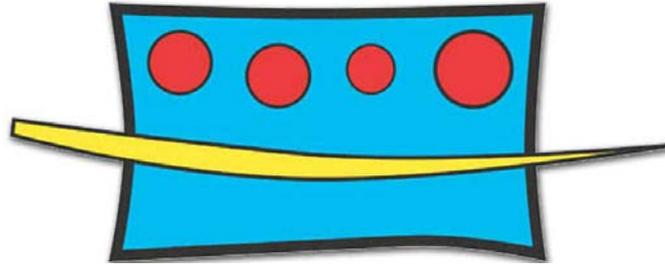


HOSPITAL RADIO BASINGSTOKE



Trustees' Report And Annual Review 2014

1 January – 31 December 2014
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 2014.

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 Chris Fox



2014 has been a great year for Hospital Radio Basingstoke; it has also been a year of change.

This being my first year as Chairman of HRB, it is with regret that it is also my last.

I am very proud of the fact that in this year, we have managed to update the computer software of the station for the better. With a fantastic committee, I know that they will be able to utilise this fantastic software and encourage more great members to get involved in the station.

I also hope that the station will further its aims to broadcast to a wider audience within the hospital, with high quality shows to keep them entertained.

I would also like to give a special thank you to the people of Basingstoke and Deane for their sustained support of HRB. The fundraising we do as a station is vital to its continued service. I know how much the radio can become a bedside friend to patients who are recovering.

Please enjoy reading the rest of the committee's reports and find out what we have achieved during 2014.

Station Manager

Dave Warren



2014 has seen one of the biggest changes to the station in over 10 years, with an installation of new computers and upgrade to our playout software Myriad 4.

This has only been possible thanks to the grant we received from The Big Lottery Fund for which all of us at the station are very grateful. And as Station Manager, I would personally thank The Big Lottery Fund for their consideration and generosity.

This update has now meant we run at a greater efficiency, we are able to do more with our shows and finally we will have lots more ways to reach out to the patients now, and hopefully in the near future.

The station has increased in membership in the last year, and with a better and easier to use system in Myriad 4 I hope that we will be able to gain and retain more volunteers in 2015.

Looking forward to 2015 I hope as a station we will be able to improve our coverage with the introduction of internet radios around the hospital, and thus introduce more people to Hospital Radio Basingstoke in specific areas such as the children's ward and Haematology.

We are also looking to improve our ability to take part in outside broadcasts, and live shows from the wards of the hospital through advancements in technology, which was successfully trialed in December 2014.

Programmes

By Neil Ogden
Programme Controller



Throughout 2014, 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 2014, we played more than 3500 requests.

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 2014, but at the end of the year, we tested out new technology that we hope will encourage more such shows in the new year. We have invested in a tablet with SIM card connection, which means we can use the technology of Skype to broadcast from the wards, and anywhere else there is a mobile phone signal.

In January 2014, we counted down the top 150 most requested artists of the decade, a chart compiled from all the requests collected since 1 January 2010. Numbers 150 – 101 were included in our shows throughout the previous week and then Steve Fox, David Blower and Sarah Beattie joined me to count down the top 100 in one 6-hour show.



The number one was revealed as Queen, who at the end of the year were also number one in the chart of 2014.

In February 2014, we said goodbye to Harry Robinson, who after 10 years at the station, nearly all of which was presenting the weekday and Sunday afternoon show, decided to hang up his headphones after a somewhat emotional last show in February. On his final show, he was presented with a long service award from the Hospital Broadcasting Association.



Paul Turner and Rosemary Kershaw also received long service certificates from the HBA during 2014, both for 10 years service.

In May, TV and radio presenter Claire Balding was at the hospital to open the new Radiotherapy facility. We went along to record the opening for our local news.



In September, we held our annual staff open day along with 13 hours of live request shows, which started at 9am and continued through to 10pm in the evening. During this time, our presenters and ward visitors went around the hospital collecting as many requests as possible, and during the 13 hours, we played 142 requests.



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.

Paul Le Feuvre and Harry Robinson shared the job of choosing the winner. In December, Paul presented the draw live from an ice hockey match in Switzerland!



One of our most significant events in 2014 was the installation of the upgrade of both hardware and software to our computerised playout system, Myriad.

Thanks to a grant from the National Lottery in 2013, we were able to purchase the newest version along with all new computers and server to run it with. This was installed in July and includes some new features, which will hopefully enhance how we use the system and the music and programmes stored on it.

As usual, throughout the year, we went out and about to cover local events around the area. The events we visited and covered in special shows were the Alton Lions Party In The Park, Old Basing Carnival, Froyle Fete and the Odiham Church Fete.



In November, the 11th St Michaels Scout Group joined Dave Warren and Christine Rowley on the air, talking about what they get up to and announcing their favourite music on the air.



Although Hospital Radio has been at Basingstoke Hospital since 1972, 2014 marked 30 years since the station became known as Hospital Radio Basingstoke. We decided we should mark the event by inviting back a few of those who were part of the team of 1984 to take part in a special one-off programme, presented by the only current member to have been a part of the station at the time, Dave Leonard.



The year ended with a Christmas schedule that started as usual with the Great Christmas Cracker Dash as part of Neil Ogden's Sound of Sunday Big Christmas Show that also included special Guest Keith Chegwin amongst others.

We were live on Christmas morning with Dave Warren and Sarah Beattie playing requests for the children's ward and on New Year's Eve we joined Richard Smith's live Big Broadcast, which was heard on 49 stations around the UK to which we also contributed requests.



Training

By Nathan Freeman,
Training Officer



Training has been extremely busy this year. There have been more applications than I would have ever expected!

When I became Training Officer I updated and adjusted the training spreadsheet to make it a lot easier to use and see where every member is in the Training process.

- Roger Scott became a full member and started doing a Friday night show
- Simon Penn became a full member and started doing a Friday night show
- Zaira Sheikh has been training throughout the year and will hopefully be ready to start presenting in the early part of 2015.
-

There are others in the training process who are progressing and should have completed their training in the first few months of 2015.

Fundraising

By Anne Wadsworth
Fundraising Officer



As the new Fundraising officer, I can report that 2014 was a good year for fundraising. This is due to the wonderful dedication and effort that most of our members put in. It would not be possible without them. I would like to single out Paul Turner who regularly collects huge amounts of money for us. He says it's all in the eye contact, smile and greeting!

Supermarkets

Our main income continues to be from tin rattles, branded as HRB On Show, at local supermarkets. Throughout 2014, we have collected at Tesco in Chineham, ASDA in Brighton Hill, Sainsbury's Kempshott and then Tesco's Chineham for a second time. All were successful but it has to be said that the shoppers at Tesco are extremely generous!

On behalf of HRB, I would like to thank the residents of Basingstoke for their generosity. It proves that the people of Basingstoke care about this local charity.



ASDA chose HRB for the months of September and October as one of their nominated charities for their green token collections. This resulted in ASDA very kindly donating a cheque for £50 to us.



Quiz

After the success of the first Pub Quiz last year we repeated the event in March this year.

Again the Irish Centre in Basingstoke was the venue and we raised an amazing £901.

Basingstoke local businesses donated many generous raffle prizes for this very successful evening. The 2015 Pub Quiz has already been booked!



HRB On Show at the Hospital

HRB On Show at the hospital was also a regular part of our fundraising in 2014. Once a month two members collect donations on a Sunday afternoon during patient visiting hours at the main entrances of the hospital.

Early in the year Mark Winwood collected on his own one Sunday, and raised a fantastic £77.87. Well done Mark!

HRB On Show is also a great way of advertising Hospital Radio Basingstoke, as the visitors often ask about HRB as they donate.

Tins in the Community

Our collecting tins out in the community for shopper's small change have gone down in number this year but the seven tins out there have brought in over £100 over the year. Thanks to all the shoppers out there!

Swimathon

Neil Ogden and his team took part in the Basingstoke Lion's Swimathon again in March and raised £248 through sponsorship, which was split between the Lions Club and HRB. Splashtastic!

Looking forward

All of the above ways for raising the all important funds will continue in 2015 but we are also trying to launch a Lottery, to try to bring in a regular income, and a Motown disco is also in the pipeline.

Publicity

By Christine Rowley,
Public Relations Officer



Raising Awareness of Hospital Radio Basingstoke

In 2014 as Public Relations Officer, I wanted to concentrate on raising awareness about our fantastic station and what we do, to as many people as possible.

I approached a number of organisations to see if we could provide Powerpoint presentations about HRB or help with their events, offering hosting/compere services.

What better place to start than with The Pink Place who have been involved with the hospital for many years and worked with HRB in the past.

The Pink Place Burns Night January 24th 2014

The Pink Place founder Janis Taylor, had just been asked if they would like us to take on the hosting of their Burns Night Event at the Dummer Golf Club, 24th January 2014.

The Pink Place supports the hospital by offering counselling, beauty and hair treatments to patients who have had breast cancer or are in recovery. They had never hosted a Burns night, so when HRB offered to compare and host the evening event they were delighted.

After lots of hard work the HRB team Paul Le Feuvre, James Rowley and myself pulled it off with Janis Taylor & Kathy Williams from The Pink Place selling tickets to over 70 guests. It was a great evening.

HRB were asked back to host their 2015 event, another story for next year.



WOW Awards Annual Celebration February 4th 2014

I was really delighted when Chief Operations Nursing Director, Donna Green, took up my idea of having a compere for their WOW Awards Ceremonies.

When Donna invited me over for a chat, I had no idea that she was actually proposing not the quarterly afternoon ceremony but the first ever Annual WOW Awards Event.

A little scary getting all the protocol right and order of events, with over 100 guests invited including Directors of Departments, Mayors and Presidents of 3 areas, Andover, Basingstoke and Winchester.

With Paul's help again it all went to plan, music coming in at the right time and introductions going well.



Helping Hands for the Blind Association



Former HRB member
Dave Chatten-Smith

When the Helping Hands for the Blind Association Group contacted me, Dave (pictured above), asked me to come along to their meeting and do a Presentation on HRB, I said "yes I would love to". I then put the phone down and thought what am I going to do?

I decided that as Powerpoint was out, how about a taster of our shows and feature something like guess the year, song and artist. Dave originally said come along for ½ an hour, but 2 hours later I was still talking! What a welcome I was given, straight away after just 5 minutes everyone was joining in and asking lots of questions.

The guess the year, song and artist was far too easy for these budding DJs and music listeners, so I had to test them even further with when and where in the chart did this song reach.

Recruitment Campaign for HRB

Hospital Radio Basingstoke looking for DJs

First published Thursday 25 September 2014 in News by Richard Garfield, Business Editor

HOSPITAL Radio Basingstoke is on the lookout for new recruits.

An open day was held to help give people a better idea of the roles that the station offers – and it attracted the attention of the borough's first citizens.

Basingstoke and Deane Mayor Councillor Roger Gardiner and his wife Tricia popped in, and Cllr Gardiner went on air with Programme Controller and presenter Neil Ogden to talk about his experiences as Mayor and what his role entails.

Another visitor was Liz Padmore, Chairman of Hampshire Hospitals NHS Foundation Trust, who wanted to say a special thank-you to the radio station's ward visitors, who take patients' requests.

Hospital Radio Basingstoke's Public Relations Officer Christine Rowley said: "We are all volunteers and pack so much into the station.

"Most of us hold down day jobs so we are looking for more volunteers to help out. "If you would like to become a committee member, help with fundraising, present, or ward visit, then please let us know."



The recruitment campaign was promoted at HRB's Staff Open Day which invited staff at the hospital to come and see the studios and meet the HRB team during 13 hours of live shows. Those who came, as well as the Mayor, included the Play Team from G Floor and Donna Green, Chief Nursing Officer, along with Liz Padmore, Chairman of the Trust.



Over 55's Forum

Secretary Gerald Merritt is known to HRB and he was very keen when I offered to do a presentation at their February Forum.

I said I would prepare a Powerpoint presentation which would include music and clips from our shows and a little quiz as well. It was also about informing their members about a hobby they might like to take up, because you can present or ward visit at any age.

Celebrating with our HRB Ward Visitors and saying thank you.

As part of the PR role it is important to remember those who help HRB provide a face up on the wards and do a great job collecting requests for our presenters. So nominating our Ward visiting Team for the Basingstoke Voluntary Services volunteering award was great: see nomination below.



Ward Visiting Team represented by Hilary Wells
Hospital Radio Basingstoke
Nominated by Christine Rowley

These are a small band of helpers who visit Basingstoke hospital bedsides week in week out through rain or shine. They ask if a patient would like a request played on a live show later that day, perhaps their favourite piece of music to cheer them up. They also spend time with patients and show them how to listen to the radio if they haven't figured it out.

Without a doubt the most rewarding part of their role is meeting so many interesting people who enjoy their company to help them through long hours in hospital. Our Ward visitors enjoy finding out why a song is important to a patient or why a piece of music is special for them at a certain memorable point in their lives. To play that song for them can really cheer them up and help with their recovery.

Once Jenny met a lovely lady who had dementia; she dragged her husband up from his choir practice to sing her the old war songs and in no time several patients were joining in!

Mark once asked a man for a request but all he could remember was the tune so he hummed it. Mark knew the tune was the Song of the Hebrew Slaves by Verdi because his late parents loved opera. The patient's eyes lit up and he said "Yes!" very forcefully. It was a great moment!

And finally, Jenny and a patient were talking about singing and she asked him if he sang - he looked her in the eye and said, "Listen love, I am to singing what piles are to Lester Piggott!"

Our ward visitors are superstar volunteers.

National Hospital Radio Awards

March 2014

Every year, the Hospital Broadcasting Association stages the National Hospital Radio Awards at a different location around the UK. In 2014, the awards were held in Bristol.

HRB went to the awards with 3 nominations and several members went to the gala awards show.

The awards are judged every year by a mixture of people from the radio and broadcast industry and from the NHS so that a real mixture of opinions is given to decide the eventual winners of the 11 categories. In 2014, some of the judges included members of the Red Arrows.

The 10 nominations in each category were announced on New Year's Day and on the night the Bronze, Silver and Gold were presented with their trophy and certificate.

Our 3 nominations were Christine Rowley in Best Female Presenter, TV Centre – The Final Tour in Best Special Event and HRB itself in Station of the Year.

HRB has been nominated in at least one category every year since 2005, and has won at least one award in many of those years too. On this occasion however, we came away empty handed, although everyone who was nominated can count themselves a winner and as usual a great night was had by all, celebrating the best that hospital radio has to offer. Bring on Newcastle and the 2015 awards in March!

The awards are part of the HBA's national conference, a full weekend dedicated to helping hospital radio volunteers improve their knowledge and skills by sharing information and best practice. On the Friday afternoon, there were trips to BBC Bristol and the local hospital radio station, whilst a range of training seminars and workshops were held on the Saturday and Sunday. The HBA's AGM was also held on the Saturday afternoon.

4 of HRB's members attended for the whole weekend.



Paul Le Feuvre and Dave Warren at Bristol Hospital Broadcasting Service talking to one of their members



Nathan Freeman in the chair at BBC Radio Bristol



HBA Ambassador and BBC Radio 2 presenter Ken Bruce appears on the big screen with a message for all those at the National Hospital Radio Awards

Financial Performance

By Bev Sturdy, Treasurer



In my last report I said that everyone knew it was going to be a high expenditure year with the installation of Myriad.

Now that Myriad is up and running I think we have done well. We have managed to buy some other pieces of kit from cash flow and the balance at the Bank at the year end of £7,772 is perfectly satisfactory.

Indeed this would have been higher had we received the money from the Magazine during the last financial year. This £720 has now been received and will be in next year's accounts.

There was an excellent year of tin rattling masterminded by Anne Wadsworth and no one beats Paul Turner when he is doing an On Show.

We were also lucky to receive some nice donations.

To all those who collected funds, thank you - you make a Treasures' life much easier.

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2014

	<u>2014</u>	<u>2013</u>
<i>Receipts</i>		
Membership Subscriptions	665	646
Shows/tin rattle	2940	2476
Donations	639	376
Marathon/swimathon/quiz	1129	720
Raffles	412	465
T Shirts	8	16
Other Fundraising		502
Bank interest	4	3
Gift Aid	112	145
Grant		8340
Total Receipts	£ <u>5909</u>	£ <u>13689</u>
<i>Payments</i>		
Engineering & studio/computer equipment	10445	1378
Licences/subscriptions	949	927
BT/Internet charges	507	492
Furniture & buildings maintenance & security	729	854
Insurance	365	340
Mugs/T shirts etc	404	85
Outside events/raffle	338	
Accountancy	264	264
Bank charges	31	
Jingles	290	
Sundry	129	45
Total Payments	£ <u>14451</u>	£ <u>4385</u>
Deficit of Receipts over Payments	-8542	9304
Balance at Bank 1 January 2014	<u>16314</u>	<u>7010</u>
Balance at Bank 31 December 2014	£ <u><u>7772</u></u>	£ <u><u>16314</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 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

*it should be noted that the grant received that paid for the Myriad upgrade was received during the previous financial year. If you remove this figure from our accounts, they show a surplus.

Charity Trustees

Chairman	Marilyn Price (until March 2014) Chris Fox
Station Manager	Dave Warren (elected March 2014)
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Christine Rowley
Fundraising Officer	Dave Warren (until March 2014) Anne Wadsworth
Training Officer	Chris Fox (until March 2014) Nathan Freeman
Engineer	Position not filled

Charity Number

272046

Address

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

Bankers

Lloyds Bank PLC, Basingstoke

Accounts independently examined by:

Twissell Neilson & Co
Chartered Accountant
Belgravia House
Hartley Wintney
Hants
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