



The Society of  
Food Hygiene  
and Technology®



# Annual Report

2013/2014

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## CHAIR'S REPORT – Catherine Watkinson



As I come to the end of my term as Chair after 2½ years, it is a good opportunity to reflect on the continued success of the Society and whether the objectives that I set at the beginning of this time have been achieved.

At all times, our intention on Council was to ensure that our member's requests and feedback remained at the forefront of any decision making. As much as we wanted to drive the Society forward and generate new initiatives the historical core had to remain intact.

We successfully reached our target of 500 members this year and this was a key objective for the Society and an important one when many businesses are cutting costs and budgets are being scrutinised. This demonstrates that we have on offer something that the industry needs whether it is the crucial networking opportunities, events offering a range of highly regarded speakers and industry hot topics or the technical advice we can offer - we remain the hub for companies and individuals and remain increasingly competitive.

We launched the Student Award in 2013 and we were delighted with the quality of entry. With the sponsorship from Tesco for 2014 and the opportunity for a work placement for the winner within the leading retailer this has already become an important addition to our awards programme.

Student membership in itself has grown throughout the year and we have many ideas how to grow this membership and the benefits we can offer this category.

Legislation forums were launched to provide up-to-date information as well as horizon scanning and these are beginning to grow in popularity. Just another of our free benefits to members.

The Society's new web site has started to take shape and although we had aimed for completion at the end of the year, the development of the Members area still requires some consideration as to the content. Our aim is to have full completion by the summer.

Publicity for the Society has grown with our Council Directors participating in presentations, writing articles and Society news.

This successful year would not have been possible without the support of my fellow Council Directors and the formidable support of Su Werran and the Office Team. My thanks to them for their contributions and I look forward to moving to a different role within the Society and being part of the next phase of its growth.

### Breakfast Clubs

I feel we have now firmly established the Breakfast Clubs within the portfolio of the Society and in 2013/14 our focus to reduce the number of clubs and focus in on more key subjects proved to be a success with more attendance, less cancellations and increased revenue. The quality of speakers and the interest from companies to participate has been once again fantastic and we couldn't do it without them.

I am always so grateful that people give their time and share their knowledge and expertise to the Society free of charge and whether we have 10 or 20 people in the room they are willing to share their passion.

The Loyalty system to attend 3 events get one free has allowed delegates to select from the programme of topics throughout the year and this has shown to be a success and will continue throughout 2014. Sponsorship of the Breakfast Clubs has been popular and feedback from our sponsoring companies has been positive with the 1:1 networking opportunity with each delegate the key to this success.

The Breakfast Clubs remain competitively priced and our aim is to keep the structure of the sessions simple and informative.

## **MEMBERSHIP REPORT** – *Alan Lacey, Vice Chair*



I am pleased to report that general membership levels are stable and that we have seen continued growth in the number of Student Members of the Society.

Student membership offers a wide range of benefits to undergraduates who might consider a career in the food industry and we hope for a continued relationship with those who join the scheme.

Our Supporting Company Member Programme has had another successful year - we are proud of the close relationship we have with our SCM partners and our exclusive SCM meetings this year have featured speakers from top law companies, the Food Standard Agency and the BRDO on topical food and regulatory issues.

## **SOFHT FOCUS EDITORS REPORT** – *Fiona Kibby*



The SOFHT Focus publication has successfully been published in pdf format in each quarter of 2013/14. Each edition is distributed to approximately 8000 members and non-members. Additionally, for the second year running, we have published a Special Edition immediately following the Lecture and Luncheon in November. With the addition of advertising space in each edition (at extremely reasonable rates for members and non-members) the publication is now providing a small income to The Society's accounts. The publication continues to be designed and managed in house with the excellent support and skills provided by the SOFHT office team. The editorial team, through their links with industry and through the general interest from members and supporters of The Society, ensure that the publication offers articles of interest that are informative and relevant to members

## **EVENTS REPORT** – *Jonathon Bayne*



In the current economic climate, the challenge remains as ever to attract delegates, but nevertheless, we did hold in September 2013 a conference of the fallout and lessons learned following on from Horsegate at the Belfry Hotel near Oxford which was well attended and well received.

In March 2014, in conjunction with Acheta Consulting Ltd, we are ran Pest Control Conference and supporting exhibition at the Yew Lodge Hotel, Kegworth, with an excellent line up of speakers, which was again very well attended.

In June 2014, we will be once again, holding our Mock Trail event at the Town hall in Sheffield, which is always well received, due to its uniqueness.

In the next 12 months, we are looking to hold two more events on 'Sugar, is this the next Salt' and then followed by 'Emerging Food Safety Issues'.

## **TRAINING REPORT** – *Susan Werro*



The Society has continued to support the food industry by providing a high level of cost effective training throughout 2013 & 2014. We are constantly looking forward for opportunities to help our manufacturing and catering colleagues and as such, have introduced the Food Safety Level 4 Carousel Training. This allows interested parties to attend one day training sessions which build up over the year to achieve the full Food Safety Level 4 standard. This is a benefit to sites as it means that important members of the technical teams are not away for an entire week but can cover all of the required modules over a few months.

Our Food Safety Level 2 pack has been reviewed and updated. To be able to train this package out on site, a nominated member of your team needs to be approved by SoFHT. The package contains an hygiene awareness DVD, a PowerPoint presentation, trainers notes and trainers handbook. The training material is extremely flexible and allows you to move between the presentation and DVD to ensure that the session does not become stale.

Web-based training is also extremely popular and a number of food safety packages are available. Please see our website of contact the office for further details.

I will be standing down as the Training Director at the next AGM and would like to thank all of our training partners, members of the office team and everyone who has attended training courses for their support.

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



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) leaflets has been prepared by members and non-members of SOFHT. These can be found in the Members' Area of the SOFHT website. All HIF contributors are recognized knowledgeable and experienced "experts" in the field 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. The number of HIFs is steadily increasing. There are currently 33 HIFs and more are in the pipeline. At the beginning of 2014, a programme of reviewing HIFs over five years old was started. The object is to ensure that Members have access to data that is as topical and informative as possible. Already, three HIFs on Pest Control have been updated by an expert with many years' experience of the topic, and reinserted into the website.

In order to ensure that HIFs continue to cover topics relevant to Members, I welcome ideas for new HIFs, submission of papers on relevant topics suitable to be considered as HIFs, and volunteers willing to write an HIF. Any comments on existing HIFs are very welcome.

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



Last July saw the start of the SOFHT Legislation Forums with the first being held on the 11th July 2013 at the SOFHT office. The event, which was free to members, was attended by delegates from both supplier and retailer businesses with the topic of Food Information Regulations, led by Pete Martin, Head of Brand Protection at NSF International, being discussed. The next Forum was held on the 6th November 2013 where the current legislation on E-Coli Guidance and Enforcement was led by Michael Wall, Consultant at NSF International. On the 19th March 2014, Kirsten Lawton, Head of Client Management for UK and Europe at NSF International led the Forum discussion on the Food Hygiene Rating Scheme – Achieving Success and the event was very well received with positive feedback from all of the attendees. The next Forum is planned for mid- July and the proposed topic is legislative updates for food packaging. The Forums will be held three times a year, with the next events planned for November 2014 and March 2015.

The Technical Helpline is a service that is still being used regularly by the SOFHT members with the majority of enquiries relating to trading law and labelling. The plan is promote this service to the SOFHT members this year to utilise the service more effectively and make the members aware of their free monthly entitlement.

## **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 - Neil Griffiths



This financial year 2013/14 has shown a considerable improvement over the previous 2012/13 financial year. Although total income has only shown a slight increase (£235,888 in 2013 to £240,839 this year) the deficit of £10,154 reported last year has been converted to a £12,747 surplus in this financial year. This performance was also pleasing when combined with the budgeted surplus being exceeded by over £6,000.

Tight control over costs, a stabilisation of our membership, increased income from events and the training academy have all combined to produce this much improved out turn. The Society capital and reserves together with the cash in hand stood at £62,722 and £91,931 respectively at financial year end (compared with £50,025 and £59,068 at the end of the previous financial year).

Council are confident that the continued strategy of tight financial management and direction of the Society's resources will yield to a similar improvement in the financial year 2014/15.

## 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 2014.

#### DIRECTORS

The Directors who served during the year were:

Mrs C Watkinson (Chairman)  
Mr A Lacey (Vice Chairman)  
Mr N Griffiths (Treasurer)  
Mr J Bayne  
Mr I Booth  
Mr J Rigarlsford  
Mr P Shaw  
Ms F Kibby  
Miss S Werro  
Mr T Meehan  
Mr G Hoyle  
Dr Karen Middleton-Gell (appointed 19 June 2013)

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

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

Signed by order of the directors

A handwritten signature in black ink, appearing to be 'R Hatch', written in a cursive style.

R Hatch, Secretary

Approved by the directors on 7 May 2014

## Income and Expenditure Account

For the year ended 31 March 2014

	Notes	2014 £	2013 £
<b>Income</b>	1	240,839	235,888
Administrative expenses		<u>(228,129)</u>	<u>(246,097)</u>
Operating surplus/(deficit)	2	12,710	(10,209)
Interest receivable and similar income		<u>46</u>	<u>69</u>
Surplus/(deficit) on ordinary activities before taxation		12,756	(10,140)
Tax on surplus/(deficit) on ordinary activities	3	<u>(9)</u>	<u>(14)</u>
Surplus/(deficit) for the financial year	9	<u>12,747</u>	<u>(10,154)</u>

## Balance Sheet

For the year ended 31 March 2014

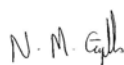
	Notes	2014 £	2013 £
<b>Fixed Assets</b>			
Tangible assets	4	4,992	5,508
<b>Current Assets</b>			
Debtors	5	21,127	56,479
Cash at bank and in-hand	6	<u>91,931</u>	<u>59,068</u>
		113,058	115,547
<b>Creditors:</b>			
Amounts falling due within one year	7	<u>(55,278)</u>	<u>(71,030)</u>
<b>Net Current Assets</b>		<u>57,780</u>	<u>44,517</u>
<b>Net Assets</b>		<u>62,772</u>	<u>50,025</u>
<b>Capital and reserves</b>			
Income and expenditure account	9	<u>62,772</u>	<u>50,025</u>
		<u>62,772</u>	<u>50,025</u>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of 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 Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2014 and of its surplus for the year in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

The financial statements were approved and authorised for issue by the board and were signed on 7 May 2014 on its behalf by:



N M Griffiths, Director

**Company Registration Number: 03217110**

The notes on pages 8 to 9 form part of these financial statements.

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2014

### 1. Accounting Policies

#### 1.1 Basis of preparation of financial statements

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

#### 1.2 Income

Income comprises revenue recognised by the company in respect of services supplied during the year, exclusive of Value Added Tax and trade discounts.

#### 1.3 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Furniture and equipment - 20% reducing balance basis

### 2. Operating surplus/(deficit)

The operating surplus/(deficit) is stated after charging:

	2014	2013
	£	£
Depreciation of tangible fixed assets:		
- owned by the company	<u>1,132</u>	<u>1,377</u>

During the year, no director received any emoluments (2013 - £NIL)

### 3. Taxation

	2014	2013
	£	£
UK Corporation tax charge on (deficit)/surplus for the year	<u>9</u>	<u>14</u>

### 4. Tangible Fixed Assets

	Furniture & Equipment
	£
<b>Cost</b>	
At 1 April 2013	17,909
Additions	<u>616</u>
At 31 March 2014	<u>18,525</u>
<b>Depreciation</b>	
At 1 April 2013	12,401
Charge for the year	<u>1,132</u>
At 31 March 2014	<u>13,533</u>
<b>Net Book Value</b>	
At 31 March 2014	<u>4,992</u>
At 31 March 2013	<u>5,508</u>



## 5. Debtors

	2014	2013
	£	£
Events	2,632	4,993
Membership fees	8,640	6,198
Supporting company membership fees	-	17,664
Training	-	1,870
Training Academy	3,990	5,490
Annual Luncheon	-	600
Office	264	866
Breakfast Club	1,826	2,442
Student Awards	-	6,600
Scheme	-	291
SOFHT Focus	-	1,155
Sundry income	683	-
Prepayments	<u>3,092</u>	<u>8,310</u>
	<u>21,127</u>	<u>56,479</u>

## 6. Cash at Bank and in Hand

	2014	2013
	£	£
Bank deposit account	81,072	50,026
Bank current account	9,071	7,201
Cash in hand	<u>1,788</u>	<u>1,841</u>
	<u>91,931</u>	<u>59,068</u>

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

	2014	2014
	£	£
Trade creditors	14,022	14,623
Corporation tax	9	14
Other taxation and social security	4,223	6,636
Deferred income	36,629	49,757
Accruals	<u>395</u>	<u>-</u>
	<u>55,278</u>	<u>71,030</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.

## 9. Reserves

	Income & Expenditure Account
	£
As at 1 April 2013	50,025
Deficit	<u>12,747</u>
At 31 March 2014	<u>62,772</u>

## DETAILED INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2014

	Page	2014	2013
		£	£
<b>Income</b>	8	240,839	235,888
Less expenses	9	<u>(228,129)</u>	<u>(246,097)</u>
Operating surplus/(deficit)		12,710	(10,209)
Bank interest receivable		<u>46</u>	<u>69</u>
Surplus/(deficit) for the year		<u>12,756</u>	<u>(10,140)</u>

## NOTES TO THE INCOME AND EXPENDITURE ACCOUNT

For the year 31 March 2014

	<b>2014</b>	2013
	£	£
<b>Income</b>		
Membership fees	60,079	51,590
Supporting company member fees	31,359	49,619
Diaries	2,400	2,400
Wall planner	4,699	4,060
Events	18,910	11,899
Breakfast Club	9,922	5,382
Training	6,491	14,028
Training Academy	27,061	15,439
Branch	-	17
Annual Luncheon	68,540	75,805
Office	3,403	2,276
Scheme	6,200	1,000
SOFHT Focus	1,775	2,025
Sundry Income	-	348
<b>Total</b>	<u>240,839</u>	<u>235,888</u>
<b>Expenses</b>		
Membership costs	373	784
Supporting company member costs	2,837	2,715
Diaries	2,357	2,515
Wall planner	925	758
Events	11,496	7,351
Breakfast Club	1,291	1,184
Training	3,673	4,104
Training Academy	14,875	11,291
Branch	-	33
Annual Luncheon	55,516	63,097
Student awards	4,674	-
Publications	587	8,746
Staff wages, benefits and pensions	67,855	70,884
Council meetings	1,308	2,567
Annual General Meeting	263	108
Scheme	1,869	-
Exhibition	-	5,808
Technical Helpline	3,000	3,000
Marketing, publicity and advertising	3,600	6,341
Rent, rates and service charges	18,630	17,966
Printing, postage, stationery, certificates and membership wallets	4,892	5,672
Website, computer, telephone and internet	12,882	15,092
Bank charges and credit charges	2,285	1,959
Accountancy and bookkeeping	3,550	3,550
Insurance, subscriptions and rental of equipment	5,624	6,555
Meeting, travel and accommodation	1,508	1,172
Professional fees	-	25
Repairs, maintenance and sundry expenses	1,177	1,443
Depreciation	1,132	1,377
	<u>228,129</u>	<u>246,097</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 2014**

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 2014 which comprise the Income and Expenditure account, Balance Sheet and the related notes from the company's accounting records and from information and explanations you have given to us.

As a 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 [icaew.com/regulations](http://icaew.com/regulations).

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 30 April 2013. 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 AAF 2/10 as detailed at [icaew.com/compliance](http://icaew.com/compliance). 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 our 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. 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.

**Bloomer Heaven Limited**  
Chartered Accountants  
Rutland House  
148 Edmund Street  
Birmingham  
B3 2FD

Date: 7 May 2014

## DIRECTORS and ADMINISTRATION

### Board of Directors 2013/2014

Chairman	Catherine Watkinson, Stonegate Ltd
Vice Chairman, Membership & SCM Director	Alan Lacey, ASDA
Hon. Treasurer	Neil Griffiths, SVA Ltd
Events Director	Jonathon Bayne, Waitrose
Deputy Events Director	Phil Shaw, Servest Pest Control Services
Deputy Events Director	Terry Meehan, Greggs
Minute Secretary	Ian Booth, Reynolds Catering Supplies Ltd
SOFHT Focus Editor	Fiona Kibby, Tesco
Assistant Editor	Gary Hoyle, Panesar Foods
Hygiene in Focus Director	John Rigarlsford
Training Director	Susan Werro, NSF International
Technical Director	Karen Middleton-Gell, Diversey Ltd (part of Sealed Air)
Company Secretary	Roger Hatch

### SOFHT Administration

Operations Director	Su Werran
Accounts Assistant	Kirsty Moore
Marketing Assistant	Jenny Placentino

## 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	Alan Lacey
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 Fellows</i>		
Mrs Helen Hyde		
David Travers		
Mark Watson		
Mrs Su Werran		

Appendix I

**DIRECTORS ATTENDANCE AT COUNCIL MEETINGS 2013/2014**

Director	Jun-13	Sep-13	cancel Oct 13	Dec-13	Jan-14	Apr-14	May-14	% Attendance
Phil Shaw	Y	Y		Y	Y	Y	Y	100%
Susan Werro	Y					Y	X	84%
Catherine Watkinson	Y	Y		Y	Y	X	Y	84%
Neil Griffiths	Y	Y		X	X	X	X	34%
Jonathon Bayne	Y	Y		X	X	X	X	50%
Alan Lacey	X	Y		Y	Y	Y	Y	84%
John Rigarlsford	Y	Y		Y	Y	Y	Y	100%
Fiona Kibby	X	X		Y	X	Y	X	34%
Gary Hoyle	X	Y		Y	X	Y	X	50%
Ian Booth	Y	Y		X	Y	Y	X	67%
Terry Meehan	Y	Y		X	X	X	X	34%
Karen Middleton-Gell	Y	X		Y	Y	Y	Y	84%

**Maternity leave**

Could have attended original dates of meetings and the cancelled October meeting

Appendix II

**DIRECTORS EXPENSES July 2013 – June 2014**

<b>Director</b>	<b>Expenses Claimed</b>
Alan Lacey	£632.86
Phil Shaw	£592.80
John Rigarlsford	£369.00
Roger Hatch	£151.20
Catherine Watkinson	£52.50

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