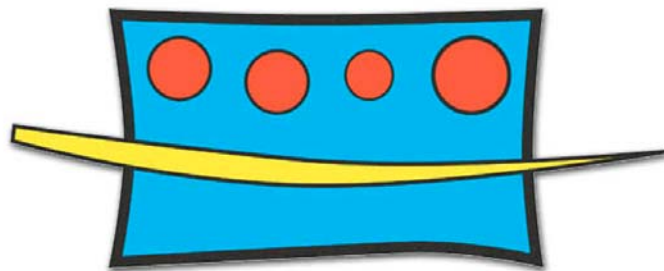


**HOSPITAL RADIO  
BASINGSTOKE**



**Trustees' Report and Annual Review  
2009**

**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 2009.

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 that are held every three months at various stations in the south of England.

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

It is with great pleasure that I present you with the Annual Report 2009 for Hospital Radio Basingstoke.

It has been a monumental year for our members, which has seen the opening of our much-needed brand new studios.

We are all set to continue and improve our 'Music On Demand' shows which are live every evening, incorporating requests from patients and staff of Basingstoke and North Hampshire Hospital.

In the meantime we now have the facilities to train our members more effectively to cover the needs and demands of a successful radio station.

Exciting times are ahead.

It was also wonderful that one of our long-term members, Neil Ogden, was recognised for his valuable service and dedication to voluntary work by the local community here in Basingstoke.

A very exciting achievement too for our station was being voted one of the top ten in the country at the annual National Hospital Radio Awards 2009.

Without further ado, I give you the rest of the reports by my committee.

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

Throughout 2009, HRB continued to provide a 24 hours-a-day schedule of programmes to the Basingstoke and North Hants Hospital.

The year started by marking 25 years of being on the air as HRB. Although hospital radio in Basingstoke goes back to 1972, HRB itself came on the air for the first time on 11 January 1984 and to mark the anniversary, we counted down the top 80 most requested artists since the station began. At the time this was about 68,000 requests although later in the year we passed 71,000 requests.



I was joined for the 6-hour live show by the first person on the air on HRB, Steve Fox, former member Sarah Beattie and all the way from Auckland in New Zealand, Andy McCormick who presents a regular weekly show from New Zealand. By the wonders of modern technology, we ended up with a show presented from opposite sides of the world. Cliff Richard was once again number one.

The official opening day of our new studios was very memorable and it was most appropriate that we chose a former patient to cut the ribbon. Sophie Hyde had taken part in many editions of our children's show The G Floor Jukebox during her stays in hospital, and along with TV presenter Simon Parkin and Stan the town Crier of Alton, did a great job. We invited as guests as many people as possible who had been part of our fundraising to buy the new building, and many of them featured as part of the special show that broadcast the opening live.

On the air, we continued to try and expand our programme service. This proved challenging at times with new members taking longer to go through the training process. This was deliberate though, as now we have better facilities, we made the deliberate decision to try and be more structured and thorough in our training and thus slow the whole process down.



In March we celebrated success once again at the National Hospital Radio Awards. We had been nominated in the Station of the Year category for the 6<sup>th</sup> time in 7 years, and although we didn't win, it was proof that HRB continues to provide quality programmes for its audience.

We always encourage our members to improve themselves and so when the Hospital Broadcasting Association southern region organised a programming and presentation training event at Queen Mary's College in Basingstoke, we encouraged as many members to go along as possible by paying the minimal £5 per member cost.



We continued to cover outside events on the air throughout the year including organising a day out on the Watercress Line at Ropley Station. We set up a mobile studio and recorded interviews throughout the day, with the end result being 3 special shows.





Other events covered included the Wild West Day in Alton and the Flag Raising Ceremony on Armed Forces Day at the War Memorial in Basingstoke. At Christmas we were back in Alton once again for Yuletide in Alton, which was broadcast on Christmas Day and Boxing Day.

The year ended with another packed Christmas schedule, which started with our annual "Great Christmas Cracker Dash" programme event. As part of this we gave away tickets to the local pantos and shows at the Anvil and the Haymarket and talked on the air to their stars. We had two very satisfied winners.

We were also live on Christmas Morning going round the wards collecting requests, including the team on the children's ward on G Floor.



**HRB Publicity Review By Anna Cheeseman (Public Relations Officer)**

As we embraced our new studio in 2009, and were back on the air 24 hours a day, we were given some excellent opportunities to communicate with staff, patients and the public who support us.



The Grand Opening was well publicised, through sending regular press releases to a variety of local media. I compiled and issued regular press releases giving updates on the progress of the station move to the local papers, radio and TV stations. This gave an element of build-up and anticipation to the completion of the work, which was unveiled in the Grand Opening ceremony.





We were able to secure weather presenter Simon Parkin to appear at the event and cut the ribbon, which attracted the attention of the press. As a consequence we were given great publicity via the Basingstoke Gazette (which made us more well-known to the public, as well as encouraging more applications from potential members).

Since the Opening, we have been able to keep our name in the public eye through On Show events, live event coverage, and close contact with the hospital communications team.



Our live coverage, such as the Watercress Line event, made sure we could meet and speak to local people face to face, and get our charity known to a larger potential audience. As always, we had some great feedback on a personal level, making our efforts seem worthwhile and rewarding.

We were able to send press releases and be featured in other local publications, such as the Basingstoke Gazette, Observer and Brighton, when we hosted a visit from the local Rainbows. This further raised our profile in the local area, as well as offering an interesting and entertaining feature for our listeners.



My main focus currently, as we begin 2010, is to continue to build upon our relationship with the hospital communications staff, to make us more prominent

within the hospital itself. We have discussed ideas concerning Gina Hanfin (from the Hospital Communications department) doing a live 'Pulse' report (or similar) on air, publicising upcoming events. This would, in turn, mean we would feature more regularly in hospital publications. This is also linked to our aim of interviewing more staff and showing their work during special shows, indulging their musical taste etc – for an interesting human-interest story. I have also been in touch with local MP Maria Miller, who is happy to come onto the radio to be interviewed informally and choose songs for our listeners. I would like to encourage more of this in 2010, to make our schedule more varied and contemporary.

All in all, it's been a productive year, and I anticipate the upcoming year to be busier still. Now we have a new Fundraising Officer, I will be able to work closely with Kerry Stanley to promote our exciting fundraising events. This will offer excellent PR opportunities, and hopefully further engage our supporters and listeners. I hope the new studio facilities, coupled with lots of new and enthusiastic members, should provide a new phase in exciting programming for HRB.

**Fundraising in 2009 by Marilyn Price, Chairman**

With our new studios finally opening in April 2009, it became very obvious that we needed to fundraise more than ever to equip them with what was essential, whilst at the same time reaching our annual target of £2000 to keep us afloat.

We did this in various ways.

Our Friday and Saturday earlier in the year at Sainsbury's Kempshott proved once again to be invaluable, raising over £1000. We are extremely grateful to the supermarket's customers for their continued support.

We also attended and manned the gates of the Alton Show which raises an annual £200.

We set up a mobile radio station on the side of the Watercress Line and went aboard the steam trains chatting to passengers, who in turn, gave us their change. It was more of a PR exercise for us than fundraising, but nevertheless, it proved very worthwhile.

Another successful fundraiser was taking part in a national car raffle, which raised a total of £300.

When able, we fundraised inside the hospital on Sunday afternoons at the hospital entrance, thus raising our profile and also raising money at the same time.

Our Grand Opening was a prestigious event for HRB and we were delighted to invite past and present members and all those who helped us over the years, with the Chairman of the Hospital Trust (Gordon Holdcroft) and his wife joining us too. We would like to thank Berry Bros who provided all the wine for the event and Dayers of Chineham who, provided free of charge, a fantastic buffet. The local press was there to take memorable photos and provide an interesting report on the festivities.

We were delighted to take receipt of 15 portable radios from Sony United Kingdom Limited, based here in Basingstoke, which have been much-awaited at the nurses stations throughout the hospital.

We were fortunate enough to receive a grant from our local Councillor, Stephen Reid, which we used to purchase an audio processor. Also, we were delighted to receive a grant from the Hospital Broadcasting Association, which paid for one air-conditioning unit for Studio 1. We now have to raise money to air-condition the rest of the building!

We welcomed the Hatch Warren Rainbows towards the end of the year for which they gave us a donation.

In the pipeline for 2010, more tin rattles, a quiz, the Alton Show again and hopefully a Ball. We continue to find different ways of fundraising and hope, in the coming year, to approach local firms who would be able to support us financially.

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

On the face of it the figures are not impressive with expenditure exceeding income by over £7,500

However, much of the expenditure was expected and was in respect of one off expenses in connection with the new studio. When these expenses are stripped out there would I believe have been a small surplus.

At the start of 2009, the committee put together a budget for expenditure and income for the year. At the end of the year, the station was £233.76 over in its projected spending and £2524.04 over the expected income.

Two items make up much of the regular expenditure i.e. the alarm system and insurance but little can be done about these debits.

Many members worked hard at Tin Rattles and there were several large donations/gifts for which we were very grateful.

Like for many people 2010 will be difficult financially for Basingstoke Hospital Radio, but with the dedication of the membership and their hard work, I believe that by the end of 2010 we will hopefully be in a stronger position financially.

For information the position of the bank accounts at the 31 December 2009 was:

Ordinary Account £20.72  
Deposit A/c £2252.07

## Accounts For 2009 Financial Year

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2009

	<u>2009</u>	<u>2008</u>
<i>Receipts</i>		
Membership Subscriptions	527	511
Shows/fin rattle	1729	1405
Grants	2799	10625
Donations	1853	1200
Marathon/swimathon	0	4413
Raffles	481	0
T Shirts	120	48
Other Fundraising	73	0
Miscellaneous	0	139
Bank interest	2	487
Total Receipts	<u>£ 7584</u>	<u>£ 18828</u>
<i>Payments</i>		
New Studio	0	22201
Engineering & computer equipment	7983	1304
Licences/subscriptions	573	541
New mixing desk	0	6492
Furniture & buildings maintenance & security	4852	1006
Insurance	688	697
Mugs/T shirts etc	171	361
Outside events/raffle	190	209
Accountancy	235	235
Bank charges	0	17
Adverts	300	0
Sundry	311	99
Total Payments	<u>£ 15303</u>	<u>£ 33162</u>
Excess of Payments over Receipts	-7719	-14334
Balance at Bank 1 January 2009	9941	24275
Balance at Bank 31 December 2009	<u>£ 2222</u>	<u>£ 9941</u>

HTPCE  
Chairman 10/05/10

PA Graham 10/5/2010  
SECRETARY



Independent Examiner's Report on the AccountsReport to the trustees/members of HOSPITAL RADIO BASINGSTOKEOn accounts for the year ended 31 December 2009 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.

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 [Signature] Date 10.5.2010Name Twissell Neilson & Co.Chartered AccountantAddress Belgravia House  
High St  
Hartley Wintney  
Hants  
RG27 8NS

**Charity Trustees**

Chairman	Marilyn Price
Station Manager	Position not filled
Treasurer	Bev Sturdy
Secretary	Jeanette Campbell (until July 2009) Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Anna Cheeseman
Fundraising Officer	Kerry Stanley (co-opted November 2009)
Training Officer	Position not filled
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