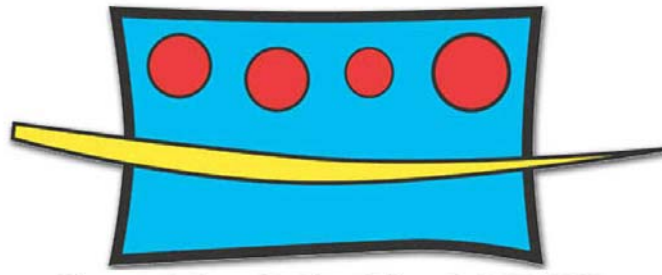


# **HOSPITAL RADIO BASINGSTOKE**



**Trustees' Report and Annual Review 2012**

**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 2012.

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), which is 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 my Introduction to the Annual Report 2012 for Hospital Radio Basingstoke. Following this, I am delighted to invite you to read my committee's individual reports. My committee has proved, once again, to be a strong dedicated body of people, with strong back up and support from the rest of our members, consisting of an average of around 39 members throughout the year.

Our aim of broadcasting on the internet has been hugely successful and has increased our listeners. Positive feedback has been welcomed and we are delighted that it has proved a hit. It enables us to broaden our links with patients, their families and of course all the staff at the hospital.

We celebrated our 40th anniversary with a small party at our studios. The weather stayed kind and we were able to host it outside. It was so lovely to see so many present and former members joining together to make our day very special.

Also, to our great delight, our President of the Hospital Broadcasting Association, June Snowden, joined us and was there to present us with our 40th Anniversary certificate. A great afternoon was enjoyed by all.



Unfortunately we had many technical problems during the year especially over the summer months, which has made us, as a committee, realise that we should in 2013 seriously consider updating our computer playout system. This, of course, with its present costs, will mean that fundraising is ever more important and that we must apply for grants to help us achieve our requirements.

You will note from Dave Warren's report below, what a successful year we have had. We cannot thank our supporters enough for helping us achieve our financial targets and aims. Sadly we can never be complacent.

We had further success at the 2012 National Hospital Radio Awards with Christine (Rowley) winning the Best Newcomer award. How proud we were! Many of us made it to Northampton to celebrate with Christine and hopefully in 2013 there will be more members attending the event. We have submitted seven entries for the 2013 awards and look forward to the shortlist being announced in January. So fingers crossed that we share more success in March 2013 in Blackpool.



My conclusion is that Hospital Radio Basingstoke is going from strength to strength and has had another successful year. We would like to thank our patients, hospital staff, and local supporters. I now welcome you to enjoy the rest of the committee's reports.

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

Throughout 2012, 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 2012, we played more requests than the previous year and reached the milestone of playing our 80,000<sup>th</sup> request since 1984.

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 we try and do the shows "Live from the Wards" whenever possible. Unfortunately, due to ever changing availability and numbers of volunteers, it wasn't possible to do this as often as we'd like.

In January 2012, we counted down the top 150 Most Requested Artists of the 21<sup>st</sup> Century. This was the first time we've done this particular chart and the first time we've done a chart across the whole of one week. It finished with the top 100 in one show presented by former members Steve Fox, Sarah Beattie and David Blower along with myself. The number one was Robbie Williams.

A big station event was the 40<sup>th</sup> anniversary of hospital radio in Basingstoke. This consisted of a special day of broadcasting on the 28<sup>th</sup> April, the culmination of which was a live 2 hour show which gathered together as many past and current members of the station that we could find. Despite the weather and the odd technical problem, a good time was had by all.



We also produced a 1 hour documentary that told the story of the station which was broadcast every week for the rest of the year.

The 40<sup>th</sup> anniversary show was also the launch of 2 new parts of HRB. We had a brand new website and we launched online listening for the station. We decided to put our programmes online for two main reasons – to allow other parts of the hospital apart from the wards to hear us, and to allow the friends and relatives of patients to be part of the "request experience" too and to actually be able to listen to



the request they may make for their friend or relative in hospital. This helps them keep in contact and we believe to be beneficial for all.

There is more work to do in 2013 to promote this service around the hospital. Although we may be able to be heard elsewhere, it is important to remember that our audience is still in the hospital, most importantly, patients listening on the wards.

Richard Smith's A to Z of Pop has been a regular part of our programme schedule for nearly 10 years. It's a regular syndicated show that is currently broadcast every weekday morning, Monday to Thursday evening and also at the weekends. The show is heard on over 90 stations around the UK.

In May Richard presented the very first Big Broadcast, a live 27 hour show on 27 stations around the UK which included HRB. For this event, HRB contributed 40 requests and we know people who listened for just about all the time. The year ended with the second Big Broadcast, which was live for 20 hours from New Year's Eve into New Year's Day. The show included a competition where one of our listeners won a £10 Sainsbury's gift card. More shows like this are planned for the future.



The first programme in May also included interviews that were recorded at the National Hospital Radio Awards in Northampton. I was asked to talk to some of the winners and others who were there, and I was pleased to contribute to the programme. Among those I talked to was the Patron of the Hospital Broadcasting Association, Alan Dediccoat.

In the summer, the excitement of London 2012 came to Basingstoke in the form of the Olympic Torch relay. HRB was there and made a one hour show from the event.



We were also out and about at the Bordon Soap Box Derby as well as the usual events that we cover – The Alton Show, The Froyle Fete and the Alton Herald Classic Car Show. At Christmas we covered the festive events in both Alton and Odiham.

In October we were out and about at the second Destination Basingstoke Shire Half Marathon. Our team of presenters were broadcasting live and recorded interviews with those taking part and were on air all day to cover this major Basingstoke event.

October saw the start of our new weekly prize draw sponsored by Sainsbury's at Liphook. They give us a hamper each week to give away to someone who has had a request on HRB – and for logistical reasons we chose to use it for patients who have a request at the weekend. Each is given a number and the winner is picked live on air every Sunday afternoon and the prize delivered on air most weeks too.

This has been a very popular feature so far.

Over Christmas we had at least one live request show every day including Christmas Day and Boxing Day as well as our usual enhanced Christmas and New Year programme schedule. The Christmas schedule started as usual with the Great Christmas Cracker Dash where we gave away a number of prizes in a special afternoon show live from the wards.

As well as programmes produced by HRB, we can call on programmes made outside the station. In 2012, these included a selection of new and established shows. These shows continue to enhance our programme schedule with programmes that we wouldn't be able to produce ourselves.

Finally, as already mentioned, in March 2012, HRB was shortlisted in 3 categories at the National Hospital Radio Awards held in Northampton. Our coverage of the previous year's Basingstoke Half Marathon was nominated in the Special Event category, Christine Rowley was nominated in the Best Newcomer and the station was once again nominated in Station of the Year.

Several members of the station attended the awards ceremony which was part of the Hospital Broadcasting Association's spring conference weekend and we were delighted when Christine was awarded the Gold award.



Our continued success at the awards shows that HRB continues to produce high quality programmes. Towards the end of 2012 we were busy putting together 7 entries for the 2013 awards, which will be held in Blackpool in March 2013.



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

The key objective this year is to promote retention within HRB and to develop existing members and improve knowledge and training for all members.

Further to developing a structure and framework across 2011; 2012 has seen this develop and have now established the following Key Facts.

Total New Members Recruited 2012: 14

Total Still with HRB: 8

Retention Rate 2012: 57% (2011 22%)

Total Leavers During Training Period 2012: 6

100% leave during the shadowing stage of the training

One Ward Visitor will be training to be a presenter in 2013.

Overview:

A huge increase in our retention rate has impacted on live shows being filled on every night of the week. This has been a very positive step forward.

A concern is still seen in relation to new members exiting HRB at the shadowing stage. 2013 will see a strategy to shorten and place less emphasis on this stage of the process although still important.

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:

- Voicetracking Training (pre-recorded shows)
- Presentation Training
- Technical Training
- Myriad Training
- Pre-Show Checks Training
- Power Cut Instructions
- Silence detector training
- Performing hooks
- Downloading Audio items
- Ward Rounds

In 2012, several members attended the Presentation and Interview Skills training organised by the Hospital Broadcasting Association and held at Queen Mary's College in Basingstoke.



2013 will see a continued focus to recruit and retain volunteers at HRB and to help existing members learn and develop more. A focus will also include more interaction between Presenters and Ward Visitors.

**HRB Publicity Review (By Christine Rowley, Public Relations Officer)**

With over 30 articles appearing throughout the HRB publicity year for 2012, it was a particularly good press coverage and busy time for me as the Public Relations Officer. To give a taste and brief summary of some of the features and events covered I have handpicked snapshots of just a few.

It was a big thumbs up again for HRB at the start of 2012, with 3 nominations at the 2012 National Hospital Radio Awards.

This attracted good press coverage in the Basingstoke Gazette, Alton Weekly, the Alton Herald and Basingstoke Observer.

**Hospital radio station up for Award**

*Alton Herald, February 2012*



*Neil Ogden presenting a patient with Quiz Prize from the Basingstoke Half Marathon Event*

All 35 volunteers from Hospital Radio Basingstoke (HRB) are in celebratory mood after being shortlisted for three nominations for the National Hospital Radio Awards. HRB Chair Marilyn Price, said; "Everyone contributes something to the 24- hour station, from ward visitors, admin and technos to the radio presenters."

**Hospital radio up for three national awards**

*Basingstoke Observer February 2012*

A much loved radio station broadcasting to patients at Basingstoke hospital has been nominated for three top awards.

The annual National Hospital Radio Awards shortlisted the local service for Station of the Year, Special Event (for the station's coverage of the Basingstoke Half Marathon) and Best Newcomer for presenter Christine Rowley.



Christine Rowley interviews Dave Warren, who ran the Half Marathon for HRB

## Top hospital radio award for Christine



Christine Rowley, DJ for Basingstoke hospital radio, with her national award. She said she had been inspired to take up broadcasting by her father Terry Barker, who worked as a dubbing mixer.

PATIENTS' comments mean a lot to a DJ at Basingstoke hospital who has just picked up an important award. Christine Rowley, a volunteer with Hospital Radio Basingstoke has won the Gold Award for best newcomer at the annual National Hospital Radio Awards.

Christine only joined the station less than a year ago. She said: "It was an amazing evening. I was so pleased to have been nominated but to win was incredible.

"I absolutely love what I do at the station. We get really positive feedback from patients and it's lovely to know they appreciate what we do."

The awards are held to celebrate the best in hospital radio broadcasting in 225 UK hospitals and Christine was praised for her presenting style and original material.

Hospital Radio Basingstoke, HRB, was also shortlisted in categories Station of the Year and Special Event, for its coverage of the Basingstoke Half Marathon.

Marilyn Price, chair of HRB said she was delighted Christine had been recognised for her hard work.

She said: "Her natural flair to deliver entertaining shows has been well-received".

Programme controller, Neil Ogden, from Tadley, said "Christine has thrown herself into the role and her entry included interviews and requests with a number of the patients, reflecting what a difference the hospital radio service can make to someone when they have a stay in hospital".

*Basingstoke Gazette Monday 12th April 2012*



## Projects and press coverage for HRB's 40<sup>th</sup> Anniversary

- Recorded Basingstoke Male Hospital Choir for 40<sup>th</sup> Event
- Being interviewed by Tony Blackburn, BBC Berkshire in Reading
- Older People – with the support and help of Anne Wadsworth, leaflets given out to older and vulnerable people from Age Concern about their services and info.
- Giving Blood – Originally 10 people came forward and as you can give three or four times a year could have made 40 pints. Unfortunately we got whittled down to only 4 people who could give (even I was rejected after giving 25 pints previously).
- Young People – Made links with Sure Start and they provided us with free under-five library books to give out on G Floor.



40<sup>th</sup> Anniversary  
Press Coverage  
Articles appeared in  
the Basingstoke  
Gazette, Observer and  
Alton Weekly and this  
event was put forward  
as the HRB Special  
Event entry for the  
National Radio  
Hospital Awards 2013.



## 2012 MINUTE MARATHON

Chris Bounds spent his entire weekend on air at the station raising money and celebrating all that was great about 2012.

Not only did he help to raise funds for HRB but also attracted an opportunity to raise awareness and for PR, which of course I took advantage of. Needless to say I waited right to the end of his session so Chris would look his best, which as you can see he did.

## Chris Bounds spent 2012 minutes live on air

(Basingstoke Gazette)



DJ Chris Bounds, a volunteer radio DJ proved he's a real long player by embarking on a marathon 33-hour continuous broadcast.

Chris Bounds, 32, spent 33 hours 32 minutes, or 2012 minutes, live on air for Hospital Radio Basingstoke.

During his mammoth stint, the dad-of-four played more than 450 songs, and handled up to 50 requests from patients listening at Basingstoke hospital.

Chris, a care manager from West Berkshire, kicked off the broadcast at 8am last Saturday, and wrapped up by 5.32pm the next day.

Speaking to The Gazette, Chris said: "It has been quite gruelling. The toughest part was 10pm to midnight. That was the first time I was on my own. But once I got to the early hours, I got back into it and had some words of encouragement.

"I feel proud of myself, but I have had lots of support from patients, staff, and my friends."



Chris first joined the volunteer hospital radio service in February. His marathon stint aimed to raise cash for Basingstoke Hospital Radio as part of its year-long 40th anniversary celebrations.

The show itself included a nine-hour review of the year so far, as well as live interviews with Hospital Radio Basingstoke presenters Vernon Pearce, in Spain, and Paul Le Feuvre, in France.

Fellow presenter Christine Rowley was impressed with Chris's dedication. "It is really exciting," she said. "To have someone who is a relatively new member, come in to give up his whole weekend is great. His dedication to a volunteer role is really fantastic."

And chairman of Basingstoke Hospital Radio Marilyn Price added: "I am incredibly proud of Chris for his commitment to Hospital Radio Basingstoke and bringing an innovative idea of 2012 minutes as part of our 40th anniversary celebration."

On Air Magazine, produced by Hospital Broadcasting Association publishes stories sent in by stations on a periodic basis, so here is one of our stories from issue 139.

### Alan at Alton



*Presenter Dave Warren interviews Alan Titchmarsh at the Alton Show*

The Alton Show is Hampshire's biggest agricultural show and takes place annually at the Alton Showground and about 8000 people go to sample the arena events and sideshows.

Hospital Radio Basingstoke is involved, providing the volunteers (in return for a donation) on the pedestrian entrance to take money and hand out tickets. The day starts early at 8.30 although the majority of people who come via the pedestrian entrance arrive on the park and ride bus from Alton.

One special guest each year is TV gardener Alan Titchmarsh who lives locally and comes to judge one of the categories. HRB's Saturday lunchtime presenter Dave Warren managed to grab a chat with him which formed part of a special hour long show which was heard on HRB a few weeks later.

So, as you can see it was worth covering the Alton Show to get an interview with the gardening man himself.....well done Dave.

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

The fundraising that took place in 2012, was imperative to continue the great work we do as a station. With expenses rising in 2012, the fundraising side needed to try and match and surpass the cost for Hospital Radio Basingstoke to function.

This was completed by the fantastic efforts of the tremendous fundraisers that Hospital Radio Basingstoke has. Without them, the station would cease to function. I personally cannot thank them enough.

One person, I would like to highlight in her endless support and hard work, is Anne Wadsworth. She has volunteered her time to me as Fundraising Officer more in partnership than in a supporting role. I would like to professionally and personally thank Anne, for her time.

In 2012, the majority of the fundraising came from tin collections over the weekends at the major supermarkets in Basingstoke. Hospital Radio Basingstoke collected at Sainsbury's in Kempshott and Tadley. Asda in Brighton Hill, and finally Tesco in Chineham. This gave us our greatest supermarket sum in years; raising £919.52.

It is at this time, 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 2012. Spending time on a Sunday, collecting with tins during visiting hours at the front of the hospital once again proved very beneficial. This is a great way to raise funds and advertise the great work of Hospital Radio Basingstoke. Therefore we are going to do more "HRB On Show" in 2013.

2012 proved to be our most successful year with collection tins for small change, out in the community of Basingstoke. Currently there are a total of thirteen collection tins out in the community, and inside the North Hants Hospital itself. This continues to provide a steady flow of cash throughout the year. We aim to grow this further in 2013.



The following annual events were accomplished with great success in 2012: The Alton Show and the Lions Swimathon where Hospital Radio Basingstoke collect a proportion of the money raised for each of the events, as well as raising the profile of the station itself.

The second Basingstoke Half Marathon took place in October and Lee Graham ran on our behalf. He not only completed the 13.1 miles in an amazing time, but also raised a brilliant £305.

Two one-off events successfully took place in 2012. Hospital Radio Basingstoke, in its 40<sup>th</sup> year broadcasting to the North Hants Hospital had a celebratory event. This included a raffle for previous members to get involved in to raise cash for the station.

Also, completing a marathon of 2012 minutes, equating to over thirty three hours of broadcasting nonstop, member Chris Bounds completed a broadcasting marathon single handed. He raised a fantastic £150.

Looking ahead into 2013, we have structured the collections of all the major supermarkets and hospital collections better, and with the one off events we have planned for 2013, I hope our income and bank balance will continue to be just as healthy in 2013.

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

On the face of it the accounts do not paint as good a picture as previous years with expenditure being in excess of income by £604

However, during the year we had to replace an air conditioning unit and also we had a few computer problems that had to be resolved. Insurance was more than the previous year as it was the first full year under the new arrangements. The amount paid is still a lot less than in previous years. Apart from these items a tight rein was kept on expenditure.

As can be seen Fundraising was very successful with a very good total raised. Congratulations must again go to Dave Warren and those members who took part.

There will no doubt be continued need to replace items in 2013. The committee is very careful at what it spends and I am sure that the financial picture will remain perfectly satisfactory.

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2012

	<u>2012</u>	<u>2011</u>
<i>Receipts</i>		
Membership Subscriptions	649	583
Shows/tin rattle	3113	2538
Donations	1065	1000
Marathon/swimathon/quiz	424	1449
Raffles	77	0
T Shirts	64	32
Other Fundraising	310	447
Magazine	60	1000
Bank interest	3	2
Gift Aid	396	290
Total Receipts	£ 6161	£ 7341
<i>Payments</i>		
Air conditioning	1392	0
Engineering & studio/computer equipment	1290	696
Licences/subscriptions	1105	754
BT/Internet charges	458	404
Furniture & buildings maintenance & security	894	894
Insurance	435	103
Mugs/T shirts etc	357	115
Outside events/raffle	65	0
Accountancy	264	240
Jingles	303	0
Sundry	202	118
Total Payments	£ 6765	£ 3324
Excess of Payments over Receipts	-604	4017
Balance at Bank 1 January 2012	7614	3597
Balance at Bank 31 December 2012	£ 7010	£ 7614

CHAIRMAN - M A RICE - M A RICE

SECRETARY - J A GRAHAM - J A Graham

8/7/2012



Independent Examiner's Report on the Accounts

Report to the trustees/members of

HOSPITAL RADIO BASINGSTOKE

On accounts for the year ended 31 December 2012

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**

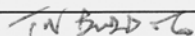
In the course of my examination, no matter has come to my attention

(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



Date

4.8.2013

Name

Twissell Neilson Budd &amp; Co.

Chartered Accountant

Address

Belgravia House

High St

Hartley Wintney

Hants

RG27 8NS

**Charity Trustees**

Chairman	Marilyn Price
Station Manager	Position Not Filled
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Christine Rowley
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