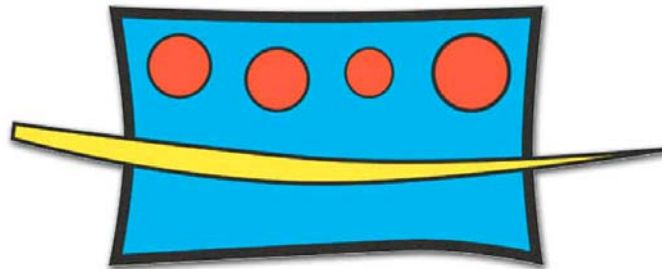


HOSPITAL RADIO BASINGSTOKE



Trustees' Report and Annual Review 2010

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 2010.

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 great pleasure that I present you with the Annual Report 2010 for Hospital Radio Basingstoke.

We have settled well into our new home and managed to secure another grant from the Four Lanes Trust for an air conditioning unit, which was installed in Studio 2. We were also lucky enough to afford to have the internet introduced this year, which is so useful and brings us into the 21st century.

We continued our quest to improve our 'Music On Demand' shows which are live every evening, by appearing live on the wards incorporating interviews and requests from patients and staff of Basingstoke and North Hampshire Hospital. This is still in the experimental stage due to availability of members, but we hope to move forward with this project in the forthcoming year. 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 and have welcomed committed new members, making our total membership at time of writing to 27.

One of our long-term members, Neil Ogden, not only celebrated his 40th birthday but also 20 years with our Station. An achievement indeed!

We look to forward hearing the nominations for the 2011 National Hospital Radio Awards to be held in March 2011, hopefully keeping up our recent success.

I maintained important links with our hospital management and also attended courses organised by Basingstoke Voluntary services, as well as attending their quarterly meetings, which are most valuable and informative. They are such an under-rated source of help for charities and I hope to use their expertise much more in the future.

Our local school – Merton Juniors – contacted us as their project for a term was communication. The eager 10-11 year olds came over with their jingles, requests and news and put them out live on air. Great fun was had by all.



We were also joined by local Rainbows and Brownies.



One of our aims in the forthcoming year is to broadcast further within the hospital, not just to the wards. We hope to trial this during 2011.

Thank you for your interest and I have pleasure in giving you the rest of the year's reports by my committee.

Station Manager's Report (by David Bristow)

2010 was the first for several years, to see a Station Manager as part of the HRB Station Committee.

My first and most important duty was to ensure the security of our Radio Station, especially as we had decided at a station meeting that we were having a sign fitted on our station door. The alarm system was checked, serviced and the entry codes were changed. In addition to our alarm system, we also have locks on our doors and security lighting in place, all in working order. As a further security measure, It was also decided that the entry codes to our Radio Station should be changed every year.

Another important responsibility for a Station Manager is to ensure that a Station cleaning programme is in place. I am pleased to say that it was not necessary to activate a cleaning rota. Instead a voluntary cleaning system is in place and it's heartening to see that most our members are helping to keep our Station clean and tidy.

During the summer of 2010 I deputised for our Programme Manager, thankfully it was for only one week. This experience dispelled any lingering doubts I may have had of his importance to HRB.

During the past year I have been successful in installing four of our collection boxes in retail outlets. Mike, Paul and Marilyn have also been able to find additional sites. I found it was a good idea to provide the best site with 2 boxes, enabling them to replace the full box with the empty one. Thanks to all those that allowed our collection tins to be placed with them.

This is my only report as Station Manager, as I am standing down from the position. I have very much enjoyed being an HRB committee member.

Programmes (by Neil Ogden, Programme Controller)

Throughout 2010, 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 2010, we played more requests than the previous year and played the station's 74,000th request on Christmas Morning. 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.

In May 2010, we moved the children's ward request show from Sunday mornings to Saturday mornings with a new team of presenters to re-launch the show. Overall this change has been a big success boosting the number of requests we play from the children's ward each week and we have had several patients from G Floor in the studio or on the phone taking part in the show. G Floor also have a daily hour of music and children's stories every weekday afternoon.

In January 2010, 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 whilst the number 1 for the year was Abba.

In March I attended the 2010 National Hospital Radio Awards in Glasgow at which we were nominated in two categories. Our coverage of the Flag Raising Ceremony for Armed Forces Day in 2009 got us nominated in the Special Event category, and although we didn't go on to win, the entry received some excellent comments from the judges: "the entry captured the atmosphere of the event and the presenter had a good voice." One judge remarked that he thought he was listening to Five Live.

Our entry in the Station of the Year category was also nominated, and we were all very pleased to be awarded the Bronze award making us the number three hospital radio station in the UK. I collected the award from the then Chief Executive of the Radio Academy, Trevor Dann.



We have added to our non-live programme schedule over the last 12 months with several new programmes.

For those interested in the media and technology, Frequency Cast is a regular 30 minute magazine programme which is also an online podcast and won an award at the European Podcast Awards just before Christmas. The Chart Show is a regular show that countdowns a classic top 20 chart, and The Elevator Zone is a regular show containing easy listening instrumental music.

In February we welcomed local MP Maria Miller to the studio as a special guest. Other special guests that featured on our shows in 2010 included BBC Watchdog presenter Matt Allwright, swimmer Duncan Goodhew and Noel Edmonds.

In May, we covered the excitement of the General Election. I was joined by Harry Robinson in the studio with the task to try and reflect the story of the night. As it turned out, when we went home at 6am, it seemed like we'd only been able to tell part of the story.

In September we teamed up with the Infection Prevention team to help promote Infection prevention Fun Week. Nicki Hutchinson, the Infection Prevention doctor took part in a programme and answered listeners' questions and other members of the Infection Prevention team were heard on special promos heard throughout the week. These were later re-edited and are still used regularly during our regular hospital information slots.



After 17 months of waiting, we finally got a broadband internet connection to the studio up and running. This has proved invaluable in all sorts of ways from programme preparation to being able to remotely access the station's computer system and do some jobs that were previously only possible by being actually at the station. During the December, when our G Floor Jukebox presenter could not get to the studio, I was able to record the show remotely from home and insert requests given to me by phone by the play team. We were also able to update our local news remotely as well meaning that should a big local story break, we could reflect that in our local news bulletins much easier than before.

We got out and about to cover local events once again. In Basingstoke, Dave Warren went along to Balloons Over Basingstoke.



In July I joined Paul Le Feuvre at the Froyle Village Fete near Alton.



We were also at the Flag Raising Ceremony in Basingstoke in July and Yuletide in Alton in December.

We have during the last 12 months made a concerted effort to get our audience more involved in our shows, and to achieve that, we launched a new format for some of our request shows, which involves broadcasting direct from the wards using patients' bedside telephones. The patient gets to talk on the air and have their request played almost immediately. It is something that has been done successfully by HRB in the past and is done by other hospital radio stations, and is rewarding, not to mention good fun, for all those involved – both patient and presenter.

The initial run of our Live from the Wards shows finished in October but we certainly intend on resuming the idea in 2011.

The year ended with another packed Christmas schedule, which started as usual 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. We even ran into the Mayor of Basingstoke on the Children's ward who had a chat on air and a request played.



HRB Publicity Review (By Anna Trevelyan, Public Relations Officer)

2010 has been a great year to be part of Hospital Radio Basingstoke (HRB) and as we carry on into 2011 the year looks to be an exciting one!

April & May 2010 saw some exciting external publicity, following our Bronze award at the National Radio Awards. We were featured on BBC Radio Berkshire, in the Basingstoke Gazette, Observer, and Alton and Fleet's local papers. It was a great way to put the station on the map, and to hopefully generate more listeners and supporters.

In June we focused more on internal publicity to try to recruit Ward Visitors to join the team. Other potential internal publicity also included the staff/patient survey that was created; which I hope is something HRB can implement on a regular basis to gauge our listeners' interests, and what they want to hear.

In 2010 we had an article that I had written published in The Basingstoke Gazette, which focused on Small Charity Week, and what our charity's aims and objectives are. As well as publicising our cause, and letting new potential listeners know who we are, it also encouraged prospective volunteers to apply to HRB. Such editorial articles are ideal for HRB, as it is a free (but not guaranteed!) way to publicise our objectives, as well as serving as an advert for more volunteers.

I sent an advert recruiting for Ward Visitors to Connections (the staff magazine) but we did not have any response to this. As it is a free method of publishing adverts looking for new volunteers, it is worth perusing in the future. I also produced a flyer advertising for Ward Visitors, which was to be distributed during the On Show events around the area (which we can hopefully continue to use at upcoming On Shows – as our fantastic Ward Visitors are priceless to HRB and we can never have enough).

Although the turnout was not as hoped, we publicised the Staff Open Day as well as possible; with posters, on-air mentions and personal invitations to each department. Even though it is difficult for staff to attend during their busy days and precious time off, it was, I feel, constructive in reminding them that we are here, and that they can listen and request their own songs. Again, this was featured in the staff magazine and was included in the internal weekly email, through Gina Hanafin (of the Hospital Communications Team); so any opportunity to get our name mentioned internally or externally is positive publicity for the station.

Another good PR opportunity that we had in 2010 was to host a series of visits by local Brownie groups (organised by Chairman Marilyn Price). As well as being interesting for the girls, I am sure the listeners were also charmed by their voices on air. It also led to an article in the Hatch Warren 'Rabbiter', and some lovely messages from parents thanking the station. These seemingly small events serve to make us known to a wider variety of people (and potential listeners).

I also redesigned and replenished the station-branded labels for our collection tins. Members of the station have been fantastically successful in placing these in local businesses – raising money but also displaying our logo (and thus our cause) to the general public.

In August, we narrowly missed out on some national publicity, in the form of an ITV2 show that was looking to film at HRB. 'Back on the Job', featuring DJ Christian O'Connell, was going to feature HRB in one of the shows, but unfortunately the production company could not get their permissions & liability cover sorted out in time for the filming slot. I was working closely with Gina Hanafin on this, and it was fully approved by the hospital – so it was a real shame it didn't work out. They contacted me to say they might still need us to shoot early next year, but I think it is unlikely it will be re-commissioned, as the viewing figures were not as good as hoped! It is good to know that Gina and the hospital Board are supportive of our PR.

In November, we received more publicity in Alton when Paul Le Feuvre turned on the town's Christmas lights.



Finally, I am hoping that during 2011 we can have our much-needed publicity board back up and on display in the main reception. It is essential that patients, staff and visitors know how to tune in to us, and that we are FREE to listen to. I have had a volunteer to help me with this task, but of course this will need to be updated throughout the year, every year. Our new-look presenter photographs will look fantastic on display (and the website)!

This is my last term as Public Relations Officer, and I have very much enjoyed publicising our fantastic charity.

Fundraising in 2010 (by Marilyn Price, Chairman)

Unfortunately during most of 2010 we were without a Fundraising Officer, so I stepped into this role. Coupled with my role as Chairman, I haven't had as much time to concentrate on as much fundraising as I would have liked to.

We did welcome Dave Warren to the role towards the end of 2010 and he has taken over this role with energy and enthusiasm.

We were fortunate that Julie Jones, who organises the annual Hospital Panto, donated £1000 of their profit to Hospital Radio Basingstoke early on in the year. This was a wonderful surprise and much needed, as each year we find our annual running costs substantially increasing.

I also applied for a grant with the Four Lanes Trust – a local organisation – for a second air conditioning unit, this time for Studio 2. Fortunately I was successful and this was installed earlier in the year.

On a Friday and Saturday in September, we once again fundraised with "HRB On Show" by "tin rattling" at Sainsbury's in Kempshott. Due to their newly renovated premises, we were not able to attract as many passers by as in previous years, but nevertheless it raised our profile once again and we nevertheless raised just over £600. We also braved the bitter cold and at a smaller Sainsbury's in Tadley and finished off the year by again succumbing to wind and rain at ASDA in Basingstoke. We would like to state that we are extremely grateful to the residents of Basingstoke and North Hampshire for their continued support especially during these economic times.



HRB On Show at the Hospital remains a hit for getting us known within the hospital, and also raising funds, for a couple of hours on a Sunday afternoon. Both these successful ways of fundraising will continue during the coming year.





We also attended and manned the gates at the Alton Show, which raised £250. The Swimathon, together with the Lions of Basingstoke, was attended by some of our members, and we shared our sponsorship with the Lions, again raising some money and our profile in the town.

Finally we sold tickets during the summer for the nationally organised Big Small Charity Car Draw. HRB kept 95% of the money from ticket sales with the prize being a brand new car. Almost £200 was raised in the process.

For the coming year, we have many more HRB On Show tin rattles planned plus a repeat of our 60 hour sponsored marathon during Hospital Broadcasting week.

Financial Performance (by Bev Sturdy, Treasurer)

In my last year's report I said that whilst 2010 would be difficult I hoped and believed that Hospital Radio Basingstoke would be in a stronger position financially by the year end.

I am pleased to report that due to the hard work of the membership we managed a surplus over expenditure of some £1375.

At the end of my report I state the position of the Bank Accounts at the year end which whilst not a large sum does show a satisfactory position.

The two largest items of expenditure are still the Insurance and the Alarm System.

With the arrival of a new Fundraising Officer and with the continued dedication of the membership, I believe that baring unforeseen circumstances 2011 will see a further improvement in the station's finances.

Ordinary A/c £524
Deposit a/c £3073

Accounts For 2010 Financial Year 1 Jan – 31 Dec 2010

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 AccountsReport 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 is 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

Malice Chairman, HRB

Charity Trustees

Chairman	Marilyn Price
Station Manager	David Bristow (elected March 2010)
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Anna Cheeseman
Fundraising Officer	Kerry Stanley (March – April) Dave Warren (co-opted September 2010)
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