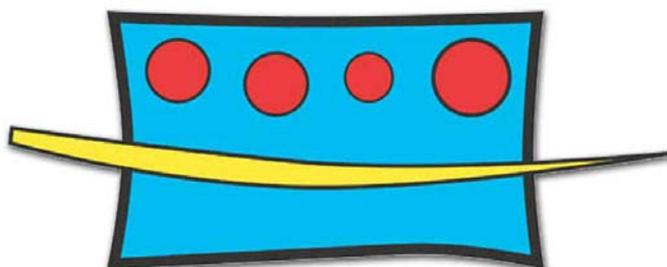


HOSPITAL RADIO BASINGSTOKE



Trustees' Report And Annual Review 2015

1 January – 31 December 2015
Registered Charity Number 272046

Hospital Radio Basingstoke

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

www.hrbsasingstoke.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 2015.

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.

Introduction

By Dave Warren
Chairman



It is with great pride that I lead the 2015 reports for Hospital Radio Basingstoke as Chairman. As a self-confessed radio geek, and being at HRB for over 6 years. I aim to do my very best as Chairman for as long as I am elected.

Main aims for Hospital Radio Basingstoke has always fallen under two objectives.

1. Gain and retain members
2. Increase the awareness of Hospital Radio Basingstoke in the hospital and in the community

I hope that as you read the reports of the committee the theme of these two objectives shines through, which I hope to continue into 2016.

If I had to comment on the thing I am most proud of as chairman, it's the relationship that has developed between HRB and the management at the Basingstoke and North Hampshire Hospital over the last 12 months. This has sometimes wavered over the years, but feels in a strong place heading into 2016.

As chairman I want to thank the members of the public in and around of Basingstoke as their support both financially and emotionally has been incredible as always.

I also wish to thank the board members of the Basingstoke and North Hampshire Hospital especially Donna Green who kindly donated £1000 to Hospital Radio Basingstoke in 2015.

Please enjoy reading the rest of the committee's report and find out how much Hospital Radio Basingstoke has achieved in 2015.

Programmes

By Neil Ogden
Programme Controller



Throughout 2015, 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 2015, we played more than 4000 requests during our Music on Demand shows.

Since October 2012, Sainsbury's at Liphook have sponsored our weekend request shows by giving us a goody bag to give away. We do this with a prize draw where everyone who has a request over the weekend is given a number and on a Sunday afternoon, a number is picked and the person with that number wins the goody bag.

The "Drawmaster" is usually Paul Le Feuvre who joins us every Sunday afternoon from his home studio in Alton to pick the number.



We then go and deliver the prize to the winner.

In the early part of 2015, we decided to try something that other hospital radio stations do very successfully – repeat our live request shows the following day.

We know that there are other distractions during the evening, so repeating the requests the following afternoon gives our listeners another opportunity to hear the song they chose.

HRB REPLAY

After several months of testing, HRB Replay started in August. After a few weeks of testing to make sure the technology worked we started promoting it as a full part of the schedule. Each evening's shows are repeated the following afternoon at 12, Friday evening being repeated at midnight on the Friday and Saturday lunchtime repeated at 9pm the same day.

In September, we held our annual staff open day, inviting members of staff to come and see our studios and learn more about what we do at the hospital. We were also joined by the Mayor of Basingstoke who chatted on air, and revealed the 91,000th request, which had been played a few days before.



We were on air live for 10 hours from 12pm until 10pm during which time we played 79 requests for patients and staff around the hospital.



One member of staff who did come along was Deputy Chief Executive Donna Green who spoke to presenter John McKay live on the air about the issues affecting the trust and the hospital.



As usual, throughout the year, we went out and about to cover local events around the area.

The biggest event we covered was the Magna Carta Festival in Odiham in May. The event was held to mark the 800th anniversary of the signing of Magna Carta in which Odiham played a big part. The event took place over 4 days in May and we were at many of the events starting with a medieval procession through Odiham on the Friday evening. This was covered live, as was the Canal Boat Festival on the Sunday afternoon from Odiham Wharf after which presenter Paul Le Feuvre hosted a live show on board the John Pinkerton canal boat as it went from Odiham Wharf to Odiham Castle.

We were also at Odiham Castle on the bank holiday Monday, and all of the weekend's events were compiled into a series of highlights programmes.



Other events we covered included the annual Froyle Fete, Old Basing Carnival and Alton Herald Classic Car Show.



We also went a little further a field – to Queen Elizabeth Olympic Park in London, where HRB was the last radio station to ever broadcast from the original London 2012 running track before it was ripped up and replaced. I was a volunteer at the final event on the running track and grabbed a chat with Geoff Wightman, Head of Road Running at British Athletics.



In October, Basingstoke's MP Maria Miller visited the studio to be interviewed on air. During the two-hour show, Dave Warren asked questions posed by patients as well as playing requests from the wards.



A few days after that, we were out and about at Basingstoke's biggest event of the year, the annual Basingstoke Half Marathon. We broadcast live from the War Memorial Park and out on the course in a live two and a half hour show.

The North Hampshire Medical Fund is a hospital charity that raises money to purchase major items of medical equipment. They hold regular fundraising events, one of which was a sponsored abseil down the walls of the hospital. We covered the event live on air, talking to the organisers and those taking part, and Dave Warren did the abseil himself, also live on air, and whilst dressed as a chicken! Presenters Melisa Montagnon and Roger Scott presented the live coverage.



We also attended a charity football match at the Winklebury Football Complex where a team from Basingstoke Hospital were playing a team from Southampton Hospital to raise money for the new Cancer Treatment Centre that is being planned for Basingstoke. The hour-long programme presented by Roger Scott was broadcast the following weekend.



Many of our outside broadcasts are repeated from time to time.

Christmas started off as usual with a 6-hour edition of The Sound of Sunday, which featured special guests from the local pantos and shows including CBBC star Mark Rhodes who was at The Anvil. The show also featured the switching on of the Tadley Christmas lights (also by Mark Rhodes) and one lucky listener won a family ticket to the panto at the Anvil.

Most importantly, the Great Christmas Cracker Dash went around the wards pulling crackers with staff and patients live on air and playing their requests.

On Christmas morning, we had two live shows with Dave Leonard, Dave Sanger, Dave Warren and Sarah Beattie, playing requests for the patients and staff. The second of the shows featured requests mainly for the children's ward and we gave away some special Christmas themed Sainsbury's goody bags in a G Floor Christmas prize draw. 30 requests were played in total in the four hours.

In the week after Christmas, Frank Sinatra was revealed as the most requested artist on HRB in 2015 and we gave away an HRB mug to the one person who correctly guessed the number one.

On New Year's Eve we joined Richard Smith's live Big Broadcast. Heard on over 40 stations around the UK and Ireland, this programme brought together the UK's hospital radio community in one big live show full of special guests and features for 24 hours. The show also featured requests from hospitals whose stations were taking part. HRB contributed over 15 requests for the show and we also broadcast live on the show from our wards, allowing some of our patients to introduce their request live on the air.



Training

By John McKay,
Training Officer

Since volunteering to assist the Committee in May of 2015 (after expressing an interest in taking up the Role of Training Officer) there was a steep learning curve necessary prior to setting up the training courses for 2 New Members.

These members have completed their basic training modules and indeed one has already presented his first solo programme (on Boxing Day!) and will go on to become a regular weekly presenter in 2016.

The other trainee has completed all modules and has only to complete their demo and live solo programme. These will complete their training and hopefully lead to regular programme slots.

There have been 3 other new members since July 2015, one of whose training is now in progress and one other new member who has joined in the role of Station Engineer. He has also gone through Induction and 2 of the other 3 Training Modules. Completion of this final module, demo and live solo programme will then clear the way to presenting live programmes in addition to the Station Engineer role. The 3rd New member has only just been interviewed and passed on for Training.

The future planned provision of training is expected to be carried out on regular weekday evenings wherever possible to allow better planning and usage of the shared resources required for the various aspects of training required. This will be programmed for Wednesday evenings throughout 2015/16 although where this is not possible for any participant we will be able to reserve alternative evenings and resources.

It is hoped that the continuing number of applications to join HRB will lead to more going on to take up training and becoming successful presenters, ward visitors or doing other roles within HRB.

Training will look to provide further assistance in taking new members down whatever path within HRB is relevant.

Fundraising

By Anne Wadsworth
Fundraising Officer



Fundraising in 2015 has been good but it has not been without its challenges as many supermarkets have changed their policies by cutting down on the amount of collections allowed. To try and overcome this we have increased the amount of collections that take place in the hospital. Add to that the wonderful dedication and effort that most of our members put in, the funds donated from a disco run by Christine Rowley, the promising start of a show being sponsored by a local business, and we seem to be financially stable.



Sarah Beattie collecting money at Sainsbury's in Tadley

Supermarkets

During 2015, we collected at Sainsbury's in Tadley and Tesco at Chineham. Both 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.

Waitrose at Alton chose HRB as one of their nominated charities for their green token collections. This resulted in Waitrose very kindly donating a cheque for £229 to us.

HRB On-show

HRB On-show at the front of the hospital was a big part of our fundraising in 2015, more than trebling the income made this way last year. Two or occasionally three times a month, two members have collected donations on a Sunday afternoon during patient visiting hours at the main entrances of the hospital.

This event is also a great way of advertising Hospital Radio, as the visitors often ask about HRB as they donate and sometimes make requests too.

I would like to single out Paul Turner, again, who regularly collects huge amounts of money for us. He says it's all in the eye contact, smile and greeting!

Tins in the Community

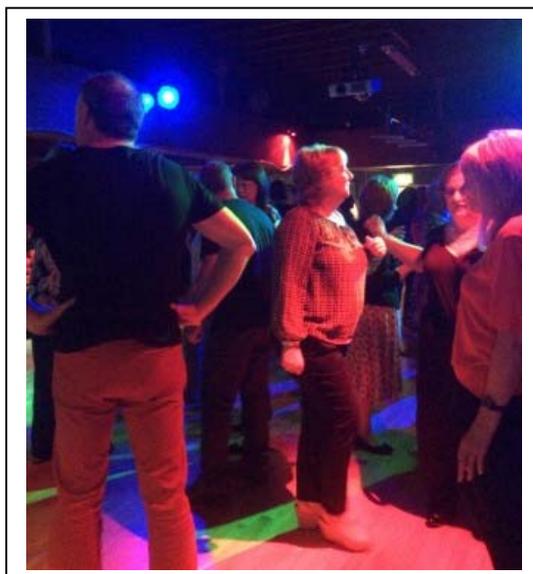
Our collecting tins out in the community for shopper's small change have brought in over £100 this year. Thanks to all the shoppers out there!

Quiz

After the success of the first two Pub Quiz nights we repeated the event in April this year. Again the Irish Centre in Basingstoke was the venue and we raised an amazing £1012. Basingstoke's local businesses donated many generous raffle prizes for this very successful evening. The 2016 Pub Quiz has already been booked!

**Motown and Old Soul Disco**

Christine Rowley organized a disco in June, again at the Irish Centre in Basingstoke. It was well attended and Marilyn Price and I were kept very busy manning the door. Christine very kindly donated the fantastic sum of £656.



Swimathon

Neil Ogden and his team took part in the Lion's Swimathon again this year and raised £94 through sponsorship, which was split between the Lions Club and HRB. Splashtastic!

**Sponsorship**

Sainsbury's at Liphook have been sponsoring our weekends for quite a while now, donating a Goody bag for a lucky patient, but we gained our first Sponsor making a financial contribution this year. We already have another Sponsor signed up for 2016.

Looking forward

All of the above ways for raising the all-important funds will continue in 2016 to try to bring in a regular income. We are hoping to gain more Sponsors for our shows too.

I am stepping down as Fundraiser in March and wish HRB and my successor lots of success in the future.

Station Engineering

By James Williams

Station Engineer

Having joined the station quite late on in 2015, I have been glad to spend my time familiarising myself with the current radio infrastructure, as well as with the lovely group of people who volunteer at the station.

As I joined, I inherited a list of current technical issues at the station, which were my first main focus. This included an issue with output levels and with our internal network. I'm pleased to say that the first of these was soon rectified, although the second still persists.

My attention has also been on investing in our infrastructure and bringing a more enhanced technical capability to the station.

We have had a steady stream of other technical issues entering the backlog, all of which are currently under investigation, if not already resolved.

As I look forwards into 2016, the need for investment in our existing PC infrastructure becomes apparent (with the exception of the main playout PCs, which were bought using the lottery grant back in 2014) as some are running on legacy operating systems and/or are under specification. Network security is also another area of focus, and I would like to see the station investing in a hardware firewall, as well as spending some time re-designing our internal network to better manage the flow between PCs.

With these upgrades in place, I am hoping to introduce an enhanced means of putting on outside broadcasts, where we will have even more capability when away from the studios. This has been divided up into a 3-phase approach, each building on the previous, so we can build up the system as it becomes necessary.

I'd also like to take the opportunity to thank the committee for my warm welcome, and in particular thank John McKay and Neil Ogden for their time spent with me so I could hit the ground running. Roll on 2016 and another exciting year for HRB!

Publicity

By Dave Warren



Due to the departure of our PR Officer during 2015, I will be providing this short report on the PR for Hospital Radio Basingstoke for the year.

Our PR officer Shubnum created a fantastic base to work on in 2016.

As mentioned one of the major objectives was to increase the awareness of Hospital Radio Basingstoke in the hospital and in the community.

Main highlights include

- Our publicity that came with the gold award for Hospital Radio Basingstoke for 'Best Show with Multiple Presenters'. This included on the website, social media and the Basingstoke Gazette
- Taking part in the abseil of the hospital building in aid of the Basingstoke and North Hampshire Medical Fund, one example of our partnership with other charities
- Partnering with two local companies for sponsorship of Music On Demand shows to improve the community relations
- Having a greater presence on social media, including increasing our Facebook likes and Twitter followers.

Moving into 2016, we hope to increase our internal communication to the staff of the Basingstoke and North Hampshire hospital. We plan to do this by having access to the hospital's intranet system. Our second priority is to implement a plan that has been discussed for a few years for the use of Internet radios in specific areas of the hospital, including the children's ward.

National Hospital Radio Awards March 2015

Every year, the Hospital Broadcasting Association organises the National Hospital Radio Awards as part of its conference weekend, to celebrate the work of hospital radio volunteers.

The conference weekend has training opportunities on all aspects of being a hospital radio volunteer from interview and presenting techniques to managing the charity and recruiting and retaining volunteers. Several HRB members went to all or part of the weekend.

At the awards, HRB was nominated in 3 categories, Dave Warren and Christine Rowley for Best Show with Multiple Presenters, Christine Rowley for Best Female Presenter and in the Station of the Year and we were really pleased that Dave and Christine came away with the Gold award.

Hopefully we can achieve more success at the awards in 2016.



Financial Performance

By Bev Sturdy, Treasurer



The accounts for last year show that your station has kept a tight rein on expenses.

Importantly they are very much in line with the budget that the committee set early last year. The payment for the fire alarm stopping has resulted in saving of £189 per quarter.

Supermarkets have reduced the number of days that we can collect. Anne Wadsworth has done a great job in getting the members to carry out the various collections. Paul Turner remains the king of the On Show collectors. With Anne stepping down, I hope someone will come forward for this important job.

The income has been helped by some excellent donations. The most since I started the job of Treasurer

All in all the station is in a healthy financial position. I see no reason why this won't continue.

HOSPITAL RADIO BASINGSTOKEReceipts and Payments Account for the year to 31 December 2015

	<u>2015</u>	<u>2014</u>
<i>Receipts</i>		
Membership Subscriptions	561	665
Shows/tin rattle	1804	2940
Donations	2020	639
Marathon/swimathon/quiz	1199	1129
Raffles	765	412
T Shirts	69	8
Magazine	1000	-
Bank interest	4	4
Gift Aid	141	112
Sundry	31	
Total Receipts	£ <u>7594</u>	£ <u>5909</u>
<i>Payments</i>		
Engineering & studio/computer equipment	843	10445
Licences/subscriptions	974	949
BT/Internet charges	488	507
Furniture & buildings maintenance & security	504	729
Insurance	530	365
Mugs/T shirts etc	275	404
Outside events/raffle	-	338
Accountancy	300	264
Bank charges	-	31
Jingles	-	290
Sundry	172	129
Total Payments	£ <u>4086</u>	£ <u>14451</u>
Deficit of Receipts over Payments	3508	-8542
Balance at Bank 1 January 2015	<u>7772</u>	<u>16314</u>
Balance at Bank 31 December 2015	£ <u><u>11280</u></u>	£ <u><u>7772</u></u>

PA Graham
Secretary

[Signature]
CHAIRMAN

Independent Examiner's Report on the Accounts

Report to the trustees/members of

HOSPITAL RADIO BASINGSTOKE

On accounts for the year ended 31 December 2015

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 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 TNB & CO LTD

Date

26-Aug-16

Name Twissell Neilson Budd & Co Ltd

Chartered Accountant

Address Kenward House

High St

Hartley Wintney

Hants

RG27 8NY

Charity Trustees

Chairman	Chris Fox (until March 2014) Dave Warren
Station Manager	Dave Warren (until March 2015)
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Christine Rowley (until March 2014), Shubnum Gill (July – November 2015)
Fundraising Officer	Anne Wadsworth
Training Officer	John McKay (from May 2015)
Engineer	James Williams (from November 2015)
Committee Member without Portfolio	Sarah Beattie
Committee Member without Portfolio	Roger Scott (from November 2015)

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