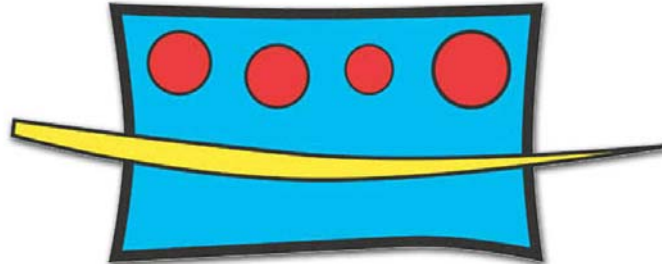


HOSPITAL RADIO BASINGSTOKE



Trustees' Report And Annual Review 2013

Registered Charity Number 272046

Hospital Radio Basingstoke

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

www.hrbasingstoke.co.uk

Trustees' Report

The Trustees of Hospital Radio Basingstoke are pleased to submit their report and accounts for the year 1st January to 31st December 2013.

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



Another year has flown by at Hospital Radio Basingstoke and it with great pleasure that I will be presenting my last Introduction to our Annual Report 2013.

I am retiring as Chairman at the AGM 2014 but will remain a member of the station. I have so enjoyed my time as Chairman mainly due to the fantastic committee – past and present – who have supported me and again with members past and present, who continue to have the passion to make our hospital radio station the very best.

They are a dedicated team giving up their free time to ensure that the patients and staff of our local hospital receive their requests, which in turn aids their well-being.

I would like to take this opportunity to thank the people of Basingstoke and Deane for their continued support of HRB. It is lovely to meet them when we are fundraising and to hear that their relatives and friends are benefiting so much from our service. In this day of economic crisis, it is heart-warming for our volunteers to know that they are appreciated.

Please enjoy reading the rest of the committee's reports and find out what we have achieved during 2013.

Programmes

By Neil Ogden, Programme Controller



Throughout 2013, 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 2013, we played more than 4000 requests, our highest total since 2006.

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 to have done in 2013.



In January 2013, we counted down the top 150 Most Requested Artists of the 21st Century. The chart was counted down throughout the week and finished with the top 100 on the Sunday. Mark Hopwood, David Blower, Steve Fox, Sarah Beattie and myself presented the final 100, finishing with Robbie Williams as the number one.

We continue to keep a record of who is requested and how many requests we play, and the figures we have go back to when HRB went on the air in January 1984. We also record how many requests all our presenters play and how many hours everyone has done. Both recorded and live shows are counted and the person who did the most hours during the year was Harry Robinson, who continued to present the afternoon show every Sunday – Thursday.

The person who played the most requests in 2013 was Dave Warren.

The figures also record when all our members made their debut on air, and they show that in 2013, just three people did so, Claire Bird, Neil Smithers and Nathan Freeman. This is the lowest number it's ever been and was partly as a result of a decision to halt recruitment whilst concentrating on the training of our existing

members. Several new members did join and started their training towards the end of the year and will hopefully be on the air in the first few months of 2014.



We also welcomed back more of our past members as part of our continuing 40th anniversary celebrations. Andy K, Tony James, Simon Mclean and Hayley Griffiths returned to HRB to guest host the Sunday lunchtime show along with David Blower and Steve Fox who returned several times during the year.

In March, we had our largest representation ever at the National Hospital Radio Awards in Blackpool, which was part of the Hospital Broadcasting Association's Spring Conference weekend, and it was very pleasing that Dave Warren won the Silver award in the Best Male Presenter category.



The following weekend, the HBA joined forces with Richard Smith to produce the Hospital Broadcasting Week Big Broadcast. The show ran for 24 hours starting on Easter Sunday at Mid-day and HRB's Dave Warren was the newsreader, after travelling to the studio in Lancashire. He read the hourly bulletin throughout, including one bulletin live from the hot tub!

The show included requests collected by those stations that used the show, which this time numbered more than 30.

Due to the fact that Hospital Broadcasting Week directly followed the conference, it wasn't possible to organise any other events for that week, but we did play the promos that were produced for the HBA for the week.

All through the year, our weekend shows were supported by Sainsbury's at Liphook who provide two goody bags that we gave away each weekend to someone who has had a request on HRB. There is one prize draw for our G Floor Jukebox audience on the children's ward, and one for everyone else. The draw is made live on air on a Sunday afternoon and delivered by myself about half an hour later. This is also heard on air.



As usual, HRB was able to get out and about around the area to local events taking place. Programmes were produced from The Alton Show, The Old Basing Carnival, the Alton Herald Classic Car Show and the Froyle Fete as well as the Christmas events in Odiham and Alton.



In addition, I made a 25 minute programme from the final public tour of BBC TV Centre in London which has been used by several other hospital radio stations and has received some very good comments.

Also at Christmas Christine Rowley and Paul Le Feuvre attended the open day of local charity The Pink Place, and played out the highlights in a special show,



In September, we opened our doors for an open day for staff to come and see our studios and take part in a special day of shows. We were on air live from 9am until 10am during which time we played 114 requests for patients and staff.



Visitors included the playteam from G Floor and Liz Padmore, Chairman of the North Hampshire Hospitals NHS Foundation Trust, who presented Paul Le Feuvre with his honorary membership of the station.

It was a very successful day both in terms of programming and publicity and we hope to hold more open days in 2014.

One other event we covered happened right outside our door – almost literally.

Shopmobility held two abseils in aid of themselves and other local charities.

We promoted the first one in February 2013 and then for the second, we presented a live one-hour show from outside with Nathan Freeman actually doing the abseil down the side of the hospital live on the air.



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



The show itself was six hours long and also included many special guests including former Doctor Who Colin Baker and singer Katrina Leskanich from Katrina and The waves.

It achieved a 38% share of the radio audience that afternoon, our highest ever recorded share and in terms of the actual number of listeners, nearly twice as many as any of the other four stations on the Hospedia terminals.

As well as the guests from that show, a number of other special guests joined in our shows in 2013.



The Mayor of Basingstoke and Deane, Councillor Dan Putty, joined Nathan Freeman for a special show in August

Earlier in the year, his predecessor, Councillor Martin Bierman joined me on The Sound of Sunday. He was the first ever guest to arrive on his bike! He also picked the winner to our weekly Sainsbury's prize draw and helped me deliver the prize.



Other special guests during the year included ventriloquist Steve Hewlett who was born in Basingstoke and appeared on talent show Britain's Got Talent. He was interviewed by Nathan Freeman. Local singer Luke Upton also came in to sing live on Christine Rowley's show.

On Christmas Day, we were joined live in the studio by Mary Edwards, Chief Executive of the Basingstoke and North Hampshire NHS Foundation Trust as she toured not just our hospital but also the hospitals in Andover and Winchester too which also part of the trust.



As well as programmes produced by HRB, we can call on programmes made outside the station. In 2013, 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 and allow us to put our efforts into live request shows, which have always been the most important thing that we do.

Hospedia can provide us with listening figures which show hour-by-hour how many listeners we have and it was pleasing to note the number of hours where HRB was either the 1st or 2nd most listened to station of the five available. This is an improvement on previous years.

Our continued success at the awards shows that HRB continues to produce high quality programmes. Towards the end of 2013 we were busy putting together our entries for the 2014 awards, which will be held in Bristol in March 2014.

Finally, the year ended with our participation in the New Year's Eve Big Broadcast, a live 20 hour show presented by A to Z of Pop presenter Richard Smith. We were one of 40 stations to take the show via an internet stream and as well as contributing one of the features, one of our patients won a Sainsbury's Gift Card by taking part in the Trivia Challenge quiz and we sent in requests for the show too.

During that show, one of our patients received a request via the HRB website from her son who was listening in Chile. The request was passed onto the Big Broadcast team and played later in the evening, and again the next day both on The Big Broadcast and on my hour-long show that followed. After sending her a copy of the request being played, we received the following reply:

Thank you so much for your mail and for sending on the clips! I was able to play your midday programme to my husband and was very moved hearing again Tim's dedication and Jason Donovan and then your words after about the true meaning of hospital radio, bringing together families.

Tim has now moved onto Paraguay and I have sent on the clip to him and your mail. I know he enjoyed listening to the show on New Year's Eve and hope he might like hearing the re run !

Continue doing the good work . I was lucky to be in the woman's health unit for a fairly serious op but only for a days and now recovering at home. But new year 2014 will go down in my memory and you added to the good part of spending it in hospital.

We spent that hour mostly talking about the awards, but it's requests and moments that are appreciated like this that remind us what hospital radio is really all about.

Training

By Chris Fox, Training Officer



The key objective this year was to promote retention within HRB and to develop existing members and improve knowledge and training across all members

After developing a structure and framework across 2011 and 2012, 2013 has seen this develop further and have now established the following Key Facts

Applications received in 2013 – 20 (2012 – 22)

Total New Members Recruited 10 (2012 – 12)

Total Still with HRB: 7 (4, 2012)

Retention Rate 2013: 70% (2012 33%)

Total Leavers During Training Period 2013: 2

Members making their on air debut in 2013 – 3 (all of whom joined in 2012)

Overview:

We have experimented over 2013 with recruiting under 18 year olds and have experienced some really positive results. With more new members involved in outside broadcasts and pro-active attitude towards developing show content. The key element of retaining volunteers has been to keep them engaged with the station and its activities. This has contributed to the increase in retention levels over 2013. A big recruitment campaign is required though to increase the membership of the station. By June 2014 there is a target of an additional eight members.

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:

- Recording shows
- Improving presentation
- Technical Training
- Myriad Training
- Studio knowledge Training
- Power Cut Instructions
- Silence detector training
- Performing hooks

- Downloading Audio items
- Ward Rounds

2014 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.

Also in 2013, two HRB members attended the HBA National Training Day in Birmingham, Nathan Freeman on the Presentation Skills course and Neil Ogden on the Fundraising course. In addition some members were at the HBA national conference in Blackpool at the various training seminars and workshops.

Fundraising

By Dave Warren



As the Fundraising Officer, it is with great pride I can report that 2013 was a good year for fundraising. But overall, our target for funds raised was not reached. This is a disappointment for the station.

However, this target was not missed by much, and I must first thank all the tremendous fundraisers of Hospital Radio Basingstoke for their dedication and efforts. The station could not operate without them.

The main staple of our fundraising has been from the supermarkets in Basingstoke, who have been kind enough to allow us to collect at their store.

Asda, Morrisons and Sainsbury's all allowed us to collect on behalf of HRB. We have re-booked these fundraising collections in 2014 as it is vital we do them to stay financially stable.

We also collected in the reception area of the Basingstoke and North Hampshire Hospital. This is a great way to collect funds as well as advertise our service to visitors to the hospital, who are seeing loved ones on a Sunday afternoon. Greater efforts in 2014 are needed to make this type of fundraising a more regular event.

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.

We also take part in many local annual events to raise money, including the Alton Agriculture Show, the Lions Swimathon and the Basingstoke Half Marathon.



We also ran a Pub quiz in 2013, held at the Irish Centre in Basingstoke, which raised an amazing £1,115. Basingstoke local businesses donated many generous raffle prizes for this very successful evening. We are scheduled to complete another Pub Quiz and Lions Swimathon in 2014.

However, the Alton show is not taking place in 2014. This will impact our fundraising budget in the forthcoming year.

To ensure we buck the trend to reach our fundraising target for 2014, we must make sure we complete all of our collections. This, with a successful pub quiz, attending our local events and the prospect of funds raised from helping events with a PA system that HRB has access to. I predict a more stable year of fundraising in the upcoming year.

Publicity

By Christine Rowley,
Public Relations Officer



A busy year for Hospital Radio Basingstoke with lots of coverage in the local media.

2013 got off to a good start for Hospital Radio Basingstoke with four Nominations at the National Hospital Radio awards:

Dave Warren being nominated for Male Presenter of the Year.

Jeremy Miles for Best Newcomer

Christine Rowley for Best Speech Package and Female Presenter of the Year

Both the Alton Herald, Basingstoke Gazette covered this exciting news, plus local commercial radio station The Breeze, and a much deserved mention in the February edition of the Hampshire Hospitals Staff magazine. The Pulse.

Hospital Radio In Tune

Alton Herald Thursday 7th February 2013

HOSPITAL Radio Basingstoke (HRB) is celebrating its best ever nomination listing in the National Hospital Radio Awards 2012.

The radio station, which serves North Hampshire Hospital, Basingstoke, has been nominated for awards in four categories: Male Presenter of the Year, Female Presenter of the Year, Best Speech Package and Best Newcomer. The National Hospital Radio Awards are presented on an annual basis by the Hospital Broadcasting Association (HBA) and, according to HRB chairman Marilyn Price, at this time of year, "for those budding radio enthusiasts and volunteers all over the country, it is always an early morning wake up to see if you have made it to the shortlist!"

As HRB chairman Ms Price expressed her appreciation and support for every volunteer who contributes to the station, from those on the committee, ward visitors and, of course, presenters.

Hospital Radio Basingstoke up for awards

Basingstoke Gazette 7 February 2013



HOSPITAL Radio Basingstoke is celebrating after receiving an impressive four nominations in this year's National Hospital Radio Awards.

The station, based in the hospital grounds, in Aldermaston Road, has been nominated for male presenter of the year, female presenter of the year, best speech package and best newcomer.

Marilyn Price, chair of HRB, said "We have always had shortlisted entries each year but to have four is amazing, and it goes to show how much talent and hard work goes into producing and presenting shows on this station.

"It's a great start to 2013 and it is the icing on the cake after our 40th anniversary in 2012."

Dave Warren honoured at awards ceremony

Basingstoke Gazette 31 March 2013

THE station manager of Hospital Radio Basingstoke is celebrating after picking up a national award.

Dave Warren was awarded the silver prize for male presenter of the year at the National Hospital Radio Awards, run by the Hospital Broadcasting Association.

He picked up his award at a glitzy ceremony held in the Hilton Hotel, Blackpool, last Saturday.

Dave, who is also the station manager at HRB, said: "I'm so happy to walk away from the hospital radio awards with the silver prize. Having not been nominated in 2012 to coming second this year was a huge surprise and honour."



National Volunteering Week - June 2013



A two-hour show was put together to celebrate this week with interviews recorded at the event Basingstoke's Festival Place.

Hillary Wells, took time out to come into the HRB studio and represent both Cats Protection and our very own Ward Visitors team.

WOW Awards Ceremony – Hampshire Hospitals NHS Foundation Trust



I was very excited when I was invited to cover the WOW Awards Ceremony, for HRB as the Public Relations Officer.

It was so lovely to network with the nominees for staff awards. I was able to get a number of interviews amongst the winners as well as with Donna Green.

All the interviews were broadcast on my Tuesday Music on Demand show that evening on January 15th 2013.

Raising Awareness and attracting Special Guests to the station with the youngest member of the team Nate Freeman



Born in Basingstoke Hospital and appeared on Britain's Got Talent Ventriloquist and Cromer Pier favourite Steve Hewlett was one of many special guests on HRB when he joined Nathan Freeman on air in August.

Hospital Radio DJ honoured on television show Surprise Surprise

Basingstoke Gazette 7 October 2013

A HOSPITAL radio DJ, who has been spinning discs for 40 years, got a big surprise when he was greeted by Holly Willoughby on a prime-time TV show.

Paul Le Feuvre appeared on the recently revived show Surprise Surprise in the audience after being "set up" by his Basingstoke Hospital Radio colleague Christine Rowley.



He said: "I was told that ITV were doing a programme about volunteers and that I had been asked to go to the studios to be interviewed, but was able to go and watch Surprise Surprise being filmed first.

"During the filming, the lights went off and a spotlight started flashing around the audience before landing on me."

The show was broadcast on Sunday, September 15 which rounded off an exciting week, as on the previous Friday, Paul was recognised at an open day held at the station, in the grounds of the hospital, where he was made a honorary member of Hospital Radio Basingstoke.

Paul started broadcasting for the station in 2007, having previously broadcast for more than three decades for hospital and community radio stations in Alton.

Paul, who lives in Alton and usually pre-records his show from his home, said: "Being given a certificate was another surprise! I didn't expect any of it. I have no idea what will happen after 50 years."

He was presented with his certificate of membership by Liz Padmore, chairman of Hampshire Hospitals NHS Foundation Trust, who said hospital radio is a valued part of the hospital team.

She said: "It's a real pleasure to be able to thank Paul on behalf of HHFT for his voluntary service of more than 40 years in hospital radio. Hospital radio is really important to our patients."

40 Years in the business and yet another surprise as Paul received a certificate from the Mayor of Basingstoke at the Basingstoke Volunteering Services Awards.



Over 40 Years Volunteering for Hospital/Community Radio Stations. And 2013 has seen Paul recognised and appear in many, many publications. For the first time HRB appeared in the Hampshire Voice as well as Alton Herald, On Air, Alton Post. Fame at last Paul?

Financial Performance

By Bev Sturdy, Treasurer



The station has had another satisfactory year with its finances.

Whilst we have not raised as much money as other years, mainly by missing one collection. funds raised still show a good figure

A tight rein has again been kept on expenditure and we have kept close to the internal budget we set ourselves at the beginning of the year.

We have many collecting tins out in the community which continue to bring in a regular sum of money and with regular fundraising we should continue to do well. This is despite the fact that some of our regular fundraising such as the Alton Show will not take place in 2014.

Towards the end of the year we heard that we had been successful in obtaining a grant for replacement of studio equipment. These funds were received before the end of the year and so appear in this year's accounts. They will be spent during the course of 2014 and will be covered fully in the report for the next financial year.

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2013

	<u>2013</u>	<u>2012</u>
<i>Receipts</i>		
Membership Subscriptions	646	649
Shows/tin rattle	2476	3113
Donations	376	1065
Marathon/swimathon/quiz	720	424
Raffles	465	77
T Shirts	16	64
Other Fundraising	502	310
Magazine		60
Bank interest	3	3
Gift Aid	145	396
Grant	8340	
Total Receipts	<u>£ 13689</u>	<u>£ 6161</u>
<i>Payments</i>		
Air conditioning		1392
Engineering & studio/computer equipment	1378	1290
Licences/subscriptions	927	1105
BT/Internet charges	492	458
Furniture & buildings maintenance & security	854	894
Insurance	340	435
Mugs/T shirts etc	85	357
Outside events/raffle		65
Accountancy	264	264
Jingles		303
Sundry	45	202
Total Payments	<u>£ 4385</u>	<u>£ 6765</u>
Excess of Receipts over Payments	9304	-604
Balance at Bank 1 January 2013	7010	7614
Balance at Bank 31 December 2013	<u>£ 16314</u>	<u>£ 7010</u>

T Graham
Secretary



Independent Examiner's Report on the Accounts

Report to the trustees/members of

HOSPITAL RADIO BASINGSTOKE

On accounts for the year ended 31 December 2013

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.

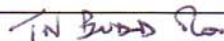
My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures 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

22.4.2014

Name

Twissell Neilson Budd & Co.

Chartered Accountant

Address

Belgravia House
High St
Hartley Wintney
Hants
RG27 8NS

Charity Trustees

Chairman	Marilyn Price
Station Manager	Dave Warren
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Christine Rowley
Fundraising Officer	Dave Warren (Acting)
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