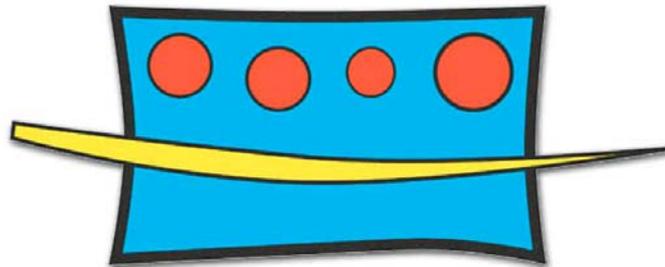


# **HOSPITAL RADIO BASINGSTOKE**



**Trustees' Report and Annual Review 2011**

**Registered Charity Number 272046**

**Trustees' Report**

The Trustees of Hospital Radio Basingstoke are pleased to submit their report and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2011.

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 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 and the national conference.

**Chairman's Introduction (By Marilyn Price)**

It is with much pleasure that I present you with the Annual Report 2011 for Hospital Radio Basingstoke.

I am delighted to report that I have an excellent committee working with me whose reports follow this introduction, each of whom has been strong in his/her individual role to ensure that Hospital Radio Basingstoke performs to its fullest. We currently have a membership of 39 including Ward Visitors. Our aim is to have a ward visitor for each evening of the week (and at weekends) to support the presenter in getting requests and spending more time with each patient if and when required. This has proved extremely beneficial to both staff and patients as well as ourselves.

We proved again very successful in achieving two nominations for the prestigious Hospital Broadcasting Association Awards that were held at the end of March in Maidstone. An achievement indeed!

With our 40<sup>th</sup> anniversary fast approaching (April 2012), we have decided to celebrate by having a party inviting those present and selected guests from the past. Also we are hoping that June Snowden, President of the Hospital Broadcasting Association, will attend too, as well as some staff and patients from the Hospital. At this time, too, we will be re-launching our website, [www.hrbasingstoke.co.uk](http://www.hrbasingstoke.co.uk).

We would like to congratulate too, our longest member, Dave Leonard, in celebrating his 30<sup>th</sup> anniversary with HRB.

Our members have worked hard and proved successful in fundraising again this year. Each year, however, is proving more difficult with rising costs but our thanks must go to the people of Basingstoke & Deane for their continued support and generosity. My thanks go, too, to all members who regularly fundraise.

With a stable committee and our membership increasing nicely and members establishing themselves, I feel proud that HRB is able to serve our Basingstoke hospital. The Foundation Trust will in 2012 join forces with Winchester and Andover, so I am sure in the forthcoming year we will be working more closely together with Winchester Hospital Radio and exchanging ideas.

We will be putting an application for a grant this year as our computers desperately need replacing. We still need air conditioning in the main office area, but this isn't so crucial. We have to keep abreast of what equipment needs repairing and replacing.

HRB will be launching on the internet but our 'customers' are still and always will be the staff and patients of Basingstoke and North Hampshire hospital but feedback from them is that they are delighted that their friends and family will be able to listen too, especially if they are making a request.

I am delighted, now, to present you with my committee's reports on the past year's achievements at HRB.

**Programmes (by Neil Ogden, Programme Controller)**

Throughout 2011, HRB continued to provide a 24 hours-a-day schedule of programmes to the Basingstoke and North Hants Hospital.

Our most important shows have always been our live request shows. During 2011, we played more requests than the previous year and reached 77,000 requests since 1984 in the last week of the year.

Our request shows, known as Music On Demand, continue to make up the main part of our schedule every evening and during the day at weekends. Most of the time they are presented from the studio, but as often as possible we try and do the shows "Live from the Wards". Unfortunately, due to ever changing availability and numbers of volunteers, it wasn't possible to progress far with the plan to do this type of show most nights but that is still the ambition that we are looking towards.

In January 2011, I was joined by former members Steve Fox, Sarah Beattie and David Blower to count down the Top 100 most requested artists compiled from requests collected since 1984. The number 1 as always was Cliff Richard. To test ourselves a bit further, Vernon Pearce also joined in the chart countdown live from his home in Spain thanks to a live internet connection.

On New Years Eve 2011, the number one most requested artist of the year was revealed as Adele.

The internet allowed others to join in our programmes from around the world. During our 60 hour broadcast marathon in April, former member Scott Crozier joined us from his hotel room in Kuala Lumpur en route to Australia. Andy McCormick also joined us live from New Zealand during that weekend and, along with Vernon, continued to present his weekly "Postcard" show every week throughout the year.

During our broadcast marathon, we played 114 requests and raised just under £1000. The event ran from Friday 1 April at 8am until Sunday 3 April at 8pm, starting with an open day that allowed staff to come and see the studio and find out more about us, have a request and take part in the day's programmes. It was a very busy day as lots of staff took us up on the invitation as well as the Mayor of Basingstoke.

In March several HRB members attended the 2011 National Hospital Radio Awards in Maidstone at which we were nominated in two categories. Mark Keavney was nominated in the Best Male Presenter category and Rosemary Kershaw was on the shortlist for Best Female Presenter. It was Mark who scooped the Silver award.

At the end of the year we put together our 6 entries for the 2012 awards.

Several members attended the HBA National Training Day in October in Leeds, and we continue to encourage our members to attend these events to further their knowledge of radio presentation and thus improve their own skills and produce better shows.

We got out and about to cover local events once again. During the summer, the Hatch Warren Beer Festival, Swinging Sixties Day in Alton and Basingstoke's Party in the Park were all featured in special programmes and in October we staged a major

day of coverage of the first ever Basingstoke Half Marathon. It was gratifying that the majority of those who volunteered to be part of the team on that day were among the station's newest members.

As the year came to an end, we produced a very full Christmas schedule that started off as usual with the Great Christmas Cracker Dash and included our live Christmas morning show.

As well as programmes produced by HRB, we can call on programmes made outside the station. In 2011, these included a selection of new shows, The Chill Factor, Roll Over Beethoven and The New Music Show. We also broadcast a new series of one-off documentaries featuring the likes of Genesis, The Bee Gees, Elvis and Queen. Alongside other regular shows produced outside the station, these shows continue to enhance our programme schedule with material that we wouldn't be able to produce ourselves.

As we go into 2012, we are looking at ways to reach other parts of the hospital and will be producing special programmes to mark the 40<sup>th</sup> anniversary of hospital radio in Basingstoke in April.

**Training (By Chris Fox, Training Officer)**

In March I took over the role as Training Officer for the station. Neil Ogden had previously carried out these responsibilities as Programme Controller.

A lot of my initial work was being fluently trained myself to then understand the station's requirements and plan ahead when our recruiting phased in.

In April 5 people joined the station but unfortunately only 1 of these was to go on and complete their training

I spent time over this period assessing training methods and the needs of the station I came to the following conclusions:

- Too much information was being delivered to new members in a very short space of time
- Too much time dedicated to shadowing.
- Not enough time for new members to be co-presenters on shows.
- Existing members needed more refresh training and exposure to new resources and ideas.

My approach was to make the training simpler so that new members get used more on presenting rather than lots of technical detail. I did this by shortening some of the training sessions and introducing a new streamlined training plan which incorporated the following stages:

- Interview
- Induction
- 1<sup>st</sup> Training Session
- Training Buddy (4 Sessions as a Co-presenter)
- 2<sup>nd</sup> Training session
- Demo Completion
- 1<sup>st</sup> Live Show
- Playsheet Test/Understood

Once these areas had been covered the new member would have a basic understanding of how to perform a live show.

Training would continue as it always does in any discipline and several training sessions across the year have been arranged for new and existing members these include:

- Voice Tracking Training
- Presentation Training
- Technical Training
- Myriad Training
- Pre-Show Checks Training
- Power Cut Instructions
- Silence detector training
- Performing hooks
- Downloading Audio items
- Ward Rounds

- Skype and phone use in a live show

Since these changes and emphasis put on training we have seen an increase in retained membership. This is still not ideally where I would like to see this but it is heading in the right direction.

In the coming months we want to continue to encourage new members and develop existing members' knowledge of radio and presentation.

**HRB Publicity Review (By Christine Rowley, Public Relations Officer)****The National Hospital Radio Awards 2011 – Basingstoke Gazette**

March 2011 got off to a good start with the local Basingstoke Gazette featuring our nominations for the National Hospital Radio Awards for 2011.

**From Basingstoke Gazette:**

TWO presenters from Hospital Radio Basingstoke (HRB) were recognised for their volunteering after they were nominated in a national awards scheme.

Rosemary Kershaw and Mark Keavney were nominated for female presenter and male presenter of the year in the National Hospital Radio Awards 2011.

Mr Keavney, 41, from Newbury, began presenting on HRB in October 2009. He presented on a radio station in Zimbabwe for six years, and is now a professional photographer.

The father-of-three said: "I enjoy the whole experience and what we stand for as a hospital radio. It's about keeping people entertained and taking their minds off why they are there.

Mrs Kershaw, from Old Basing, started at HRB seven years ago when she retired from teaching.

The mother-of-two said: "It's a way of helping people and meeting lots of different people. Everyone in Basingstoke, in one way or another, is affected by the hospital, whether it is to have a baby or visit someone, so we meet lots of people.

"The radio station also gives you the chance to develop your skills and to learn how to work the machines. I'm delighted to be flying the flag for the whole station."



At the National Hospital Awards Gala, Mark was awarded the Silver award for Best Male Presenter



**Radio team tunes into marathon show, Friday 8 to Sunday 10<sup>th</sup> April 2011**

The team at Hospital Radio Basingstoke held a marathon 60-hour music-on-demand show across an entire weekend.

They also welcomed hospital staff and patients into the station to find out more about what they do, and featured contributors to the shows from across the globe.



On Friday morning, the station opened the doors to a stream of curious visitors, including the Mayor of Basingstoke and Deane, Councillor Keith Chapman, and Mayoress Jennifer Chapman, who had a tour of the studio and talked on air with presenter Paul Le Feuvre.

On Friday afternoon, visitors from the management team at the hospital and from the children's ward on G Floor popped into the station to see what made it tick.

On Sunday, presenter Vernon Pearce broadcast live from Spain in his regular 'postcard' show, and presenter Andy McCormick added to the international flavour, joining in live from New Zealand on the Saturday morning.

During the marathon, more than 100 requests were played out and the station gave away dozens of prizes.

**Volunteer Awareness Day, Porchester Square, in Festival Place Basingstoke**

Anne Wadsworth led the HRB team who took part in this event to mark small charity week. Over 30 interested volunteers were spoken to throughout the day.

3 Ward visitor volunteer interviews followed with one ward visitor now in place and volunteering for HRB.

**Basingstoke Half Marathon, one of our biggest Out and About challenges.**

Hospital Radio Basingstoke got together a team of volunteer presenters to cover the Basingstoke Half Marathon and broadcast a live show for patients at the Hospital from 10 am to 4 pm on Sunday 2 October 2011.

The show hosted updates, competitions, as well as live and recorded interviews with runners and supporters aswell as tracking our very own Dave Warren, who ran all 13.1 miles to help raise funds for HRB.

Chris Fox was joined by Laura Emery for the first 3 hour show of the morning, while myself, Neil Ogden, Steph Ferguson and Adie Barrett interviewed runners, and supporters at the race start in Basingstoke War Memorial Park.

I was joined by Steph Ferguson for the second half of the day giving out results and taking music requests as well as featuring after-race interviews.

The six hour show case was put together as an entry for the National Hospital Radio Awards in the Special Event category.



## Hospital Display Board, Posters, and Website

With the support and help of Anne Wadsworth we now have an updated display board at the main entrance of the hospital, with new artwork, information and patient photos.



Through links with the Hospital Communications Team, we have designed, printed and distributed over 30 A4 posters, advertising HRB throughout the hospital.

The HRB entry on the hospital web page moved to the visiting section.

### Partnership networking with BVS (Basingstoke Voluntary Services)

The very successful listing with BVS on the Do-it.org.uk site:

#### Ward Visitors to talk to patients and take their requests

#### Hospital Radio Basingstoke

#### About the opportunity

Hospital Radio Basingstoke are looking to recruit a keen and committed Ward Visitors. We are looking for volunteers who can spare two hours per week to visit patients, have a chat with them and ask for their requests for the evening show. We are a friendly and proactive local charity, broadcasting a variety of music and programmes to the patients and staff of the Basingstoke and North Hampshire Hospital. We rely upon committed, enthusiastic volunteers to keep our charity running. So if you would like a new challenge, and fun hobby meeting new people and gathering requests, we would love to hear from you! Visit [www.hrbasingstoke.co.uk](http://www.hrbasingstoke.co.uk)

So far, 13 ward visitor volunteers have come forward from this site.

**Fundraising in 2011 (by Dave Warren, Fundraising Officer)**

As the new Fundraising officer, it is with great pride I can report that 2011 was a great year for fundraising. This is due to the tremendous dedication and effort that the majority of our members have put in. It could not be possible without them.

It is also with great pleasure to announce, that in early 2011, Anne Wadsworth, ward visitor for HRB, decided to take on a role to support myself and the new PR Officer. Anne's help has been invaluable in 2011. HRB and I really appreciate her efforts.

Throughout 2011, the collections at the majority of the supermarkets in Basingstoke have been a huge success and essential to keep the funds growing. This year we collected (some more than once in the year) at Morrisons, Asda, Sainsbury's in Kempshott and Tesco's. One of our biggest successes was at Tesco's over two days in September. HRB volunteers managed to collect a very impressive £842.15. Truly a job well done.

I would also wish to personally thank the residents of Basingstoke for their generosity at a time that is very difficult financially. It proves that the people of Basingstoke really do care about this local charity.

HRB On Show was also a stable part of raising funds in 2011. Spending time on a Sunday collecting with tins during patient visiting hours at the front of the hospital. A special mention to Paul Turner and Anne Wadsworth, who over 2 hours on a Sunday in October, raised a fantastic £119.30, showing how important these days can be.

They not only raise funds but are great at advertising hospital radio as the visitors often ask about HRB as they donate and make requests for the patient they are going to see.

Moving forward I want to make sure that there is an On Show or supermarket collection for 10 of the 12 months of the year, and will aim to have this planned in advance so members of HRB will know when they are required to dedicate some time to collecting money on behalf of HRB.

In 2011 we have also tried to expand the collection tins in local shops and post offices. David Bristow has set a fantastic example by having an HRB tin throughout 2011 in his local post office and Co op. Also new to 2011, we have a collection tin in the WHSmiths at the hospital. Each tin, mainly full of 1p's and 2p's will raise approximately £20, which over a year makes a significant difference to the funds at HRB. Letters have gone to all managers of the supermarkets and shops above, thanking them for their continued support.

The following annual events continued into 2011; The Alton Show and the Lions Swimathon where HRB collect a proportion of the money for each of the events, as well as raising the profile in the more local events.

2011 also had one-off events that took place, with great success. Completing a marathon of 60 hours on air helped raise a magnificent £916, with special mentions to Chris Fox and Mark Hopwood for their fantastic efforts in raising a large proportion of this amount.



Another marathon that took place in October 2011 was the very first Basingstoke Half Marathon, which HRB covered throughout and entered into the National Hospital Radio Awards in the Special Event category. I took part in this marathon and raised £240.12. The Basingstoke half marathon looks to become an annual event, with the possibility of one of our committee members Chris Fox to run it in 2012 to be sponsored

on behalf of HRB.

Looking into 2012 we now have our very own donate text service, which has been organised through Vodafone. By texting a specific code to a number, people can now donate without the need for cash or cheque. In 2012, this will help widen the ways people can donate to this Charity. With new computers at HRB needed, grants from BBC Solent are being considered, as well as the prospect of getting Basingstoke companies to match any sponsorship HRB raise this year. This is my challenge for 2012 and I am very much looking forward to it, as well as the fantastic year ahead.



Dave Warren and Christine Rowley at The Alton Show 2011

**Financial Performance (by Bev Sturdy, Treasurer)**

In my last report I said that I hoped that 2011 would see a further improvement in the Station finances

I am pleased to say that this has indeed been the case and we managed a surplus of income over expenditure of £4016. This has resulted in total funds in the Bank at the year end of £7613.

Such a good position is due to the hard work of the Fundraising Officer and also to many station members in giving up their spare time to raise funds. We have also managed to substantially reduce our insurance costs which historically had been one of the largest items of expenditure.

I can see further pressure on the Station Finances during 2012 as some items will no doubt have to be renewed and some small extra expenditure will be due to the launch of internet broadcasting. However, I am sure that at the end of 2012 the Station finances will still be in a healthy position.



HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2010

	<u>2010</u>	<u>2009</u>
<i>Receipts</i>		
Membership Subscriptions	462	527
Shows/tin rattle	1775	1729
Grants	1692	2799
Donations	1000	1853
Swimathon/Quiz night	282	0
Raffles	390	481
T Shirts	48	120
Other Fundraising	214	73
Magazine	1621	0
Bank interest	1	2
Total Receipts	£ <u>7485</u>	£ <u>7584</u>
<i>Payments</i>		
Air conditioning	1692	0
Engineering & computer equipment	0	7983
Licences/subscriptions	562	573
BT/Internet charges	308	0
Furniture & buildings maintenance & security	2250	4852
Insurance	658	688
Mugs/T shirts etc	94	171
Outside events/raffle	300	190
Accountancy	230	235
Bank charges	16	0
Adverts	0	300
Sundry	0	311
Total Payments	£ <u>6110</u>	£ <u>15303</u>
Excess of Payments over Receipts	1375	-7719
Balance at Bank 1 January 2010	<u>2222</u>	<u>9941</u>
Balance at Bank 31 December 2010	£ <u><u>3597</u></u>	£ <u><u>2222</u></u>

**Independent Examiner's Report on the Accounts**Report to the trustees/members of On accounts for the year ended  Charity no. **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.

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 

Address

*W Price Chairman, HRB*

*A Graham, Secretary, HRB*

**Charity Trustees**

Chairman	Marilyn Price
Station Manager	Position Not Filled
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Anna Trevelyan (until March 2011), Christine Rowley (Co-opted July 2011)
Fundraising Officer	Dave Warren
Training Officer	Chris Fox
Engineer	Position not filled

**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