

REGISTERED CHARITY NUMBER: 1100956

**Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 30 September 2017**

for

Oxford Symposium on Food and Cookery

**Sampson West
Chartered Accountants
Mitre House
12-14 Mitre Street
London
EC3A 5BU**

Oxford Symposium on Food and Cookery

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for the Year Ended 30 September 2017

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Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2017

The trustees present their report with the financial statements of the charity for the year ended 30 September 2017. The trustees have elected to prepare the financial statements on a receipts and payments basis under Section 133 of the Charities Act 2011.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1100956

Principal address

c/o Mr D Sutton
The Coach House
22 Eldon Place
Reading
Berkshire
RG1 4ED

Trustees

D Sutton	
J Tilson	-resigned 31.07.17
M McWilliams	
M Mac Con Iomaire	
K Albala	
C Kaufman	-appointed 01.08.17
W Rubel	-resigned 31.07.17
A Dalby	-resigned 31.07.17
B Wilson	
F Sinclair	
H McGee	
N Duguid	
D Duda	
D Matchett	
P Russell	
U Heinzelmann	
E Luard	-appointed 01.08.17
J Evans	-appointed 01.08.17; resigned 12.06.18
G Inceci	-appointed 01.08.17

Independent examiner

Leonard West
Sampson West
Chartered Accountants
Mitre House
12-14 Mitre Street
London
EC3A 5BU

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Declaration of charitable trust dated 14 March 2003.

Recruitment and appointment of new trustees

Volunteers and nominees are appointed by the board of trustees following discussion and vote at the trustee meetings.

Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2017

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Organisational structure

The charity has a simple structure designed to focus Trustees on the furthering of our objects (mainly achieved through publications and the annual Symposium), and fund-raising to support these activities. We therefore have subcommittees composed of Trustees for: Planning; Editing; Friends (fundraising); Social Media; Oral History and Website Development.

Prospective Trustees are nominated by incumbent Trustees and are selected by the Trustee board on the basis of their ability to promote the Trust's aims, for instance through substantial inputs of voluntary work to support and promote the Trust. Trustees are selected from attendees of previous Symposia and thus have a good knowledge of the key work currently undertaken by the Trust. No formal training is given; rather it is the addition of the new Trustee's individual understanding of food culture that adds to the general pool of knowledge and experience from which the Trust draws to promote its aims.

Funds are raised under the auspices of our Friends of the Oxford Symposium scheme, initiated in 2011 and now providing funds to support assisted student places, student awards, young chef awards, website development, the digitisation of our past papers as well as the recording of the keynote presentations (to make them available as videos) and the production of a series of podcasts to reach an even wider audience. We also have a working relationship with an organisation based in the USA called the American Friends of the Oxford Symposium, which supports our objects and was founded to work to further them in the United States, both by fundraising and the possible organisation of complementary events. The American Friends administers a grant (the Cherwell Prize) designed to give a young food historian (of any nationality) the chance to present a paper at the Symposium, which includes a cash award as well as travel and attendance expenses for the Symposium.

Risk management

We have identified financial risk as a low risk and we have adopted the following risk mitigation strategy should the annual Symposium be insufficiently well attended to cover costs. We require payment in full to secure a booking. Early publicity and reminders to our attendees to register in time ensure that we have sufficient funds to cover our costs by the point at which we must make our most significant deposit to the venue (three months in advance). Should numbers be insufficient the Registrar would report this to the Director who would consult with the Trustees and decide whether to cancel the event. Sufficient reserves have always been held to cover the loss of any deposit paid to the venue. The trustees agreed in 2016 to move beyond this towards a position where their general reserve at the end of one year's event would be sufficient to cover all basic costs for the following year. The Symposium takes out public liability insurance over the course of the Symposium itself in order to mitigate any possible risks of injury or other claims against the Symposium and its officers.

OBJECTIVES AND ACTIVITIES

In making decisions on public benefit the Trustees have had due regard to the commission's public benefit guidance. The object for which the charity is established for the public benefit are the advancement of education in all aspects of food and cooking and the promotion of research into all aspects of those objects for the benefit of the public. In the context of the Trust and its Objects the words food and cookery are to be understood and interpreted in the widest sense.

Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2017

Significant activities

- The organisation of an annual Symposium on a specific food-related topic, comprising up to 50 academic papers, open to the public on payment of a nominal fee.
- Access to the Symposium for students at a reduced rate.
- Free attendance at the Symposium for a strictly limited number of students and low/no income applicants offering specific expertise to the Symposium.
- Distribution of summaries of the papers and other relevant information related to the year's topic via the Symposium website.
- The publication of a volume of the papers after the Symposium by a respected specialist publisher, distributed globally.
- Expansion of our web-based and social media activities to serve as a public forum for the broader dissemination of the serious study of food and its history.
- Adding to the number of food and cookery related entries on Wikipedia as well as improving existing ones.
- Developing a series of podcasts based on and presenting a wide selection of symposium papers and speakers.

The charitable trust does not have significant grant-making abilities, nor capital to invest. Grant-making and funding for special projects such as digitisation of our past papers is currently supported by a small provision consisting of donations solicited and collected via the Friends of the Oxford Symposium.

Cash awards are not generally granted, other than those within specific schemes proposed by the Friends.

Volunteers make a significant contribution to the running of the charitable trust. Much of the organisation of the annual Symposium is carried out on a voluntary basis. Fund raising is also undertaken by volunteers. The Trustees have been working on building up an ever-extending network of sponsors, donors, friends and helpers whose contributions are invaluable to make the symposium an outstanding event in every respect.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The Symposium

The Oxford Symposium on Food and Cookery, an independent forum for discussion of the world's foodways in the light of the past as well as the present, is now well into its fourth decade.

The Trustees are particularly pleased to report that during 2017, as in previous years, we have seen a widening of our intellectual reach throughout the year as well as at the core weekend itself. This is attributable partly to the on-going digitisation of past papers, now downloadable free of charge thanks to fundraising and project management by the Friends and achieving many thousands of hits and downloads every month. It is also highly visible through our increased presence on the web via our re-designed website and, particularly, the lively international discussion forum on our Facebook page, where we are now more than 6,000 followers, many of whom are experts in their fields. Additionally, we have been working on a joint-venture with Wikipedia and the British Library to improve and add to food-related entries on Wikipedia, in particular about women in the food industry.

The 37th annual gathering took place at St. Catherine's College from 7th - 9th July 2017. The year's subject, "Food and Landscape", attracted 230 participants (our maximum capacity), of whom almost half were first-time Symposium attendees. This reach to a new audience can be ascribed, at least in part, to our increasing digital presence particularly on Facebook and Twitter. This year's gathering, as always, included attendees from throughout Europe and more than a dozen other countries including China, Japan, Australia and Russia, and various regions including South East Asia and North and South America. The theme also attracted a record of over 170 paper proposals.

Once again, this year we hosted a Friday afternoon lecture in association with the Jane Grigson Memorial Trust, delivered by Catherine Brown, a highly regarded culinary historian who gave an overview of the food and drink heritage of Scotland's "Challenging Landscape". This was preceded by a shorter talk by biologist, author and broadcaster Colin Tudge on "enlightened agriculture". Saturday morning's opening plenary address was given by James Rebanks, author of *The Shepherd's Life*, Oxford graduate and descendent of 600 years of shepherding

Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2017

in the Lake District, who spoke concretely to the realities of family life and livelihood as a hill-farmer rearing Herdwick sheep in a World Heritage landscape. This was followed by a panel discussion between Claudia Roden, Elisabeth Luard and Naomi Duguid as well as food activist Joshna Maharaj which took as its point of departure an oft-cited quote from Catalan historian Josep Pla: 'Cuisine is the landscape in a saucpan'—an apt by-line for the whole Symposium. Nicola Twilley kicked off Sunday with a vivid and inspiring explanation of the concept of 'Aeroir', the result of her research into variations in smog quality across several major cities, which then led to a collaboration on building a machine to recreate the aromatic profiles of different smogs and use them to make meringues suitable for tasting. In two short plenary talks before lunch, Inigo Thomas reflected on different senses of time in the landscape of the western Mediterranean peasant kitchen, and Josh Evans reviewed some recent scientific and gastronomic research on microbial landscapes in food fermentation.

As in previous years we held a large number of parallel sessions during which a wide array of relevant papers was presented, with subjects ranging from Japanese rice-paddy art and Oaxacan tejate to an historical explanation for the puzzling lack of American taste for their own wine despite their grape-hospitable landscapes. Connections were made between farming methods, milk biodiversity and cheese quality, and a theory was presented on how the olive-line, date-line, and grape-line shaped Mediterranean culture.

As has become usual, Symposiasts ate well, with meals designed to enhance and enlarge on the thematic discussions, and all produced under the expert chef at St Catherine's College, Tim Kelsey. Friday night's Boyne Valley Banquet was a celebration of the very best of Ireland's Ancient East, organised by Trustee Máirtín Mac Con Iomaire. Saturday lunch saw the long tables transformed by Dutch growers of micro-greens, Koppert Cress, into an urban landscape of miniature garden-plots. Saturday's supper was a culinary tribute to the contested borderlands of Armenia and Turkey. Organised by Gamze İnceci and İhsan Karayazı in association with the Culinary Arts Academy of Istanbul, the menu highlighted the shared culinary traditions of a common landscape split by political strife. After dinner, symposiasts had the opportunity to watch the documentary film that inspired the meal—the story of a spontaneous collaboration between two groups of village women without a common language cooking together on both sides of the Armenian–Turkish border. Sunday lunch, organised by Trustee David Matchett with generous contributions from London's Borough Market, was a contemporary interpretation of a Ploughman's, a rustic and satisfying affair of sourdough bread, cultured butter, pickles, excellent sparkling cider and two of England's most renowned raw milk cheeses, Montgomery Cheddar and blue-veined Stichelton, with the atmosphere in the hall enhanced by a sound-installation recorded in Borough Market a few days earlier by electronic producer and composer Ben Hough.

After-dinner activities as usual reinforced and expanded this year's theme with Tasha Mark's edible art-installation, an intricately sculpted landscape of dried fruit and nuts, an introduction to founding-Symposiast Barbara Wheaton's magnum opus, 'The Sifter', a database designed to facilitate the digital search and use of historical cookbooks, and a continuation of Irish merriment with a convivial tasting of beers, braggot, and whiskey interspersed with songs and collaborative story-telling from the Emerald Isle.

A generous grant from the Julia Child Foundation permitted us to continue to offer a greater number of subsidised student places. Modest fundraising activities over the weekend itself served to further support subsidies for student places, student presentation awards and participation by two young chefs. Casey Ireland was the winner of the 2017 Cherwell Food History Studentship. Six student presenters received grants subsidised by the Friends of the Oxford Symposium. Our young chefs, Deborah Ryan from Ireland and Girish Nayak from India, joined Tim Kelsey and the St. Catherine's team working with the Irish chefs on Friday evening and thereafter joined us in the Symposium's sessions. We are delighted that the Borough Market Trust has joined forces with us to receive and host these young professionals.

Oxford Symposium on Food and Cookery

Report of the Trustees for the Year Ended 30 September 2017

FINANCIAL REVIEW

Reserves policy

Our reserves continue to meet our agreed minimum of £30,000. In the past, sufficient reserves have always been held to cover the loss of any deposit paid to the venue. The trustees agreed in 2016 to move beyond this towards a position where their general reserve at the end of one year's event would be sufficient to cover all basic costs for the following year, which we expect to be approximately £50,000. We are working towards this but would not anticipate achieving this target until 2020.

The charity obtains its funds via payments made for attendance at the Symposium, which is self-funding, and by fundraising. The separate financial report details the total donations received from fundraising. The conduct of the Symposium is core to the realisation of our objectives; hence this is our greatest area of expenditure. The production of our publication (the Proceedings) directly supports and reinforces the impact of the core activity of the Symposium and is a lasting legacy recording the scholarship presented at the Symposium held each year. Its costs are also covered by funds raised via the Symposium itself.

Our funds are sufficient to cover our current activities only. We do not therefore have an investment policy, since there are currently no surplus funds to invest. The funds carried over from year to year are held in secure bank accounts, namely a deposit account held with the Co-operative Bank and (from 2017) an account with CAF Bank, the bank of the Charities Aid Foundation. The Co-operative Bank has a special account designed for charitable organisations which offers modest interest on funds held.

Accounting Year

The Trustees agreed to change the accounting year-end to September (from December), effective from 2014. Our previous year-end was appropriate when the Symposium was held in September; the present year-end is more appropriate for a July Symposium.

Chair

Since the end of the 2017 meeting Trustee Elisabeth Luard has been Chair of the Symposium, taking over from Bee Wilson.

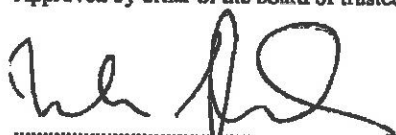
Treasurer

David Sutton, a trustee since 2013, took on the role of Treasurer of the Symposium in July 2015.

Secretary

Fiona Sinclair, a longstanding symposiast, was elected in 2015 to join the Board and to act as Secretary.

Approved by order of the board of trustees on 6 July 2018 and signed on its behalf by:



.....
Ursula Heinzelmann Director

**Independent Examiner's Report to the Trustees of
Oxford Symposium on Food and Cookery**

I report on the accounts for the year ended 30 September 2017 set out on pages seven to nine.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Leonard West
Sampson West
Chartered Accountants
Mitre House
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London
EC3A 5BU

Date: 9 July 2018

Oxford Symposium on Food and Cookery

Statement of Financial Activities
for the Year Ended 30 September 2017

	Unrestricted fund £	Restricted fund £	Year Ended 30.9.17 Total funds £	Year Ended 30.9.16 Total funds £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income		4,729	4,729	2,187
Investment income	44			101
Incoming resources from charitable activities				
Symposium	<u>101,127</u>		<u>101,127</u>	<u>84,320</u>
Total incoming resources	101,171	4,729	105,900	86,608
RESOURCES EXPENDED				
Charitable activities				
Symposium & Friends' expenditure	<u>99,667</u>	<u>7,596</u>	<u>106,263</u>	<u>85,800</u>
NET INCOMING/(OUTGOING) RESOURCES	2,504	(2,867)	(363)	808
RECONCILIATION OF FUNDS				
Total funds brought forward	51,117	9,018	60,135	59,327
TOTAL FUNDS CARRIED FORWARD	<u>53,621</u>	<u>6,151</u>	<u>59,772</u>	<u>60,135</u>

The notes form part of these financial statements

Oxford Symposium on Food and Cookery

Balance Sheet
At 30 September 2017

	Unrestricted fund £	Restricted fund £	30.9.17 Total funds £	30.9.16 Total funds £
CURRENT ASSETS				
Cash at bank	<u>53,621</u>	<u>6,151</u>	<u>59,772</u>	<u>60,135</u>
NET CURRENT ASSETS	<u>53,622</u>	<u>6,151</u>	<u>59,772</u>	<u>60,135</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>53,621</u>	<u>6,151</u>	<u>59,772</u>	<u>60,135</u>
NET ASSETS	<u>53,621</u>	<u>6,151</u>	<u>59,772</u>	<u>60,135</u>
FUNDS				
Unrestricted funds			53,621	51,117
Restricted funds			<u>6,151</u>	<u>9,018</u>
TOTAL FUNDS			<u>59,772</u>	<u>60,135</u>

The financial statements were approved by the Board of Trustees on 6 July 2018 and were signed on its behalf by:



.....
D Sutton -Trustee

The notes form part of these financial statements

Oxford Symposium on Food and Cookery

Detailed Statement of Financial Activities
for the Year Ended 30 September 2017

	Year Ended 30.9.17 £	Year Ended 30.9.16 £
INCOMING RESOURCES		
Voluntary income		
Friends' donations	4,729	2,187
Investment income		
Bank account interest	44	101
Incoming resources from charitable activities		
Symposium registration fees	97,363	79,174
Other income	<u>3,764</u>	<u>5,146</u>
	<u>101,127</u>	<u>84,320</u>
Total incoming resources	105,900	86,608
RESOURCES EXPENDED		
Charitable activities		
Proceedings publication	5,115	4,500
Symposium costs	69,386	58,123
Administrator's fees	9,626	7,360
Website costs	24	450
Bank charges	1,531	1,430
General expenses	474	300
Refunded registrations	5,527	2,572
Insurance	190	190
Accountancy	3,600	1,693
Extras and promotions	8,248	7,610
Printing costs	<u>2,542</u>	<u>1,572</u>
	<u>106,263</u>	<u>85,800</u>
Total resources expended	106,263	85,800
Net income/(expenditure)	<u>(363)</u>	<u>808</u>