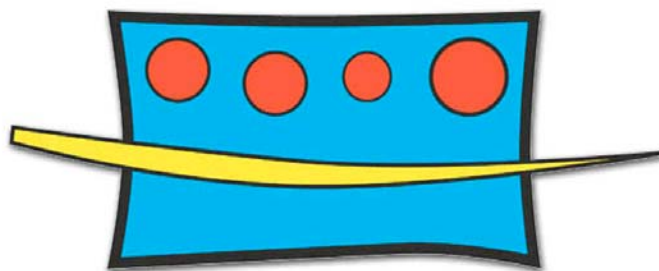


Hospital Radio Basingstoke

**HOSPITAL RADIO
BASINGSTOKE**



Channel 6 on PatientLine & 945 MW

Trustees' Report and Annual Review 2008

Registered Charity Number 272046

Trustees' Report

The Trustees of Hospital Radio Basingstoke are pleased to submit their report and accounts for the year 1st January to 31st December 2008.

Hospital Radio Basingstoke (also known as HRB) is a registered charity, governed by a constitution.

Charitable Objectives (as per constitution)

The objectives of the charity shall be to promote the welfare of the patients and staff living on the site of the North Hampshire Hospital in Basingstoke. This will be achieved by providing a local broadcasting service within the parameters agreed with the hospital management.

Organisation

HRB is run entirely by volunteers, who pay an annual membership subscription. It is governed by a constitution (last amended in November 2007) and managed by an Executive Committee (the Charity's Trustees) who are elected annually by the membership.

Related Organisations

HRB is a member of the Hospital Broadcasting Association, the national charity that supports and promotes hospital broadcasting in the UK. HRB's members have in the last twelve months attended regional meetings that are held every three months at various stations in the south of England.

Programmes (by Neil Ogden, Programme Controller)

Throughout 2008, HRB continued to provide a 24 hours-a-day schedule of programmes to the Basingstoke and North Hants Hospital, although the station fell silent for a month in the summer due to the move to new studios.

The changeover to the new facilities took longer than planned and it was October before the station was live from the new studios. There is still more to be finished off, but at the end of the year we were able to use studio 2 as well to provide recorded programmes during the Christmas period.

The recruitment of our ward visiting team helped our presenters collect requests throughout the year, taking the pressure off those who face the weekly rush from work to get up on the wards and back in time for their show. The ward visitors are there to help, but will never replace the fundamental requirement of all HRB presenters of going up to the wards to meet their audience. That is what makes hospital radio special and so personal and thus different to other forms of radio.

The main programming event of the year, as well as the main fundraising event, was the 60 Hour Music on Demand Marathon, during which we were live from 8am on Friday 4th April until 8pm on Sunday 6th April. The weekend was packed with lots of features including special guests from around Basingstoke and Alton on the Friday.

Also on the Friday, we opened our doors to the staff of the hospital for another open day. Hopefully we'll get a chance to repeat that in 2009 so that staff can see our new facilities.

The weekend saw two extremes of weather, from the hottest day of the year to that point on the Friday to the heaviest snowfall in many months on the Sunday morning. And it was just a week into British Summer Time! It was a successful weekend though and raised over £4000.

With so much time taken up with the move, our resources were limited in how much we could get out and about during the year. We did get along to the annual Alton Classic Car Show though and covered the staff fun day at the hospital. That was part of the NHS60 celebrations, another event that was reflected in our programmes in July.

We were also at the 2008 Yuletide Festival in Alton. Our coverage of this event in 2006 led us to our biggest success of the year – the Gold award at the National Hospital Radio Awards 2008 in the special event category and the status of Highly Commended in the Station of the Year.

Our coverage of local news expanded in 2008 with the number of local news bulletins each week doubled. This is another area we will be expanding in 2009.

We have many plans to improve and expand our schedule in 2009 with new members about to start their training. We aim to focus on programming and improving the service we provide at Basingstoke and North Hants Hospital.

HRB Publicity Review By Anna Cheeseman (Public Relations Officer)

The past year has offered Hospital Radio Basingstoke many ideal opportunities to connect with - and communicate successfully with - both the public and local media. Essentially, the year began with the lead up to our station move, and we have their grand opening to look forward to in April 2009.

During the early part of the year, we were focused on fundraising to enable us to move studios. By undertaking fundraising activities – such as the Music on Demand Broadcast Marathon and HRB On Show, we were able to keep the local press updated as to our progress. This served three purposes: it raised our profile in the local media, it attracted new members, and helped aid our overall fundraising task by generous companies and residents donating money to us. It also raised our profile in the Hospital, by us putting on 'On Show' events and speaking to patients about the changes.

With our fundraising aims, it enabled HRB to have more of a presence at local events. This year included a Staff Fun Day, Rooksdown Fete, Basingstoke Lions Swimathon, On Show events (tin rattles) and even a local car boot sale. Here, our PR went hand-in-hand with the fundraising, and gave us good opportunities to meet our listeners and supporters in a more relaxed environment.

On a personal level, I received very kind and supportive feedback from many people, who had heard about us in the local papers, and had tuned in as a result. Here we can see that the close contact with the press, and consequently the public, is highly successful.

As well as keeping regular contact with local press, to update them with our progress, we also had a successful meeting with the Hospital's communication officers, Gina Hanafin and Emily Petter which will be very productive for us in future, as we have now arranged to have a regular slot in the staff 'Connections' magazine, and we've agreed to keep a closer relationship regarding upcoming events, to ensure cross promotion.

It is also important to raise our profile with hospital staff, as they form an important part of our listening base and charitable objectives.

We are now gearing up for a grand opening, to celebrate and congratulate what we have achieved over the year, with our new studios. The local media will be invited to cover this event, so it will serve to unveil and ultimately thank everyone who kindly donated to our cause. It will also be a positive story to encourage our listeners, both present and in the future.

Going forward, I want to make sure that we maintain these relationships with staff, the communications department, press and local people beyond 2009, to allow us to further build upon our already successful station image.

Fundraising in 2008 by Becky Medhurst (Fundraising Officer)

2008 has been a successful year in terms of fundraising for HRB.

Although we were extremely busy with the station move, particularly over the summer, we still managed to fundraise with tin rattles and at our usual events – as well as obtaining funds from a number of other sources.

In July 2008 we attended the Alton Show and were given £200 for our work on the gate. This is a key annual event for HRB and an event we are keen to continue doing every year.

We also have support from other local friends - Basingstoke Golf Club kindly donated £1000 this year.

The Fundraising Committee had regular meetings throughout the year and discussed different fundraising ideas. It was felt that we should try different methods of fundraising to see how successful they might be. A car boot sale was organised for Sunday 31 August and lots of members contributed items to be sold. Unfortunately a few hours into the car boot sale it rained very heavily and most of the stock got drenched. Although a lot of the items were ruined, we offered the stock to the members to be sold but only got a few pennies from this! We gave the remaining unsold and unharmed items to a charity shop. Given the British weather – it's unlikely we'll try a car boot sale next year!

A number of tin rattles were held, known as "HRB On Show" and the ones we did at the hospital proved one of the most successful fundraising activities and one that should definitely be carried on in 2009. Four tin rattles were held at the hospital in October and we made almost £100 each time in two hours, with an average of just four volunteers present. The main entrance and the car park entrance to the hospital proved to be the places where tin rattlers would be meeting most of the hospital's traffic.

Maternity's entrance was tried at one tin rattle and proved not as successful. Elsewhere two very successful days at Sainsbury's in Kempshott contributed significantly to the total of £1405 collected in tin rattles this year, which is a great contribution to HRB's funds.

To raise money for the station move in particular, HRB members staged a 60 hour Music On Demand broadcast marathon in April 2008. Members broadcast live on air for a full 60 hours and were sponsored by friends, families and work colleagues.

This was a fantastic event and raised a massive £4413 – a very key contribution to the station obtaining a new portacabin.

Marilyn and I met with Jane from the Basingstoke Voluntary Service (BVS) and this meeting proved very helpful. If only we'd met her before the move as this service is very supportive in its approach and can help in finding avenues for fundraising! They are particularly helpful in suggesting the best grants to apply for. Jane did stipulate, however, that we do need to think of actual objects or projects we need money for and they then can help us pick which grants will be most applicable to our needs.

BVS also help with the actual process of applying for a grant, which can often be time consuming with lengthy applications. This service is something HRB can use to its full potential in 2009 and a definitive list of objects or projects should be drawn up so we are able to apply for grants as soon as possible.

I am pleased to say that before meeting BVS we did apply for an Awards for All application to buy a much-needed new mixing desk. The application was a lengthy process but we were fortunate in being awarded the full amount we applied for - £8650 – in August/September 2008. The mixing desk has been bought and is now in full use in the studio and makes recording HRB's pre-recorded shows and production a lot easier.

It became more and more obvious during our fundraising efforts that HRB is an appreciated service within the hospital and a big 'Thank You' should go to all those that gave their money in 2008 in any form – whether it be a donation from a company, at a tin rattle, from our help at an event, or from a grant. We couldn't keep HRB running without these people and I hope such fundraising success continues in 2009

The Station Move Project by Brian Starman (Project Manager)

The station has been trying for many years to move into a new home because the old unit was becoming too small and was in very poor and, arguably, unsafe condition.

Our hope was that space within the hospital building could be found but it became obvious towards the end of 2007 that such a move was not possible.

The costs of a new portacabin were researched and an advantageous price of £12000 (for the basic unit itself) was negotiated. Other quotes were £28000 and £35000! Discounts were obtained plus legal avoidance of VAT meant that our total costs for the unit plus fittings and access came to just under £20000.

An initial discussion was arranged with the planners because we had been told that we would not get approval at all and even if we did it would be for 3 years maximum. As a result of that informal meeting we learned that conditional approval might be given and they would look at giving a longer-term approval. The matter was discussed with the Chairman of the Hospital Trust who, after liaising with hospital management said that they would not oppose our application.

Planning was sought and given for a ten-year period and we managed to satisfy the conditions imposed. Building Regulation approval had to be sought and again it was given but conditionally. One of the conditions related to satisfying the DDA re access to our new unit. The unit itself was always going to be DDA compliant. Purely because of the cost of a DDA compliant ramp from the road to the unit (quoted at £6500) we sought exemption from the DDA on the grounds that such access was unlikely to ever be needed but assistance would always be there to gain access to the unit from the nearby road. Exemption was granted.

A sub committee was set up in November 2007, which considered and managed the project.

Whilst it had been hoped at the end of 2007 that the new building could be installed in April 2008, because of various factors (we received full planning consent 9th July!) the actual move was carried out during the three weeks commencing 26th July 2008 with the new building arriving one week into that period.



The move was exciting but frantic! Not only was the new building delivered and installed on site but cabling was being done, internal wood cladding fitted, new desks for the mixers being built/fitted on site, carpets being laid, security being installed and power being connected.



Insulation of the internal walls, application of material to those walls and some painting was also done during that time!

Inevitably jobs remained to be done over the next few weeks including the fitting of new doors, dado rails, black boarding around the tops of each of the three studios, installation of two mixing desks.



We went live on air from the new studios on 12 October 2008.



As at the end of 2008 the building itself was virtually complete and all that remains to be done is the soakaway, the access steps outside the fire door, and the garden area at the front.

There are still some issues to be completed but we have sufficient funds to complete the project.

Financial Performance (by Brian Starman, Treasurer)

An interesting and stimulating year from a financial standpoint.

We started off with £24275 in the bank and we finish 2008 with £9946.

During 2008 our spending just exceeded £33000 and we received £18342 from various sources.

The Hospital trust fund donated £4975 and other donations included £1000 from Basingstoke golf club.

Grants totalled £10625. These included an Awards for All lottery grant of £8650 for a new mixing desk and £1975 from a local councillor for the soakaway/steps).

We fundraise by "tin rattling" at various locations including at the hospital itself. These events are branded "HRB On Show" and provide promotional as well as fundraising opportunities. These events produced £1405.

The 60 hour marathon live broadcast raised a very creditable £4413.

We earned bank interest (on our deposit account) of £487.

As far as outgoings are concerned they include licences/planning fees of £1286, mixing desk plus installation costs totalling £8848, the purchase of the new building and access ramp totalling £15000, and cabling/electrics of £4190.

We decided to lease the security system (smoke/fire/intruder sensing) to avoid large capital expenditure (£2500) and the quarterly outlay will be £162 for five years.

Our annual ongoing maintenance and running costs now total £2500-3000 – this is more than in previous years because of increased insurance costs and the leasing costs of the security system.

I am happy to report that despite spending on the new building (our costs were almost totally within our planned budget) our financial state is much better than was envisaged at the start of the financial year.

Charity Trustees

Chairman	Marilyn Price
Station Manager	Position not filled
Treasurer	Brian Starman
Secretary	Jeanette Campbell
Programme Controller	Neil Ogden
Public Relations Officer	Anna Cheeseman
Fundraising Officer	Becky Medhurst

Charity Number

272046

Address

Basingstoke and North Hampshire Hospital,
Aldermaston Road
Basingstoke
Hants
RG24 9NA

Bankers

Lloyds Bank PLC, Basingstoke

Accounts independently examined by:

Twissell Neilson & Co
Chartered Accountant
Belgravia House
Hartley Wintney
Hants
RG27 8NS

HRB 2008 Accounts

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2008

	<u>2008</u>	<u>2007</u>
<i>Receipts</i>		
Membership Subscriptions	511	460
Shows	1405	1859
Grants	10625	0
Donations	1200	0
Mayor's Charity	0	13058
Marathon/swimathon	4413	0
Magazine	0	1945
T Shirts	48	78
Other Fundraising	0	250
Miscellaneous	139	26
Gift Aid tax rebate	0	711
Bank interest	487	444
Total Receipts	£ 18828	£ 18831
<i>Payments</i>		
New Studio	22201	0
Engineering & computer equipment	1304	2271
Licences/subscriptions	541	361
New mixing desk	6492	0
Furniture & buildings maintenance & security	1006	540
Insurance	697	675
Mugs/T shirts etc	361	400
Outside events	209	14
Accountancy	235	0
Bank charges	17	0
Sundry	99	270
Total Payments	£ 33162	£ 4531
Excess of Payments over Receipts	-14334	14300
Balance at Bank 1 January 2008	24275	9975
Balance at Bank 31 December 2008	£ 9941	£ 24275

Independent Examiner's Report on the AccountsReport to the trustees/members of HOSPITAL RADIO BASINGSTOKEOn accounts for the year ended 31 December 2008 Charity no. 272046**Respective responsibilities of trustees and examiner**

The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act), as amended by s.28 of the Charities Act 2006) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- to state whether particular matters have come to my attention.

cont.

Independent Examiner's Report on the Accounts cont.

Report to the trustees/members of

HOSPITAL RADIO BASINGSTOKE

On accounts for the year ended 31 December 2008

Charity no. 272046

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that in any material respect, the trustees have not met the requirements to ensure that:
- proper accounting records are kept (in accordance with section 41 of the Act); and
 - accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed



Date

Name

Twissell Neilson & Co.

Chartered Accountant

Address

Belgravia House

High St

Hartley Wintney

Hants

RG27 8NS

TRUSTEES




JEANETTE CAMPBELL

M A PRICE