



The Society of  
Food Hygiene  
and Technology®



# Annual Report

**2019/2020**



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## CHAIR'S Report – Fiona Kibby



2019/20 has been a challenging year for The Society of Food Hygiene and Technology. However, this year saw our new membership structure taking shape and successfully replacing the old membership grades with a new simplified offer designed to reflect the industry we are part of. We continue to hold an ambition to be uniquely offering membership to suit all that wish to be part of our SOFHT family, regardless of qualification or experience.

SOFHT exists to support across the sectors of the food industry, with a practical and operational perspective. We aim to represent a range of people who work across the industry. Our purpose is to ensure that all those who need it, can access support and information that promotes better hygiene and safety in the food industry.

In the early part of 2019/20, we saw challenges in being able to get sufficient numbers of members and non- members attendance at conferences and events. We therefore trialled the use of a webinar platform which enabled us to hold a fully supported webinar and Q&A for the first time. We have continued to be active on social media and have found this to be our main route of contact to keep in touch with our members and followers. We use our new dedicated LinkedIn page to promote our activity, alongside using Twitter, Facebook and Instagram

As the Coronavirus impacted the UK from March 2020, the Society has had to review the way it connects with members and non-members to ensure we maintain our relevance. It is critical that the Society can encourage membership renewals and new business through these very challenging times and unprecedented economic risk.

The impact of the Coronavirus restrictions on travel and social gatherings has curtailed some of our traditional face to face events and training. The experience with online activity enabled us to quickly offer support to the whole industry, aligned with our purpose, through online weekly webinars – The SOFHT Focus Live!

The Society has also converted to virtual training and member forums where possible to ensure we are still able to offer a service and can source income through difficult times.

Due to HS2 rail displacing us from our office and training room at Middleton, the Society was lucky to find fantastic new premises in the Long Barn at Hurley, which we moved into in August 2019. The move was expertly managed by Su Werran and the office team alongside Mike McCorkell our treasurer. They ensured there was no disruption to the day to day activities for members. Following Covid restrictions, we have reviewed our operating costs and as a result have temporarily reduced the working hours of the SOFHT office team.

Our membership profile continues to hold a good cross-section of the industry with new Supporting Company Members this year, Pret a Manger, Lloyds Register, Holland and Barrett and SpaceVac. We are grateful for their support and look forward to working collaboratively with them over the coming year.

Our 2019 Annual Lecture and SOFHT Awards was again the main event for the Society and continued its popularity with approximately 360 members and guests at The Brewery, London. It was supported by presenter Matt Allwright and sponsors PAL International and Lloyds Register.

As 2020 will no doubt be an uncertain and challenging year for our Industry, I sincerely hope that we are able to enjoy another great SOFHT Lecture and Awards together this year.

## **VICE CHAIR & TRAINING SERVICES Report – Peter Littleton**



Our Training Academy continues to flourish and is increasing its reputation for high quality, cost effective training delivered by specialists in their field.

The new courses introduced during 2019 have been well received and supported allowing us to further develop courses such as How Many Beans, Food Safety Risk Assessment, Pesticides in the Food Industry and Listeria Management for the 2020 prospectus.

Old favourites such as the ever popular Carousel Level 4 in Food Safety remain popular as does our e-learning offerings.

The advent of the novel Coronavirus outbreak and lockdown implemented in March 2020 caused to re-assess the way that we can continue to support our members and the wider industry with their training needs and our tutors have been amazing in adapting content and delivery to operate remotely using MS Teams, Blue Jeans and a variety of on-line platforms. The challenge of delivering training to an empty screen via remote learning has been a learning curve for us all, however this challenge has been met and our tutors (and delegates) have been amazingly flexible maintaining the quality and meeting the learning outcomes of all. Whilst we prefer face-to-face training, this rapidly adopted capability does provide the Society with additional avenues to deliver training with the need for travel.

## **MEMBERSHIP & SUPPORTING COMPANY MEMBERSHIP REPORT – Alan Lacey**



With uncertainty over Brexit and now the huge difficulties facing the industry due to Covid-19, this has been a very challenging year for all membership organisations. However, our membership base remains strong and we have demonstrated how flexible we can be during difficult times so that we support our members.

Our recent online discussion group SOFHT Focus Live! on topical issues has proved to be a great platform for sharing information with input from industry experts.

Towards the end of 2019 we launched our new membership structure which streamlines the range of membership categories and offers great value and clear benefits at each level. The hugely successful conference on Allergens that we held in February was a perfect example of the value of SOFHT membership.

We are pleased with the continued involvement of our supporting company members and delighted to welcome Lloyds Register, Pret A Manger, SpaceVac and Holland & Barrett to that group. Our new office provides lots of possibilities for special events or joint initiatives for SCMs once the Covid restrictions are lifted. We have continued to arrange SCM meetings in London – the most recent to discuss the implications of Brexit with an expert lawyer from an international law firm leading the debate.

Thank you for your continued membership - we are committed to supporting all of our valued members in the months ahead.

## **TECHNICAL REPORT** – *Sue Riley*



The bi-annual SOFHT Members' Forums, which are free to members, have continued in 2019-20. The change in name has allowed us to offer forums on wider challenges facing the industry such as 'Block Chain Technology', whilst still offering members the opportunity to discuss topics such as the 'BRC Global Food Standard for Food Safety Issue 8'. Both events received positive feedback.

We have also recently held an 'on line' Members' Forum, the subject for discussion being 'Disruptive Technology Platforms', with discussion around the potential to revolutionise food safety and the associated advantages and disadvantages.

In March 2020, SOFHT sent a response to the FSA consultation on 'Updates to the Food Standard Agency's Technical Guidance on food allergen labelling and information requirements', this was done by seeking members feedback and collating a response to represent the members' views.

The Technical Helpline continues to be a resource well used by members, enquiries cover a range of technical & legal subjects and come from all of the membership base.

## **BREAKFAST CLUB REPORT** – *Sukhbir Kaur*



The Society's ½ day Breakfast Clubs remain popular as targeted briefing sessions on specific subjects undertaken by specialists from across the SOFHT membership and beyond. The advent of the COVID-19 pandemic has changed the way we conduct these with a switch to MS Teams based events which have, paradoxically, extended the reach of these events enabling attendees who wouldn't normally consider travel to Tamworth for a morning session to participate. We have conducted two sessions, Food Manufacturing Excellence and Supplier Risk Assessment, via this method with positive feedback from all attendees.

In addition, before lockdown changed all our lives, we have run sessions on Allergens and also on Food Safety Culture which, again, received positive feedback and have helped to strengthen the offering and reach of the Society.

## **SOFHT FOCUS REPORT** – *Dianne Waite*



SOFHT Focus continues to be a popular publication which is issued quarterly along with the Annual Lunch Special Edition in the autumn.

Rick Pendrous joined the production team in 2018 and the quality of articles and efficiency of production has significantly improved as a result. With the excellent continued support of Maple Rock Design, which delivers the layout and design of SOFHT Focus, we have been able to meet our targets for the publication, with all editions carrying informative articles and updates on SOFHT activities.

It remains our aspiration to improve SOFHT Focus, ensuring that it delivers timely and compelling information to our members. As a result, we have been reviewing the readership figures and considering how best to adapt the format for the future in a growing on-line and social media world. As a result of the Covid-19 pandemic and lockdown, we accelerated this thinking and have launched weekly online webinars, SOFHT Focus Live. These have been very well received and attended. We will continue to review the SOFHT Focus format and seek feedback to ensure that the information we provide is of interest and benefit to members.

## EXTERNAL ORGANISATIONS

The Society of Food Hygiene and Technology are members of The Foundation of Science & Technology.

The Society is also a supporting organisation to the Food & Drink Federation's Foodlink. The Society promotes National Food Safety Week.

## TREASURER'S REPORT - *Mike McCorkell*



In 2019/20 the Society had our toughest year financially for some time and reported a deficit for the year of £33,733.

With company budgets for discretionary spend continuing to tighten, we saw income on Membership and Annual Lunch down on the previous year and this drives the deficit. SOFHT did deliver an elevated level of training activity, principally through the SOFHT Training Academy reflecting member demand. This was helpful to our coffers but not sufficient to offset the areas of shortfall.

Our overhead expenditure – office staff, accommodation – remains broadly flat year on year with the new premises providing a better standard of training venue at slightly lower cost to SOFHT than before.

We finished the year with reduced cash (holding £63,775) and enter the new financial year facing a radically-changed environment. Elsewhere in this report you will read how SOFHT is approaching this challenge pro-actively and boosting our profile to remain as relevant and valuable to members and their changing needs.

At the time of writing, support from members is solid and we are working closely with all our stakeholders – our valued members, staff and suppliers – to ensure SOFHT adapts and supports our membership with the guidance and benefits in these new circumstances for us all.

## THE SOCIETY OF FOOD HYGIENE AND TECHNOLOGY (A company limited by guarantee)

### DIRECTORS' REPORT

The directors present their report and the financial statements for the year ended 31 March 2020.

### PRINCIPAL ACTIVITY

The principal activity of the company during the year was to promote the production, distribution and sales of safe and wholesome food, by communications within the food and associate industry.

### COVID-19

The COVID-19 epidemic has had an impact on the organisation but the directors are pleased to report that the impact has been less significant than for the majority of businesses. The company operates in the food sector which is a key aspect of society and the economy and as such has greater resilience than many sectors. In addition, the organisation is lucky to be supported by member subscriptions and other member activity which is expected to continue into the future.

### DIRECTORS

The Directors who served during the year were:

Ms F Kibby (Chair)  
Mr P Littleton  
Mr M McCorkell (Hon Treasurer)  
Mr I Booth (Company Secretary)  
Mr A Lacey  
Mrs S Kaur  
Mr G Dennis  
Mrs D Waite  
Ms S Riley

Mr J France (appointed 19 June 2019)  
 Mrs F Sutherland (appointed 19 June 2019)  
 Mr J Weall (appointed June 2019)  
 Mrs T Colbert (appointed 19 June 2019)  
 Mr J Rigarlsford (resigned 20 June 2019)  
 Mr N Sayamoni (resigned 19 June 2019)

### Small companies note

In preparing this report, the directors have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the board on 13 May 2020

Registered office:  
 The Long Barn  
 Hurley Hall Barns  
 Atherstone Lane  
 Hurley, Nr Atherstone  
 Warwickshire. CV9 2HT  
 Approved by the directors on 13 May 2020

Signed by order of the directors

I Booth, Secretary

## Income and Expenditure Account

For the year ended 31 March 2020

	Note	2020 £	2019 £
<b>Turnover</b>		245,635	248,127
Administrative expenses		<u>(279,509)</u>	<u>(266,347)</u>
Operating (deficit)/surplus		(33,874)	(18,220)
Interest receivable and similar income		<u>141</u>	<u>124</u>
(Deficit)/surplus before taxation		(33,733)	(18,096)
Tax on (Deficit)/surplus		<u>(24)</u>	<u>-</u>
(Deficit)/surplus for the financial year		<u><u>(33,757)</u></u>	<u><u>(18,096)</u></u>

There was no other comprehensive income for 2020 (2019:£NIL).

The notes on pages 9 to 12 form part of these financial statements

## Balance Sheet

For the year ended 31 March 2020

	Note	2020 £	2019 £
<b>Fixed Assets</b>			
Intangible assets	4	7,888	8,874
Tangible assets	5	<u>3,768</u>	<u>4,711</u>
		11,656	13,585
<b>Current Assets</b>			
Debtors; amounts falling due within one year	6	59,564	65,673
Cash at bank and in-hand		<u>63,775</u>	<u>109,209</u>
		123,339	174,882
<b>Creditors:</b>			
Amounts falling due within one year	7	<u>(103,439)</u>	<u>(123,154)</u>
<b>Net Current Assets</b>		<u>19,900</u>	<u>51,728</u>
<b>Net Assets</b>		<u>31,556</u>	<u>65,313</u>
<b>Capital and Reserves</b>			
Profit and loss account		<u>31,556</u>	<u>65,313</u>

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 and members have not required the Company to obtain an audit for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for the preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A – small entities.

The financial statements were approved and authorised for issue by the board and were signed on its behalf on 13 May 2020 by:

M McCorkell, (Hon Treasurer)  
Director

The notes on pages 9 to 12 form part of these financial statements.

## **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020**

### **1. General Information**

The Society of Food Hygiene and Technology is a private company limited by guarantee incorporated in England. The address of the registered office and principal place of business is The Long Barn, Hurley Hall Barns, Atherstone Lane, Hurley, Nr Atherstone, Warwickshire. CV9 2HT.

### **2. Accounting Policies**

#### **2.1 Basis of preparation of financial statements**

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Section 1A of the Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The financial statements are presented in Sterling (£).

The following principal accounting policies have been applied:

#### **2.2 Revenue**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes. The following criteria must also be met before revenue is recognised:

#### **Rendering of Services**

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied.

- The amount of revenue can be measured reliably;
- It is probable that the Company will receive the consideration due under the contract;
- The stage of completion of the contract at the end of the reporting period can be measured reliably; and
- The costs incurred and the costs to complete the contract can be measure reliably.

#### **2.3 Intangible assets**

Intangible assets are initially recognised at cost. After recognition, under the cost model, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

All intangible assets are considered to have finite useful life. If a reliable estimate of the useful life cannot be made, the useful life shall not exceed ten years.

## 2.4 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, on a reducing balance basis.

Depreciation is provided on the following basis:

- Furniture and equipment - 20% reducing balance basis

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the income and expenditure account.

## 2.5 Debtors

Short term debtors are measured at transaction price, less any impairment. Loans receivable are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method, less any impairment.

## 2.6 Financial instruments

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties.

## 2.7 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

## 2.8 Taxation

Tax is recognised in the income and expenditure account, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equality respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the balance sheet date in the countries where the Company operates and generates income.

## 3. Employees

The average monthly number of employees, including directors, during the year was 3 (2019 – 3).

## 4. Intangible Assets

	<b>Database</b>
	£
<b>Cost</b>	
At 1 April 2019	9,860
At 31 March 2020	<u>9,860</u>
<b>Amortisation</b>	
At 1 April 2019	986

Charge for the year	986
At 31 March 2020	<u>1,972</u>
<b>Net Book Value</b>	
At 31 March 2020	<u>7,888</u>
At 31 March 2019	<u>8,874</u>

## 5. Tangible Fixed Assets

	<b>Furniture &amp; Equipment</b>
	£
<b>Cost</b>	
At 1 April 2019	<u>14,680</u>
At 31 March 2020	<u>14,680</u>
<b>Depreciation</b>	
At 1 April 2019	9,969
Charge for the year on owned assets	943
At 31 March 2020	<u>10,912</u>
<b>Net Book Value</b>	
At 31 March 2020	<u>3,768</u>
At 31 March 2019	<u>4,711</u>

## 6. Debtors

	<b>2020</b>	2019
	£	£
Membership fees	5,550	12,238
Supporting Company Membership fees	8448	4,212
Training	42	1,344
Training Academy	10,146	14,414
Level 4	-	1,677
Events	546	2,606
Annual Lunch	8,946	4,788
Breakfast Club	30	120
Office	-	144
Prepayments and accrued income	<u>25,856</u>	<u>24,130</u>
	<u>59,564</u>	<u>65,673</u>

## 7. Creditors; Amounts falling due within one year

	<b>2020</b>	2019
	£	£
Trade creditors	26,282	25,235
Other taxation and social security	7,946	10,786
Other creditors	1,520	1,492
Accruals and deferred income	<u>67,691</u>	<u>85,641</u>
	<u>103,439</u>	<u>123,154</u>

## 8. Company status

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

## DETAILED PROFIT AND LOSS ACCOUNT

For the year ended 31 March 2020

	Page	2020 £	2019 £
<b>Turnover</b>		245,635	248,127
Less overheads:			
Administration expenses		<u>(279,509)</u>	<u>(266,347)</u>
Operating loss		(33,874)	(18,220)
Interest receivable		141	124
(Loss) for the year		<u><u>(33,733)</u></u>	<u><u>(18,096)</u></u>

## SCHEDULE TO THE DETAILED ACCOUNTS

For the year ended 31 March 2020

	2020 £	2019 £
<b>Turnover</b>		
Membership fees	49,422	52,508
Supporting company membership fees	37,243	43,616
Diaries	1,350	1,200
Wall planner	2,850	2,850
Events	14,328	10,401
Breakfast Club	2,627	3,609
Training	1,206	2,782
Training Academy	52,318	41,078
Training Academy Level 4	6,060	3,464
Annual Lunch	78,060	86,390
Office	96	129
SOFHT Focus	75	100
<b>Total</b>	<u><u>245,635</u></u>	<u><u>248,127</u></u>

### Administration Expenses

Membership costs	2,888	924
Supporting company membership costs	2,227	2,996
Diaries	2,242	2,242
Wall planner	841	513
Events	14,819	12,235
Breakfast Club	405	757
Training	1,359	2,375
Training Academy	34,334	24,996
Training Academy Level 4	3,082	1,979
Annual Lunch	68,459	65,514
Publications	6,473	6,323
Staff salaries	81,100	87,932
Council meetings	1,035	1,296
Amortisation – intangible fixed assets	986	986
Technical Helpline	3,070	3,715
Marketing, publicity and advertising	2,788	996
Rent, rates and service charges	17,820	15,290
Printing, postage, stationery, certificates and membership wallets	5,053	3,800
Website, computer, telephone and internet	15,463	14,544
Bank charges and credit charges	2,150	2,074
Accountancy and bookkeeping	4,500	3,600
Insurance, subscriptions and rental of equipment	5,535	5,579
Meeting, travel and accommodation	281	276
Repairs, maintenance and sundry expenses	1,537	964
Legal and professional	120	3,426
Depreciation	<u>942</u>	<u>1,015</u>
	<u><u>279,509</u></u>	<u><u>266,347</u></u>

### Interest receivable

	2020 £	2019 £
Bank interest receivable	<u>141</u>	<u>124</u>

## **CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF THE SOCIETY OF FOOD HYGIENE AND TECHNOLOGY FOR THE YEAR ENDED 31 MARCH 2020**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of The Society of Food Hygiene and Technology for the year ended 31 March 2020 which comprise the Statement of Comprehensive Income, the Balance Sheet and the related notes from the Company accounting records and from information and explanations you have given to us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>.

This report is made solely to the Board of Directors of The Society of Food Hygiene and Technology, as a body, in accordance with the terms of our engagement letter dated 23 July 2018. Our work has been undertaken solely to prepare for your approval the financial statements of The Society of Food Hygiene and Technology and state those matters that we have agreed to state to the Board of Directors of The Society of Food Hygiene and Technology, as a body, in this report in accordance with ICAEW Technical Release TECH07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than The Society of Food Hygiene and Technology and its Board of Directors, as a body, for our work for this report.

It is your duty to ensure The Society of Food Hygiene and Technology has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and profit or loss of The Society of Food Hygiene and Technology. You consider that The Society of Food Hygiene and Technology is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or review of the financial statements of The Society of Food Hygiene and Technology. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements.

**MHA McIntyre Hudson**  
Chartered Accountants  
Rutland House  
148 Edmund Street  
Birmingham  
B3 2FD

Date: 13 May 2020

## DIRECTORS and ADMINISTRATION

### Board of Directors 2019/2020

Chairman	Fiona Kibby, Tesco Stores
Vice Chair & Training Services Director	Peter Littleton, Christeys Food Hygiene Ltd
Hon. Treasurer	Mike McCorkell, SGS Ltd
Company Secretary	Ian Booth, Martin-Brower UK Ltd
SCM Director & BREXIT/Regulatory	Alan Lacey
Breakfast Clubs	Sukhbir Kaur, Reynolds Catering Supplies Ltd
SOFHT Focus Editor	Dianne Waite, NSF International
Technical Director	Sue Riley, Eurofins Food Testing (UK)
	Garry Dennis, GDT Consulting
	Jonathan France, Trading Safely Ltd
	Fiona Sutherland, National Centre for Food Manufacturing, University of Lincoln
	Tracey Colbert, Parkdean Resorts
	Jamie Weall, Aston Manor Cider

### SOFHT Administration

Operations Director	Su Werran
Office Manager	Rachel Znajda
Accounts Assistant	Annette Smith

## FELLOWS & CHAIRMEN

<i>Fellows of The Society</i>	<i>Chairmen of The Society</i>	
Guy Barnes	1979/1980	Guy Barnes
Peter Bateman	1980/1981	Charles Rand
Mike Barrett	1981/1982	John Oakley
David Battams	1982/1983	Miss Wendy Spence
Ian Booth	1983/1984	Tony Stephens
Mrs Nina Chesworth	1984/1986	Sean Humphreys
Dr Slim Dinsdale	1986/1989	Glyn Gaston
Dr Graham Dodd	1989/1991	Mrs Sarah Thomas
Glyn Gaston	1991/1993	Mrs Nina Chesworth
Kathryn Gilbertson	1993/1995	Ms Nicki McCann
Mrs Catherine Graham	1995/1997	Stephen Phillips
Neil Griffiths	1997/1999	Tony Stephens
Roger Hatch	1999/2001	Andrew Skinner
Simon Houghton-Dodd	2001/2003	Andrew Sedgwick
Dr Alan Johnson	2003/2005	Neil Griffiths
Alan Jones	2005/2007	Simon Houghton-Dodd
Alan Lacey	2007/2010	Jonathon Bayne
Stuart McNeil	2010/2012	Simon Houghton-Dodd
Mrs Maureen O'Shea	2012/2014	Catherine Watkinson
Rick Pendrous	2014/2016	Alan Lacey
Mrs Deborah Puckering	2016/2018	Ian Booth
John Rigarfsford	2018/2020	Fiona Kibby
Mrs Val Rumbelow		
Andrew Skinner		
Mike Sheard		
Miss Wendy Spence		
Richard Sprenger		
Tony Stephens		
Bowen Thomas		
Ian Thomas		
Mrs Sarah Thomas		
Chris Turner		
Peter Vickers		
Mrs Catherine Watkinson		
Mrs Mary Vizoso		
Richard Werran		
Peter Wright		
<i>Honorary Fellows</i>		
Mr John Barnes		
Mrs Helen Hyde		
Mr David Travers		
Mr Mark Watson		
Mrs Su Werran		

Appendix I

**DIRECTORS ATTENDANCE AT COUNCIL MEETINGS 2019/2020**

Council Member	19/06/2019 AGM	11/09/2019 Council	23/10/2019 Cancelled	11/12/2019 Council	11/02/2020 Council	18/03/2020 Council	13/05/2020 Council	% Attendance
Alan Lacey	Y	X		X	Y	Y		60%
Ian Booth	Y	X		Y	X	Y		60%
Fiona Kibby	Y	Y		Y	Y	Y		100%
Sukhbir Kaur	X	Y		X	X	X		20%
Dianne Waite	Y	Y		Y	Y	X		80%
Garry Dennis	Y	Y		Y	Y	X		80%
Peter Littleton	Y	Y		Y	Y	X		80%
Mike McCorkell	Y	Y		X	Y	Y		80%
Sue Riley	Y	X		Y	Y	Y		80%
Jonathan France	Y	X		X	Y	Y		60%
Fiona Sutherland	X	X		Y	X	Y		40%
Jamie Weall	X	Y		Y	X	Y		60%
Tracey Colbert	Y	Y		X	X	X		40%

Via Skype

Appendix II

**DIRECTORS EXPENSES June 2019 – June 2020**

<b>Director</b>	<b>Expenses Claimed</b>
Alan Lacey	£433.97

The Society of Food Hygiene and Technology is a company limited by guarantee and registered in England and Wales No: 3217110. VAT registration No: 450 2906 69  
Registered Office: The Long Barn, Hurley Hall Barns, Atherstone Lane, Hurley, Nr Atherstone, Warwickshire. CV9 2HT