



The Society of<sup>®</sup>  
Food Hygiene  
and Technology



# Annual Report

**2017/2018**



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## **CHAIRMAN'S REPORT – Ian Booth, Chair**



The Society continues to be in a strong position as the 2017/2018 financial year ends. This has been achieved through offering a diverse range of membership benefits including events, the Training Academy programme, and industry recognised Annual Luncheon, Legislation Forums and Breakfast Clubs. As the Society commences the 2018/2019 financial year, there is a continued focus on driving training and support within the food industry, as well as exploring new methods of media interaction.

The strength of the recognition of the Society continues throughout the industry as a professional body covering all aspects of food hygiene including hygiene technologies and management techniques. Our membership, especially that of the Supporting Company Members continues to grow, along with the knowledge and skills that this brings to SOFHT.

The SOFHT strategy continues as an ongoing plan of activity. This covers our core areas of expertise, the essence on which the society was built. I believe that this clear direction has played a key part in the financial stability of the Society. An update was provided to members at the 2017 Annual Luncheon.

As I finalise my term as Chairman I wish to thank all of the Directors at SOFHT. The Council positions are held in a voluntary capacity and need to be balanced with often challenging day jobs. To deliver on our strategy, Su Werran (Operations Director), collaborates with other Council members with portfolio to develop the effectively delivery of the activities identified within the strategy, as well as coordinating the office team activity. It is key that the Society and members recognise that this is a Director role as the office management is released allowing Su to drive membership and benefits. I echo my report of last year in which I recognised Su's wealth of experience within the Society, and her relationship with members and the industry is key to the continued growth of the Society. The SOFHT Office support is also key, now with Rachel Znajda delivery significant benefit as Office Manager.

I am pleased to welcome four new Supporting Company Members (SCM's) – Authenticate Information Systems, BSI Group, NT Assure Ltd and Marks & Spencer Plc, who together with our existing SCMs offer valuable support to the Society. We have continued to host meetings for SCMs this year using the National Liberal Club as our London venue.

## **VICE CHAIR, SOFHT FOCUS EDITOR & MEDIA/PR Report – Fiona Kibby**



The Society continues to enjoy a successful partnership with Maple Rock Design to manage the layout, design and publishing of the SOFHT Focus. The SOFHT website continues to host press releases for members, giving them a platform to network within The Society as well as reaching out to non-members.

Twitter, Facebook and LinkedIn posts are increasing important in connecting with new members and existing followers of SOFHT. The Society has also been able to provide support in the media with statements and spokesmen for the production of TV programmes such as Food Unwrapped and Rip off Britain. We will continue to build on these relationships wherever possible to further the profile of The Society within the media.

In 2018, I intend to hand over the Editorship of the SOFHT Focus to Dianne Waite who will continue to work towards producing an interesting and useful publication for members.

## MEMBERSHIP REPORT – Alan Lacey



I am pleased to report that membership has remained buoyant through the past year in spite of the challenging environment in which individuals and companies inevitably review their outgoings and this reflects the value and benefits that SOFHT membership offers. We are grateful to our loyal members and are committed to meeting their expectations.

Over the past year we have participated in discussions and consultations on issues that have an impact on the food industry and canvassed the views of our members.

Our portfolio of supporting company members is both impressive and diverse with Authenticate Information Systems, BSI Group, NT Assure Ltd and Marks & Spencer Plc joining us in the past year.

The special meetings for this group – held at the National Liberal Club in Whitehall – have been very successful this year. One meeting focussed entirely on Brexit and at a post-Christmas meeting we welcomed Nina Purcell of the Food Standards Agency who provided clarity on the progress the “Regulating our Future” programme.

Overall the profile of our membership and our links with regulators and trade associations increasingly enable us to be seen as a credible voice of the food industry and its service providers.

## EVENTS REPORT – Phil Shaw



2017/18 saw a marked improvement on the previous year for the SOFHT events team. At the end of 2016/17 there was more focus on events, with myself heading up the events team and all the council Directors being much more involved from the conception of an event to attending the event itself.

As always getting the subject matter correct can prove in itself challenging as things tend to change rapidly in the food industry as we all know.

Our 2017 our inaugural Summer Soiree started out events calendar year off and despite some last-minute issues with speakers was a great success.

Our 2018 event is now booked for the 12th July at Coombe Abbey in Coventry, which gives a unique opportunity to gather all our members new and old, potential new members, post Chairs, Fellows and Honorary Fellowships and network together in the afternoon followed by a glass of wine or cold beer in the early evening summer sun and this year a hog roast.

In September in conjunction with Highfield we held our Food Fraud conference and exhibition at Doncaster racecourse, with well over one hundred people attending on the day this was a real success.

In February 2018 we held our always very popular Back to Basics conference and exhibition at the Ricoh Arena in Coventry, again this was a very well attended event.

With further events booked for the remainder of this year we are looking forward to another successful year.

May I take this opportunity to pass on my sincere thanks to all the SOFHT Directors who have given up their valuable time to help and assist with events and a big thank you to Su and the office team as without them the events just would not be what they are.

We are looking forward to welcoming you all to one (or all) of our planned future events and as always, we really do appreciate and value your continuing support in every way.

## **TRAINING REPORT** – *Peter Littleton*



The Society's Training Academy continues to develop both our reputation for high quality, cost effective training along with the range of training opportunities available to our members. New courses for 2018 include "Training to Train", "Automated Cleaning" and the highly topical "Leading and Managing a Positive Food Safety Culture" which join our stable alongside perennial favourites such as the Carousel Level 4 in Food Safety which is proving increasingly popular.

In 2018 we will be returning to The Society's popular Level 2 Food Safety trainers pack in conjunction with Highfield Awarding Body to review the pack and ensure it remains current and up to date with dual branding to further enhance this qualification.

A revamped prospectus for 2018 has been developed and is available on the SOFHT web-site which includes a breakdown of the content for each course.

To cater for those who are unable to attend our dedicated training facility at Middleton House Farm we also offer a suite of e-learning courses to enable effective training to be undertaken on-site.

## **TECHNICAL REPORT** – *Dr Karen Middleton-Gell*



The twice yearly SOFHT Legislation Forums, which are free to members, have had continued success in the 2017/18 program.

The October Forum on "Emerging Issues in the World of Food" looked at a number of emerging issues, such as guidance on "use by" dates to tackle food waste, mandatory acrylamide testing for potato, cereal and bakery products and ethical certification and offered an opportunity for delegates to share their views and good working practices in respect of these.

The Forum held this April discussed how businesses could deal with "Managing Complaints" and discussed origins and sources of consumer complaints, how they impact businesses, best practice for managing complaints and how to use complaints data.

The Forums are well attended and attract representatives from food manufacturers, retailers, the food service sector and suppliers and will continue to be held twice a year, with the next events planned for this October and April 2019.

The Technical Helpline has continued to offer support and guidance to the SOFHT membership covering a range of technical enquiries from food labelling, nutritional declarations and food legislation.

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



Breakfast Clubs have received a mixed response in the year 2017/18. Six clubs have been successfully run up until April 2018. Some of the clubs such as Listeria and Regulating our Future have been very successful and fully booked, with others having between 10 – 15 delegates. There are two more Breakfast Clubs being advertised for 2018.

It is all about getting the subject right, running at the right time and securing a good speaker.

We are always discussing new topics such as acrylamide testing, cyber security and BRC version 8 but at the same time targeting the day to day issues faced by the food industry technical teams.

Many thanks to Su Werran and the SOFHT team for their continued support in running the breakfast clubs and providing all of the administration work.

## **HYGIENE IN FOCUS (HIFs) REPORT – John Rigardsford**



In order to keep SOFHT members up to date with unbiased, accurate and essential information on Food Technical issues, Food Hygiene, and Food Safety related topics, a series of Hygiene in Focus (HIF) documents has been prepared by members and non-members of SOFHT. The HIFs are available to anyone visiting the SOFHT website.

All HIF contributors are recognized knowledgeable and experienced “experts” in the subject about which they have undertaken to write. The HIFs are as succinct as possible, and in a format that is easy to read, download or print.

They cover a plethora of subjects and are grouped under Legislation; Pest Control; Micro-organisms; Food Processing; Hygiene; and Cleaning and Disinfection. There are 35 HIFs and more are planned. The SOFHT Council are considering as to whether HIFs should be in a new format. Many of the HIFs are over five years old and are due to be reviewed. Some of the SOFHT Directors have kindly agreed to check and update them where necessary. In some cases, this may mean a complete rewrite. These reviews will ensure that HIF information is as topical and up-to-date as possible. My thanks go to the experts who have undertaken this task, and to the SOFHT Office for all their meticulous work in formatting the new and revised HIFs and placing them on the web site.

I would urge members to comment on the value of the HIFs and give their views on the existing HIFs. I would also like to hear ideas on subjects for new HIFs. Anyone willing to submit a paper for consideration as an HIF would be very welcome. Accreditation, where possible, is included in the HIF.

## **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



The Society recorded a modest surplus in the 2017/18 financial year and ended the year in good financial health. The Society again aimed to operate a balanced budget, re-investing income in activities for members.

Turnover of £262,925 was in line with the Society's plans and represented modest growth (3%) on the 2017 level (£255,286). Expanded supporting company membership and increased events income were the two biggest contributors to this.

Overall expenditure of £248,188 was below our budget and 2017 (£259,989) with costs related to the Annual Luncheon at the new venue coming in lower than budgeted. Elsewhere expenditure was generally in line with activity levels and expectations.

In practice, the Society therefore generated a surplus of £14,802 (compared to a deficit last year of £4,640) equivalent to just under 6% of our annual turnover.

At year end the Society held £137,667 in cash, in all accounts, at the year end, a small improvement on the prior year and one which maintains the improvement seen over the last three years. Net assets (the net position looking at cash, debtors and creditors) are also relatively healthy at £83,409 at year end. Again, this is an improvement on the prior year.

In the forthcoming year, the Society has a higher than usual number of 'one off' items to address including a change of location. The 2017/18 result puts us in a good position to address these whilst maintaining continued delivery of benefits to members. The 2018/19 budget is again a balanced one, aiming to apply income for members benefit without generating a significant surplus or deficit. Council remain confident that the Society's finances are in a strong position.

## 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 2018.

### 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.

### DIRECTORS

The Directors who served during the year were:

Mr I Booth (Chairman)  
Ms F Kibby (Vice Chair)  
Mr N Griffiths (Hon Treasurer) (resigned 21 June 2017)  
Mr A Lacey  
Mrs C Watkinson (resigned 21 June 2017)  
Mr P Shaw  
Mr G Hoyle (resigned 21 June 2017)  
Dr K Middleton-Gell  
Mr R Belton (resigned 21 June 2017)  
Mr J Rigarfsford  
Mrs S Kaur  
Mr G Dennis  
Mr P Littleton  
Mrs D Waite  
Mr M McCorkell (Hon Treasurer) (appointed 21 June 2017)

## 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 9 May 2018

Registered office:  
The Granary  
Middleton House Farm  
Tamworth Road  
Middleton  
Staffordshire. B78 2BD  
Approved by the directors on 9 May 2018

Signed by order of the directors

P Shaw, Secretary

## Income and Expenditure Account

For the year ended 31 March 2018

	Note	2018 £	2018 £
<b>Turnover</b>		262,925	255,286
Administrative expenses		<u>(248,188)</u>	<u>(259,989)</u>
Operating (deficit)/surplus		14,737	(4,703)
Interest receivable and similar income		49	79
Surplus (Deficit) before taxation		<u>14,786</u>	<u>(4,624)</u>
Tax on (Deficit)/surplus		16	(16)
Surplus/(Deficit) for the financial year		<u>14,802</u>	<u>(4,640)</u>

There was no other comprehensive income for 2018 (2017:£NIL).

The notes on pages 11 to 13 form part of these financial statements

## Balance Sheet

For the year ended 31 March 2018

	Note	2018 £	2017 £
<b>Fixed Assets</b>			
Intangible assets	4	9,860	-
Tangible assets	5	<u>3,308</u>	<u>4,135</u>
		13,168	4,135
<b>Current Assets</b>			
Debtors; amounts falling due within one year	6	36,025	23,753
Cash at bank and in-hand		<u>137,667</u>	<u>133,274</u>
		173,692	157,027
<b>Creditors:</b>			
Amounts falling due within one year	7	<u>(103,451)</u>	<u>(92,555)</u>
<b>Net Current Assets</b>		<u>70,241</u>	<u>64,472</u>
<b>Net Assets</b>		<u>83,409</u>	<u>68,607</u>
<b>Capital and Reserves</b>			
Profit and loss account		<u>83,409</u>	<u>68,607</u>

The directors consider that the Company is entitled to exemption from audit under section 477 of the Companies Act 2006 ("the Act") 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 9 May 2018 by:

A handwritten signature in cursive script, appearing to read 'M. McCorkell', written in dark ink.

M McCorkell, (Hon Treasurer)  
Director

**Company Registration Number: 03217110**

The notes on pages 11 to 13 form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 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 Granary, Middleton House Farm, Tamworth Road, Middleton, near Tamworth, Staffordshire. B78 2BD.

### 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 and investments in non-puttable ordinary shares.

## 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 (2017 – 3).

## 4. Intangible Assets

	<b>Database</b>
	£
<b>Cost</b>	
Additions	9,860
At 31 March 2018	<u>9,860</u>
Net Book Value	
At 31 March 2018	<u><u>9,860</u></u>
At 31 March 2017	<u><u>-</u></u>

## 5. Tangible Fixed Assets

	<b>Furniture &amp; Equipment</b>
	£
<b>Cost</b>	
At 1 April 2017	12,670
At 31 March 2018	<u>12,670</u>
<b>Depreciation</b>	
At 1 April 2017	8,535
Charge for the year on owned assets	827
At 31 March 2018	<u>9,362</u>
<b>Net Book Value</b>	
At 31 March 2018	<u><u>3,308</u></u>

At 31 March 2017

4,135

**6. Debtors**

	<b>2018</b>	2017
	<b>£</b>	£
Membership fees	10,160	8,059
Training	1,204	5,110
Events	3,046	-
Training Academy	7,525	2,861
Breakfast Club	936	564
Sundry income	927	-
Prepayments and accrued income	<u>12,227</u>	<u>7,159</u>
	<u>36,025</u>	<u>23,753</u>

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

	<b>2018</b>	2017
	<b>£</b>	£
Trade creditors	16,450	14,403
Corporation tax	-	16
Other taxation and social security	6,847	6,982
Other creditors	116	65
Accruals and deferred income	<u>80,038</u>	<u>71,089</u>
	<u>103,451</u>	<u>92,555</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 INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2018

	Page	2018 £	2017 £
<b>Income</b>		262,925	255,286
Less overheads:			
Administration expenses		(248,188)	(259,989)
Operating profit / (loss)		14,737	(4,703)
Interest receivable		49	79
Profit / (loss) for the year		<u>(14,786)</u>	<u>(4,624)</u>

## SCHEDULE TO THE DETAILED ACCOUNTS

For the year ended 31 March 2018

	2018 £	2017 £
<b>Turnover</b>		
Membership fees	57,797	60,284
Supporting company membership fees	44,997	34,335
Diaries	2,400	2,400
Wall planner	4,400	4,302
Events	17,844	8,903
Breakfast Club	4,428	4,430
Training	9,767	9,099
Training Academy	26,291	33,725
Training Academy Level 4	4,639	7,383
Annual Lunch	89,585	87,997
Office	477	1,303
SOFHT Focus	300	1,125
<b>Total</b>	<u>262,925</u>	<u>255,286</u>

### Administration Expenses

Membership costs	971	759
Supporting company membership costs	2,785	3,269
Diaries	2,187	1,963
Wall planner	949	547
Events	13,282	6,461
Breakfast Club	536	540
Training	1,893	3,338
Training Academy	15,339	20,008
Training Academy Level 4	2,391	4,129
Annual Lunch	57,164	67,624
Student awards	-	195
Publications	2,186	4,923
Staff salaries	92,179	81,088
Council meetings	1,544	2,082
Technical Helpline	3,315	3,000
Marketing, publicity and advertising	3,824	3,960
Rent, rates and service charges	15,139	18,558
Printing, postage, stationery, certificates and membership wallets	4,726	3,921
Website, computer, telephone and internet	13,742	11,954
Bank charges and credit charges	1,761	1,959
Accountancy and bookkeeping	3,600	3,570
Insurance, subscriptions and rental of equipment	5,361	5,517
Meeting, travel and accommodation	1,073	1,007
Repairs, maintenance and sundry expenses	1,354	1,705
Legal and professional	60	7,000
Depreciation	827	914
	<u>248,188</u>	<u>259,989</u>

### Interest receivable

	2018 £	2017 £
Bank interest receivable	<u>49</u>	<u>79</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 2018**

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 2018 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 date 9 September 2016. Our work has been undertaken solely to prepare for your approval of 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 company's 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: 9 May 2018

## DIRECTORS and ADMINISTRATION

### Board of Directors 2018/2019

Chairman	Ian Booth, Martin-Brower UK Ltd
Vice Chair, SOFHT Focus Editor and Media/PR Director	Fiona Kibby, Tesco Stores
Hon. Treasurer	Mike McCorkell, SGS Ashby Ltd
Membership Development Director and SCM Director	Alan Lacey, ASDA
Breakfast Clubs	Sukhbir Kaur, Reynolds Catering Supplies Ltd
Company Secretary and Events Director	Phil Shaw, PLS Environmental Services Ltd
Assistant SOFHT Focus Editor	Dianne Waite, NSF International
Hygiene in Focus Director	John Rigarlsford
Technical Director	Karen Middleton-Gell, Bakkavor Group
Training Services Director	Peter Littleton, Christeyns Food Hygiene Ltd
Garry Dennis	GDT Consulting

### SOFHT Administration

Operations Director	Su Werran
Office Manager	Rachel Znajda
Accounts Assistant	Kirsty Moore

## 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
Mrs Nina Chesworth	1983/1984	Tony Stephens
Dr Slim Dinsdale	1984/1986	Sean Humphreys
Dr Graham Dodd	1986/1989	Glyn Gaston
Glyn Gaston	1989/1991	Mrs Sarah Thomas
Kathryn Gilbertson	1991/1993	Mrs Nina Chesworth
Mrs Catherine Graham	1993/1995	Ms Nicki McCann
Neil Griffiths	1995/1997	Stephen Phillips
Roger Hatch	1997/1999	Tony Stephens
Simon Houghton-Dodd	1999/2001	Andrew Skinner
Dr Alan Johnson	2001/2003	Andrew Sedgwick
Alan Jones	2003/2005	Neil Griffiths
Alan Lacey	2005/2007	Simon Houghton-Dodd
Stuart McNeil	2007/2010	Jonathon Bayne
Mrs Maureen O'Shea	2010/2012	Simon Houghton-Dodd
Rick Pendrous	2012/2014	Catherine Watkinson
Mrs Deborah Puckering	2014/2016	Alan Lacey
Mrs Val Rumbelow	2016/2018	Ian Booth
Andrew Skinner	2018	Fiona Kibby
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 2017/2018**

Director	21/06/2017 Council	11/09/2017 Council (originally 6 Sept)	16/10/2017 Council	04/12/2017 Council	08/01/2018 Council	05/03/2018 Council	09/05/2018 Council	% Attendance
Alan Lacey	Y	X	Y	X	X	X	X	29%
Ian Booth	X	Y	Y	Y	Y	Y	Y	86%
Phil Shaw	Y	Y	X	Y	Y	X	X	58%
John Rigarlsford	Y	X	X	X	X	Y	Y	43%
Fiona Kibby	Y	Y	Y	Y	X	Y	Y	86%
Karen Middleton-Gell	Y	Y	Y	Y	Y	X	Y	86%
Sukhbir Kaur	Y	Y	Y	X	Y	X	Y	72%
Dianne Waite	Y	Y	Y	X	Y	Y	Y	86%
Garry Dennis	Y	X	X	Y	X	Y	Y	58%
Peter Littleton	X	X	X	Y	Y	Y	Y	58%
Mike McCorkell	Y	Y	Y	Y	Y	Y	Y	100%
Sue Riley (co-opted 11.9.17)		Y	Y	Y	Y	Y	Y	
Raju Sayamoni (co-opted 11.9.17)		Y	X	Y	X	X	Y	

Appendix II

**DIRECTORS EXPENSES June 2017 – June 2018**

<b>Director</b>	<b>Expenses Claimed</b>
Alan Lacey	£334.90
Phil Shaw	£261.35
John Rigarlsford	110.25

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 Granary, Middleton House Farm, Tamworth Road, Middleton, Staffs B78 2BD