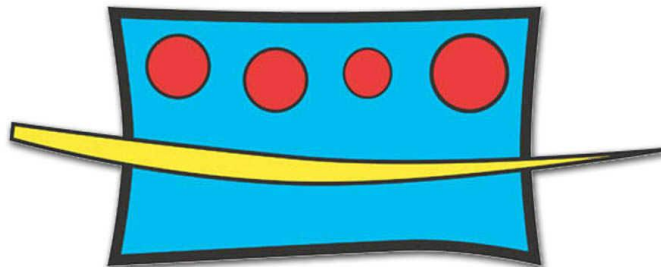


HOSPITAL RADIO BASINGSTOKE



Trustees' Report And Annual Review 2016

1 January – 31 December 2016
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 2016.

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 Basingstoke and North Hampshire Hospital in Basingstoke and other local health related establishments. 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 pleasure that I lead this year's annual report as Chairman for Hospital Radio Basingstoke.

I well and truly believe this charity is doing some fantastic work to help and support the patients in the Basingstoke and the North Hampshire Hospital.

Since being elected as Chairman my committee and I have decided to categorise the main objectives of HRB into two aims:

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

I hope these aims stand out in all the reports you read from the committee, and continue into 2017 and beyond.

If I had to highlight the greatest achievement of Hospital Radio Basingstoke this year, it would be introduction of internet radios into the Hospital. Though this isn't a full roll out yet, I am happy to say we are very near to this being implemented throughout the hospital in 2017.

As Chairman, I wish to thank all of the board members of Basingstoke and North Hampshire Hospital for their unwavering support of Hospital Radio Basingstoke as well as the very kind and generous members of the public who have donated their money and kind words of support for this fantastic charity.

Please enjoy reading the rest of the committee's report and find out how much Hospital Radio Basingstoke has achieved in 2016.

Programmes

By Neil Ogden

Programme Controller



Throughout 2016, 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. All our live shows are request shows and currently that is around 23 hours a week.

During 2016, we played more than 4500 requests during our Music on Demand shows – more than in any year since 1985. On some evenings we passed 30 requests.

In the summer, the hospital installed new bedside Hospedia terminals, which as well as proving more reliable, have led to many more phone calls than we used to get as it is now much easier for our listeners to call us by simply picking up their bedside phone and pressing a button on the screen, rather than having to dial a number.

We reached 97,000 requests right at the end of the year, which means that sometime in 2017 we will pass 100,000 requests since we started counting in 1984.

We also welcomed a whole new audience to HRB in 2016 – the residents of Basingfield Court Care Home in Old Basing. Following an approach by the company that runs the home, we started broadcasting a special request show for the residents of the home once a month on a Sunday afternoon. This was a trial to start with, but following its success, we went ahead and changed the station's constitution to allow us to target an audience outside the hospital and made the show a permanent monthly fixture in the schedules. In the future, we will be looking to see if there are any other local care homes for whom we can broadcast regular requests. This is something that other hospital radio stations do very successfully.

The year started with another Big Broadcast, a syndicated live radio show that was broadcast live from Lancashire, where our popular syndicated show The A to Z of Pop is based. The show started on New Year's Eve 2015 and continued for 24 hours with special guests, features, live music, competitions and plenty of requests collected by some of the 40 stations taking part.



Since October 2012, Sainsbury's at Liphook have supported 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 do from time to time have guest drawmasters and in September, one of those was Olympic Team GB gold medal winning diver Chris Mears who came to the studio as a guest on The Sound of Sunday. He talked about his Rio Olympic experience, and chose the winning number in the draw.



A few weeks before that, one of the Rio volunteers, Rosemary Head, was also guest drawmaster after talking on air about her volunteering work at the Olympics.



All our live request shows are repeated, most of the time that is 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 has been running since October 2015. Each evening's shows are repeated the following afternoon at 12, Friday evening is repeated at 6am the following day and Saturday lunchtime repeated at 9pm later the same day. During the year, we gained a Saturday evening request show, which is repeated the following morning.

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

We went to the Popley Festival, the annual Froyle Fete, the Alton Bus Rally and Running Day and the Alton Classic Car Show.





Some of these were recorded for later broadcast but some of these were attempted live at the time of the event.

Another event we covered was the Basingstoke Carnival Parade through the centre of Basingstoke, ending up in Eastrop Park. This was quite ambitious as it covered quite a large distance and relied on what turned out to be a varying mobile phone signal.



Finally we were briefly at the World Party in the Park in Eastrop Park from where the G Floor Jukebox Sainsbury's draw for that week was done. .



We also covered two big events at the hospital itself, both being held in aid of the North Hampshire Medical Fund.

In April there was a bed push, which saw teams of people tackle a course around the hospital grounds, trying to be the fastest to do so.



In September, there was another abseil, held at the back of the hospital building, where those taking part abseiled down the wall of the hospital. They included HRB's Simon Penn, who followed in the footsteps of previous HRB members to take on the challenge. The idea had been to for him to talk live on the air as he was doing it, but unfortunately, the heavy rain did not mix well with the technology and it didn't quite work out as planned.

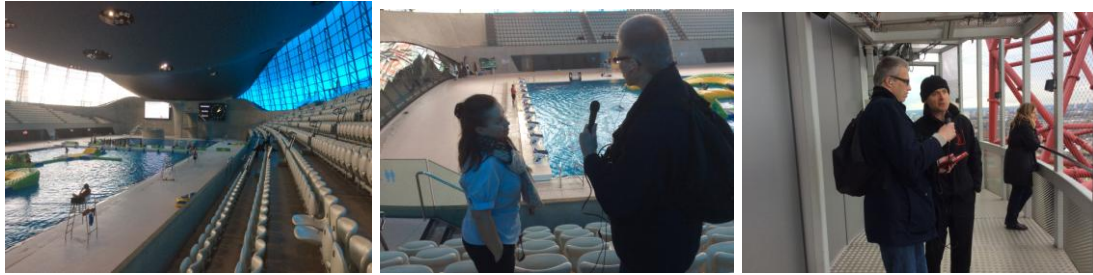


We also broadcast from two places slightly further away.



In March, the 1000th edition of my show The Sound of Sunday, came live from Queen Elizabeth Olympic Park in an ambitious programme that aimed to show that the home of London 2012 is still very much open for business and a place to go for a day out.

We broadcast from each of the main venues, finishing at the top of the Orbit.



In May, myself and Paul Le Feuvre joined other volunteers from hospital radio across the south of England at the last regional event to be organised by the Hospital Broadcasting Association. It was a weekend in Guernsey, based at the Peninsula hotel. Paul broadcast live into the Saturday lunchtime show from the beach, and we recorded a show for future broadcast.



It was a very memorable weekend away.

In October, The Sound of Sunday marked the 40th anniversary of the start of Saturday morning TV on the BBC with a 95 minute documentary.



The programme told the story of all the shows to occupy Saturday morning TV and included clips from the shows and pulled together all the interviews that we had

done on the show over the last 10 years. These included Maggie Philbin, Keith Chegwin, Mike Read, Trev and Simon, Mark Rhodes and even Basil Brush.

Accompanying the programme was a series of other related shows which included the full length interviews of some of the special guests, some music related shows and all the guests who took part in the Saturday Morning TV SuperQuiz which tested their knowledge of their era of Saturday morning TV. Only 3 guests ended up with 100%, Andi Peters, Mike Read and Trev Neale and I was pleased to be able to give Trev his prize of a certificate and an HRB mug in person at the Leicester Square Theatre in London in July.



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 and, most importantly, the Great Christmas Cracker Dash went around the wards pulling crackers with staff and patients live on air and playing their requests. One member of staff won a ticket for themselves and their family to go and see the panto at the Anvil, and we also ran a competition for the patients alongside the usual Sainsbury's prize draw.



On Christmas morning, Sarah Beattie played requests, mostly for the children's ward, in a live request show. HRB's Terry Green joined in live from Australia and was drawmaster for the Sainsbury's draw.

In the week after Christmas, Elvis Presley was revealed as the most requested artist on HRB in 2016 and we gave away an HRB mug to the person who correctly guessed the number one (who happened to be the same person who correctly guessed last year's number one too!).

On New Year's Eve, we revealed that Queen had taken over as number one in HRB's most requested artists ever chart, the first time the number one had not been Cliff Richard.

Training

By John McKay,
Training Officer



Number of Trainees started in 2016 - 4

Number of Trainees Completed in 2016 - 2

Although Number of Trainees was not large with only 2 completed, one trainee completed training modules but did not wish to continue with taking on full membership.

One other has completed all training modules early in the year but has yet to complete a number of the other requirements to become a full member.

There were further training sessions on voicetracking prior to Christmas plus training on adding music to Autotrack, our music cataloguing and scheduling system.

Training evenings will continue to be Wednesday Evenings unless specific alternatives requested.

We have a further trainee to start in early 2017 who has some experience as a presenter on another hospital radio station.

Fundraising

By Roger Scott



I took over part of the fundraising role in April 2016, when Anne Wadsworth, who did a fabulous job for HRB decided to move on and explore other interests.

The local Supermarkets continued their policy of limiting the amount of collections allowed. However, this provided the opportunity to try new outlets for HRB On Show "tin rattles" like Festival Place in Basingstoke plus the charity token collections, which several supermarkets now employ in supporting their local Communities and Charities.



I would like to thank Waitrose Community Matters Teams and their customers in Alton and Basingstoke, who selected HRB to be included in this local initiative.



Other HRB Members organised a very successful Quiz Night and HRB took part in the annual Basingstoke Lions Swimathon at Basingstoke Sports Centre, an event we have been part of for over 10 years.



The support of our Music On Demand programmes via donations from local companies continued but unfortunately has not been as successful as we were hoping. Supporting programmes in this way could still provide an engaging way to develop effective HRB partnerships but we probably need to re-think our positioning strategy.



However the support of Sainsbury's has continued and they provide a prize for us to give away every weekend. It's not a financial contribution but the value and goodwill that we get from it should not be underestimated.



HRB On Show at the main entrance of the hospital continued to be at the forefront of our fundraising activity during 2016 but one of the challenges we face is that we have seen a decline in membership, which impacts on manning our fundraising activities.

At present, we rely on a small nucleus of people, who have been very supportive and achieved excellent results. Two or three members collect donations on a Sunday afternoon during patient visiting hours at the main entrances of the

hospital. As well as collecting money, it is also a great way of promoting Hospital Radio Basingstoke, as the visitors often ask about HRB as they donate and ask for requests to be played for the people they are about to visit. In January, one visitor did this and came back down half an hour later and donated £10 as a result of seeing how much the person she was visiting was cheered up by hearing their favourite song on the radio.



Despite supermarkets cutting back on tin collections, our On Show activity still played an important part in generating income. We have recently purchased four promotional pull-up display stands, which are a cost-effective marketing tool that looks great and creates HRB awareness.

During the final four months of last year we have collected at Tesco in Chineham, Sainsbury's Kempshott, Basingstoke Town Centre and Tadley. All the days were successful with shoppers being extremely generous.



On behalf of HRB, I would like to thank not only our members but also the residents of Basingstoke for their generosity. It proves that the people of Basingstoke care about supporting the local Hospital Radio Station.

Publicity & Winning Awards

Our publicity and promotion efforts were somewhat limited during 2016 due to not having a Public Relations officer for much of the year.

However we did focus our attention on using social media to promote the station, and our Twitter and Facebook accounts became quite busy.

The introduction of all presenters being able to post to Twitter from the studio, led to a large increase in our posts. And when we had events to promote, details were posted to Facebook, sometimes boosted by paid for advertising.

The main publicity we had was around the fact that HRB was nominated for 7 awards at the National Hospital Radio Awards 2016. This was the best we had ever done in the competition and only one other station in the whole of the UK got more nominations.

The gala awards presentation evening was held in Watford as part of the Hospital Broadcasting Association's annual conference, and several HRB members were delegates for some or all of the weekend.

In the end we won two awards – Silver for Christine Rowley in Female Presenter of the Year and Gold for Dave Warren in the Male Presenter of the Year. Sounds of the 50s with Paul Le Feuvre was also in the top 5 of the Best Specialist Music Programme.





News of our nominations was reported in the local media, most notably on ITV's local news programme Meridian Tonight when reporter Mel Bloor came along to film a report at the station, seeing presenter John McKay in action in the studio and talking to some of the staff and patients on the wards.

Financial Performance

The funds in the bank accounts have held up throughout the year and the station has had more income than expenditure with income of £1000 which has yet to be received from the company that put together and published our magazine in the summer. That will be included in the income figure for next year.

There are plans to invest in upgrading new equipment during 2017 as well as buy internet radios for public waiting areas around the hospital. The first of these has been purchased and will be given to the children's ward to be used in their playroom.

It has become harder to secure slots at supermarkets for our HRB On Show events AKA "tin rattles". These will continue where possible along with those at the front of the hospital which also serve a promotional purpose.

Receipts and Payments Account for the year ended 31 December 2016**Receipts**

	2016	2015
Membership Subscriptions	863	561
Shows/tin rattle	2,513	1804
Donations	991	2,020
Marathon/swimathon/quiz	600	1,199
Raffles	0	765
T Shirts	12	69
Magazine	0	1,000
Bank Interest	5	4
Gift Aid	0	141
Sundry	0	31
Total Receipts	4,985	7,594

Payments

Engineering & studio /computer equipment	234	843
Licenses / subscriptions	1,858	974
BT/Internet charges	491	488
Furniture & buildings maintenance	96	504
Insurance	715	530
Mags/T Shirt etc	5	275
Outside events/raffles	90	0
Accountancy	300	300
Bank charges	0	0
Jingles	146	0
Sundry	148	172
Total Payments	4,084	4,086
Surplus of Receipts over payments	901	3,508
Bank Bal 1 Jan 2016	11,280	7,772
	12,181	11,280



Signed CHAIRMAN

TRUSTEE

DAVID WARREN
CHAIRMAN
10/10/17


Julie Graham
JULIE GRAHAM
SECRETARY
10/10/17



Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/ members of	Charity Name Hospital Radio Basingstoke		
On accounts for the year ended	31 December 2016	Charity no	272046
Set out on pages	18- 19		
Respective responsibilities of trustees and examiner	<p>The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.</p> <p>It is my responsibility to:</p> <ul style="list-style-type: none"> • examine the accounts under section 145 of the Charities Act, • to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and • to state whether particular matters have come to my attention. 		
Basis of independent examiner's statement	<p>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 no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.</p>		
Independent examiner's statement	<p>In connection with my examination, no matter has come to my attention</p> <ol style="list-style-type: none"> 1. which gives me reasonable cause to believe that in, any material respect, the requirements: <ul style="list-style-type: none"> • to keep accounting records in accordance with section 130 of the Charities Act; and • to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; 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: 29 September 2017
Name:	Eamonn McArdle F.C.A		
Relevant professional qualification	Institute of Chartered Accountants in England & Wales		
Address:	Brookfields, Little London Rd Silchester RG7 2PP		

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Dec 2016

Charity Trustees

Chairman	Dave Warren
Station Manager	
Treasurer	Bev Sturdy
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Shubnum Gill (until September 2016)
Fundraising Officer	
Training Officer	John McKay
Engineer	James Williams (Until May 2016)
Committee Member without Portfolio	Roger Scott (with acting responsibility for fundraising)
Committee Member without Portfolio	Sarah Beattie (Until March 2016)

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