instead of the normal £195

For more information please contact Louisa Mann on the details below.

Louisa Mann (Just Jobs Norfolk), Tel: 07917 103579  
Email: [louisa@justjobsnorfolk.co.uk](mailto:louisa@justjobsnorfolk.co.uk)

#### **8. Open forum / questions and answers**

Tom Toolan from West Suffolk College informed the group that that they are running a Young Engineering Apprenticeship Scheme for 14 – 16 year olds. They will complete the course with 5 GCSE's and an Engineering NVQ. In order to complete the course each apprentice needs to undertake 5 weeks relevant work experience.

For more information or to offer work experience placements, industry visits etc to please contact Tom on 01284 716570.

Richard Bridgman updated the group on the current situation of Charles Burrell and Rosemary Musker going for special status. He informed the group that they need to raise funds amounting £50k each and a letter from Lady Gillian Shepherd asking for your financial support.

#### **9. Close and Date of next meeting**

The club will meet on the second Thursday of every other month.

Date of the next meeting is 12 April 2007.

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