



The Society of[®]
Food Hygiene
and Technology



Annual Report

2010/2011

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CHAIRMAN'S REVIEW – *Simon Houghton-Dodd*



You will see as you read through the following Directors reports, the past 12 months has been a challenging time for the Society. There have been several notable highs with the Annual Luncheon (at the Savoy) selling out for the 4th year in a row and I'm sure you will agree that the newly opened Savoy is a stunning venue and we will be returning in 2012. For this years Luncheon we are back at the Landmark on 24th November and have already sold over 260 tickets. As this years capacity is limited to 370 guests, I would recommend that you contact the office at your earliest opportunity to avoid disappointment and secure a place.

The second has been the creation of our Training Academy, designed to provide high quality training at competitive rates, as we are holding the courses at our Middleton offices to reduce overheads.

Another positive aspect of the Training Academy is that in addition to extending the benefits of membership, it will help to reduce our reliance on areas like events and food safety training to generate the funds that SOFHT needs to continue to invest for our future.

Looking forward we have set realistic budgets for all activities over the next 12 months and continue to look at ways of minimising our expenditure. One example is that we have negotiated with Sherwens (our web designer) a reciprocal agreement to develop a new website with enhanced features at zero cost to the Society.

Finally, it has been excellent to see so many of you attending breakfast clubs at our offices which gives all of the team the opportunity to meet all our members face to face.

VICE CHAIR'S REPORT – *Catherine Watkinson*



I felt like returning home when I was handed back the reins of Breakfast Clubs following my return from maternity leave. After a slow start, it has been a very successful year for the clubs which have now become a firm favourite for our membership.

Topics discussed throughout the year have included Nanotechnology, Allergens, Corporate Manslaughter, Parasites in Food, Ready to Eat Shelf Life Guidance and Customer Complaints, and for the first time we have had to put on additional clubs to repeat subject matters that have shown to be extremely popular and over-subscribed.

The clubs have also taken on new presentation styles with workshops, supporting exhibitors relating to the topic and break out groups.

The Society rely on people from the industry voluntarily giving up their time to speak about subjects that they excel in and we are extremely grateful to them and their continued support.

As with all new initiatives it takes a little time to settle down and establish themselves but with growing numbers of delegates over the past 12 months and a wider range of topics.

We believe that the Breakfast Clubs can only go from strength to strength. The Society have also agreed that the cost for attending the clubs will not change making them still extremely competitive and value for money.

We aim for 2011/12 to run 2-3 clubs per month and to try new subject matters such as Law Updates, Sourcing from China, Salt Levels, BRC Version 6, Crisis Management and will continue to update you through the website, e-mails and our new social networking sites on Facebook and Twitter.

MEMBERSHIP REPORT – Dr John Simmons



In last year's report I highlighted that, despite the difficult economic times, membership in both corporate and individual categories had fallen only slightly. Although no one can be in much doubt that the difficult economic times have continued through the past year, it is good to report a general maintenance of the status quo. A small aggregate loss in individual members has been balanced by a small aggregate gain in corporate members; overall membership numbers have remained broadly static.

However, is this the best that we could have hoped for? The fact that so many suppliers of goods and services want to be members of the Society would indicate that they see the benefits to be gained from membership. The fact that individual membership has declined in recent years would suggest that individuals are less able to see the benefits, so maybe the Society needs to be more proactive in promoting itself.

The lifeblood of the Society will always be the quality, technical and hygiene managers of food and allied industries, and it is towards this group that the main thrust of membership promotional efforts must be directed. Without a critical mass of such members there will be too few for existing product and service supplying members to direct their marketing efforts.

The SOFHT e-Certification scheme continues to grow, and will continue to bring in new membership in this key target category.

A positive effort has been made to make Supporting Company Membership more attractive for the larger food manufacturers and retailers. SCM's are one of the major financial pillars of the Society but an imbalance had been developing between membership of companies supplying goods and services, and the food manufacturers and retailers. This imbalance has been redressed during the year, and continues. It should encourage more of the major manufacturers and retailers to join, or re-join, the Society.

After three years in the membership development role I am standing down from the board this year. As the owner of a relatively small service company, working primarily within the food industry, I would encourage any similar individual to become actively involved with SOFHT; it provides an invaluable network of contacts and potential customers. It has been an interesting and challenging role, and I would like to thank my fellow directors for their help and encouragement during this time.

SOFHT FOCUS EDITORS REPORT – Ian Booth



The electronic version of SOFHT focus has now been distributed successfully for the last 2 years. This remains a financial benefit through reduced printing and distribution costs.

The aim is to still generate some income from advertising (one advert per issue), although this is proving difficult if balanced with the membership benefit at a number of grades where free advertising in an agreed number of issues is completed.

We continue to target a range of articles to reflect the readership, and through a good working relationship with the designer and publisher can efficiently produce quarterly publications. Article generation continues to be a challenge although Assistant Editor Fiona Kibby resourcefully manages this.

This year there will be an additional edition to coincide with the annual luncheon.

EVENTS REPORT – Neil Griffiths



I took over as Events Director in October 2010, following on from the previous Director, Roger Hatch.

SOFHT held two successful events in this financial year. The first event, “Food Safety Masterclass”, was held on 26th January at The Ricoh Arena, Coventry. We were able to attract 15 exhibitors and c. 80 delegates. On 17th February we held the “European Labelling” event at the Yew Lodge Hotel, Derby. This was also a successful event with 8 exhibitors and again c. 80 delegates.

We currently have two further events to look forward to in this coming financial year; “Traceability” is to take place on 13th October at The Belfry, Oxford which will explore the current legal requirements and practical examples of how it can be achieved to guarantee the accuracy of the label. It will also look at the technology that can be used to aid traceability through the food chain from Farm to Fork.

“Forewarned is Forearmed” is to take place at Brooklands Hotel, Barnsley on 3rd November. It will horizon scan a number of key issues for the food industry to provide advance warning for what may be coming down the line in specific areas. This is an opportunity to predict ahead and to provide some soundly based forecasts.

Both future events are being marketed via eshots, mailshots and are listed in various industry related publications and sites.

We are always open to suggestions of venues and topics from our members; this ensures that our conferences remain relevant and beneficial.

BRANCH REPORT – Jonathon Bayne



The Yorkshire and North East of England Branch continues to flourish, and has had another successful year, with the hosting of a number of events* during the course of the last 12 months, and more recently in 2011 the introduction of concise morning only events, based on the Society's ever growing successful 'Breakfast Clubs'. I would like to take this opportunity to thank the Yorkshire and North East of England Committee for their ongoing support of the Society as it is truly appreciated.

*Branch meetings from July 2010 are as follows:

- 24 November - Mycotoxins in Food
- 24 March - Marketing Using Health Claims
- 25 May - AGM & Fareshare – Tackling Food Poverty in the UK

TRAINING REPORT – Simon Houghton-Dodd



In the financial year 2010/2011 training generated an income of £10,294 which is a very creditable performance considering the pressures that the food industry faces. Part of the reason for this performance has been the introduction of new materials, namely a total revamp of the Hygiene Awareness Kit. As part of this update we have converted the old video to a digital format and added an additional section on Allergen Control etc.

Looking forwards we plan to introduce additional e-learning courses on subjects like ‘Good Laboratory Practice’ and higher level HACCP.

Once the new Board of Directors has been confirmed after the AGM, our plans are to nominate a director with specific responsibilities in this area to further develop our portfolio of food safety training courses.

HYGIENE IN FOCUS (HIFs) REPORT – John Rigarlsford



In order to keep SOFHT members up to date with unbiased, accurate and essential information on Food Hygiene and Food Safety related topics, a series of Hygiene in Focus (HIF) leaflets has been prepared by members and non-members of SOFHT. All contributors are recognised as knowledgeable and experienced “experts” in the field they have undertaken to write about. Currently, there are 25 HIFs, including a new one entitled “Methods of Hygiene Monitoring”, available in the Members’ Area of the SOFHT website. The HIFs cover a plethora of subjects including food law, cleaning and disinfection, pest control, HACCP, food allergens etc. The HIFs are in a format that is easy to read, download or print. More HIFs, including ones on “Listeria” and “Campylobacter” are in the pipeline; and the current HIFs are reviewed and updated as knowledge improves. We would welcome ideas for new HIFs; submission of papers on relevant topics suitable to be considered as additions to the HIF library; and volunteers willing to write a HIF.

EXTERNAL ORGANISATIONS

The Society of Food Hygiene and Technology are members of The Foundation of Science & Technology and this year, John Rigarlsford has represented the Society at the United Kingdom Federation for Food Science & Technology meetings and is now a Committee Member.

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

TREASURER'S REPORT - Brin Phillips



The financial year 2010/11 has in reality seen 12 months of financial challenge in a background of tightening purse strings by membership and generally across the board. The Society has once again had to look to sensible governance measures before attempting to provide more progressive initiatives on which the Society can grow and work more closely with its stakeholders.

As such, although the surpluses have narrowed, this has been significantly tempered by enthusiasm to meet such challenges and has only further resolved the Directors to further prepare for tighter fiscal control and future growth measures. More importantly, a more wholesome approach on targets and achievements has been at the centre of council focus. In this respect, the Society can be more positive about the way it has conducted its activities over a longer term as opposed to the current state of finances is reflected in this report.

Although income from a number of areas including individual membership has not achieved the levels seen in previous years, previous changes to the membership classes have allowed individual members greater access to the society and its overall offer as well being able to take a more long term financial decisions due to the support of its Supporting Company Members.

The Society’s over all income decreased from a surplus of £6,414 in 2010 to a deficit of £8,279 in 2011. The main contributions with respect to this decrease, has come from a membership reduction of 8.7%. However, this would appear as a latent effect, which has mirrored the general economy including increases in VAT, NIC etc increases etc, which is continuing to present a challenging landscape. This shortfall has been from reserves.

The Annual Luncheon was again a resounding and more profitable success although regular symposia and event activity was not conducted at previous year’s levels. SOFHT training is still one of the society’s key areas of growth opportunity. The Society’s consultative opportunities also have the potential to deliver growth beyond 2011.

Therefore, the last 12 months can only be described as a financially under expectation year for the Society which (like many other professional organisations etc) is feeling the effect of a constricting economy and increased costs.

The simple reality is that this presents a clear opportunity to the SOFHT Board to provide new initiatives and services in the short and medium-term interests of members and improved governance wherever possible. The Council must also continue challenge itself on all streams of income to ensure the Society's presence remains consistent.

The Society is already making firm plans to consolidate the balance sheet, which included a 5% increase in membership fees for 2011/12. This was the first increase in a number of years, but has been seen by the Board as essential.

In what is seen as still a very competitive market, the Society continues to deliver innovation and provides a real 'Value for Money' service to its members, who should see a continuation of improvements for some time to come despite the difficult circumstances.

FINANCIAL STATEMENTS FOR THE YEAR

Ended 31 March 2011

THE DIRECTORS' REPORT

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2011.

PRINCIPAL ACTIVITIES

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

DIRECTORS

Mr J Q Bayne
Mr I P Booth
Mr R J Hatch (Company Secretary)
Mr S C Houghton-Dodd (Chairman)
Mr A Lacey
Mr J Rigarlsford
Dr J Simmons
Miss H Doe
Mr P Shaw
Ms F Kibby
Mrs C Watkinson (Vice Chairman)
Ms A Ocan
Mr N Griffiths
Mr B Phillips (Treasurer)

DIRECTORS' RESPONSIBILITIES

Company law requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company at the end of the year and of the profit or loss for the year then ended.

In preparing those financial statements, the directors are required to select suitable accounting policies, as described on page 10, and then apply them on a consistent basis, making judgements and estimates that are prudent and reasonable. The directors must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping proper records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The directors are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
The Granary
Middleton House Farm
Tamworth Road
Middleton
Staffordshire
B78 2BD

Signed by order of the directors



R Hatch, Company Secretary

Approved by the directors on 18 May 2011

ACCOUNTANTS' REPORT TO THE DIRECTORS YEAR ENDED 31 MARCH 2011

As described on the balance sheet, the directors of the company are responsible for the preparation of the financial statements for the year ended 31 March 2011 set out on pages 9 to 12.

You consider that the company is exempt from an audit under the Companies Act 2006.

In accordance with your instructions we have compiled these unaudited financial statements in order to assist you to fulfil your statutory responsibilities from the accounting records and information and explanations supplied to us.

Sterling House
31/32 High Street
Wellingborough
Northants NN8 4HL

Berry Kearsley Stockwell Ltd.,
Accountants

Date: 18 May 2011

Income and Expenditure Account

For the year ended 31 March 2011

	Notes	2011 £	2010 £
Income	4	215,983	220,875
Expenses		(202,089)	(191,750)
Membership support		(16,687)	(16,063)
Other expenses		<u>(5,467)</u>	<u>(6,648)</u>
Surplus/(deficit) on ordinary activities before taxation		(8,260)	(6,414)
Tax on interest received	3	<u>(19)</u>	<u>(19)</u>
Surplus on ordinary activities after taxation		<u>(8,279)</u>	6,395
Retained surplus brought forward		<u>61,392</u>	<u>54,997</u>
Retained surplus carried forward		<u>53,113</u>	<u>61,392</u>

Balance Sheet

For the year ended 31 March 2011

	Notes	2011 £	2010 £
Fixed Assets			
Tangible fixed assets	5	5,443	6,682
Current Assets			
Stock	6	2,147	2,788
Debtors	7	27,431	27,254
Cash at bank and in-hand	8	<u>64,870</u>	<u>70,882</u>
		94,448	100,924
Creditors			
Amounts falling due within one year	9	<u>(46,778)</u>	<u>(46,214)</u>
Net Current Assets		<u>47,670</u>	<u>54,710</u>
Total Assets Less Current Liabilities		<u>53,113</u>	<u>61,392</u>
Reserves			
Income and expenditure account reserve	12	<u>53,113</u>	<u>61,392</u>
MEMBERS' FUNDS		<u>53,113</u>	<u>61,392</u>

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of Section 477, and that no member or members have required an audit pursuant to Section 476 of the Act.

The directors acknowledge their responsibility for

- (i) Ensuring that the company keeps proper accounting records which comply with Section 386 of the Act and;
- (ii) Preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of Section 394 and 395, which otherwise comply with the requirements of the Act relating to financial statements as far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors on 18 May 2011 and are signed on their behalf by:



S Houghton-Dodd

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2011

1. Accounting Policies

Basis of accounting - The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standards for Smaller Entities (effective April 2008).

Income - The income shown in the Income and Expenditure Account represents amounts invoiced during the year, exclusive of Value Added Tax.

Depreciation - Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Furniture and equipment -20% reducing balance basis

Stock - Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

2. Operating Surplus

Operating surplus is stated after charging:-	2011	2010
	£	£
Depreciation of owned fixed assets	<u>1,239</u>	<u>1,521</u>

3. Corporation Tax on Interest Received

	2011	2010
Current tax:	£	£
UK Corporation tax	<u>19</u>	<u>19</u>
Total current tax	<u>19</u>	<u>19</u>

4. Income

	2011	2010
	£	£
Membership fees	104,355	113,482
Events	18,842	18,034
Annual luncheon	64,391	59,689
Breakfast Club	8,911	3,355
Office	6,325	10,593
Training	10,294	11,663
Publications	-	300
Diaries	1,800	1,200
Scheme	600	984
Bank interest receivable	89	93
Net branch activities	291	342
Sundry income	85	<u>1,140</u>
TOTAL	<u>215,983</u>	<u>220,875</u>

5. Tangible Fixed Assets

	Furniture & Equipment
Cost	£
At 1 April 2010	19,052
Additions	-
Disposals	-
At 31 March 2011	<u>19,052</u>
Depreciation	
At 1 April 2010	12,370
Charge for the year	1,239
Disposal depreciation	-
At 31 March 2011	<u>13,609</u>
Net Book Value	
At 31 March 2011	<u>5,443</u>
At 31 March 2010	<u>6,682</u>

6. Stocks

	2011	2010
	£	£
Stationery and postage	753	792
Diaries, pens and pen sets	13	23
Hygiene training stock	984	1,576
Sundry equipment items	<u>397</u>	<u>397</u>
	<u>2,147</u>	<u>2,788</u>

7. Debtors

	2011	2010
	£	£
Events	2,233	1,350
Membership fees	10,188	12,699
Training	3,751	940
Branch	30	50
Breakfast Club	1,756	-
Office	1,095	8,906
Sundry Income	-	834
Annual Luncheon	206	-
Prepayments	<u>8,172</u>	<u>2,475</u>
	<u>27,431</u>	<u>27,254</u>

8. Cash at Bank and in Hand

	2011	2010
	£	£
Bank deposit account	55,103	55,040
Bank current account	7,767	13,842
Cash in hand	<u>2,000</u>	<u>2,000</u>
	<u>64,870</u>	<u>70,882</u>

9. Creditors : Amounts falling due within one year

	2011	2010
	£	£
Corporation Tax	19	19
Deferred income	40,902	38,549
PAYE/NIC	1,407	1,233
VAT	991	1,864
Trade creditors	1,562	3,062
Accruals	<u>1,897</u>	<u>1,487</u>
	<u>46,778</u>	<u>46,214</u>

10. Related Party Transactions

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard 8.

11. Company Limited by Guarantee

The company is limited by guarantee and each member of the Society undertakes to contribute an amount not exceeding £1 in the case of the Society being wound up.

12. Reconciliation of Members' Funds and Movement on Reserves

	Income & Expenditure Account	Total Members' funds
	£	£
Balance brought forward	61,392	61,392
Retained surplus for the year	<u>(8,279)</u>	<u>(8,279)</u>
Balance carried forward	<u>53,113</u>	<u>53,113</u>

DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2011

	2011	2010
	£	£
Income		
Membership fees	104,355	113,482
Events	18,842	18,034
Annual Luncheon	64,391	59,689
Breakfast Club	8,911	3,355
Office	6,325	10,593
Training	10,294	11,663
Publications	-	300
Diaries	1,800	1,200
Scheme	600	984
Bank interest receivable	89	93
Net branch activities	291	342
Sundry income	<u>85</u>	<u>1,140</u>
Total	215,983	220,875
Expenses		
Events	10,979	10,057
Annual Luncheon	61,024	59,139
Breakfast Club	1,042	872
Council meetings	1,814	1,379
Office and administration	45,892	40,602
Staff costs	60,062	57,886
Training costs	6,675	4,373
Publications	7,180	-
Scheme	<u>7,421</u>	<u>17,442-</u>
	(202,089)	(191,750)
Membership support – per schedule	16,687	16,063
Other expenses – per schedule	<u>5,467</u>	<u>6,648</u>
	<u>(22,154)</u>	<u>(22,711)</u>
Surplus/(Deficit) on ordinary activities before taxation	<u>(8,260)</u>	<u>6,414</u>

Schedules to the detailed Income and Expenditure Account

	2011	2010
	£	£
Membership Support		
Diaries	2,502	2,017
Printing, postage and stationery	171	111
Events	660	-
Certificates, membership wallets and leaflets	937	1,010
Insurance	1,223	1004
Internet, computer and website costs	7,282	6,900
Subscriptions	328	576
Meeting, travel and accommodation	583	1,440
Telephone helpline	3,000	3,000
Miscellaneous	1	5
	<u>16,687</u>	<u>16,063</u>
	2011	2010
Other expenses		
Bank charges and credit card charges	1,714	1,879
Accountancy and bookkeeping	3,650	3,650
Marketing, publicity and advertising	<u>103</u>	<u>1,119</u>
	<u>5,467</u>	<u>6,648</u>

DIRECTORS and ADMINISTRATION

Board of Directors 2010/2011

Chairman	Simon Houghton-Dodd, Tate & Lyle Sugars
Vice Chair & Technical Director	Catherine Watkinson, Lyons Seafoods Ltd
Hon. Treasurer	Brin Phillips, Compass Group
Membership Development Director	John Simmons, Acheta
Events Director	Neil Griffiths, SVA Ltd
Deputy Events Director	Phil Shaw, Servest Pest Control Services
SOFHT Focus Editor	Ian Booth, Reynolds Catering Supplies Ltd
Deputy SOFHT Focus Editor	Fiona Kibby, Dawn Foods Ltd
Branch Representative	Jonathon Bayne, ASDA Stores
SCM Director	Alan Lacey, Sainsbury's Supermarkets Ltd
Head of Media	Angom Ocan
Hygiene in Focus	John Rigarlsford
Director's without Portfolios	Helen Doe, Riverway Foods Ltd
Company Secretary	Roger Hatch

SOFHT Administration

Operations Director	Su Werran
Accounts Assistant	Kirsty Millington
Administrator	Claire Welch

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
Mrs Catherine Graham	1991/1993	Mrs Nina Chesworth
Neil Griffiths	1993/1995	Ms Nicki McCann
Simon Houghton-Dodd	1995/1997	Stephen Phillips
Dr Alan Johnson	1997/1999	Tony Stephens
Alan Jones	1999/2001	Andrew Skinner
Alan Lacey	2001/2003	Andrew Sedgwick
Stuart McNeil	2003/2005	Neil Griffiths
Mrs Maureen O'Shea	2005/2007	Simon Houghton-Dodd
Rick Pendrous	2007/2010	Jonathon Bayne
Mrs Deborah Puckering	2010 –	Simon Houghton-Dodd
Mrs Val Rumbelow		
Andrew Skinner		
Mike Sheard		
Miss Wendy Spence		
Richard Sprenger		
Tony Stephens		
Bowen Thomas		
Mrs Sarah Thomas		
Chris Turner		
Peter Vickers		
Mrs Mary Vizoso		
Richard Werran		
Peter Wright		
<i>Honorary Fellow</i>		
Mrs Helen Hyde		

Appendix I

DIRECTORS ATTENDANCE AT COUNCIL MEETINGS

Director		Jul-10	Sep-10	Oct-10	Dec-10	Jan-11	Mar-11	May-11	% Attendance
Simon Houghton-Dodd		X	Y	Y	Y	Y	Y	Y	86%
Phil Shaw		Y	Y	Y	X	Y	Y	Y	86%
John Simmons		X	Y	Y	Y	Y	Y	Y	86%
Susan Werro		Y	Y	Y	X	Y	Y	Y	86%
Catherine Watkinson		Y	Y	Y	Y	X	Y	Y	86%
Neil Griffiths				Y	X	Y	Y	Y	80%
Jonathon Bayne		Y	X	Y	Y	Y	X	Y	76%
Roger Hatch		Y	Y	X	Y	Y	X	Y	72%
John Rigarsford		Y	Y	X	X	Y	Y	Y	72%
Fiona Kibby		X	Y	Y	X	Y	X	Y	58%
Angom Ocan		X	Y	Y	X	X	Y	X	43%
Ian Booth		Y	X	X	Y	X	Y	X	43%
Helen Doe		X	X	X	X	Y	Y	X	29%
Alan Lacey		Y	X	Y	X	X	X	X	29%
Brin Phillips		Y	X	X	X	X	X	X	15%

Appendix II

DIRECTORS EXPENSES July 2010 – June 2011

Director	Expenses Claimed
Phil Shaw	£541.60
John Rigarlsford	£333.40
Angom Ocan	£201.00
Roger Hatch	£201.60

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