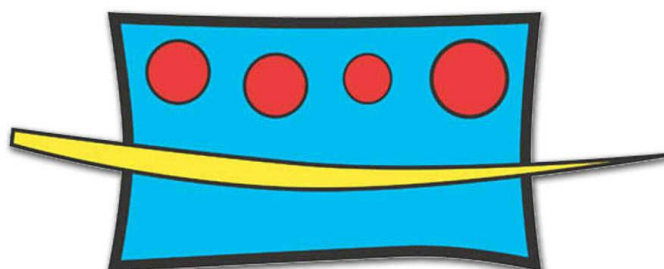


# **HOSPITAL RADIO BASINGSTOKE**



## **Trustees' Report And Annual Review 2017**

**1 January – 31 December 2017  
Registered Charity Number 272046**

### **Hospital Radio Basingstoke**

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

[www.hrbasingstoke.co.uk](http://www.hrbasingstoke.co.uk)

**Trustees' Report**

The Trustees of Hospital Radio Basingstoke are pleased to submit their report and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2017.

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 Leonard  
Chairman



Welcome to the Annual Report 2017 of Hospital Radio Basingstoke.

As Chairman of the charity radio station, may I first of all thank Dave Warren who stepped down from the position during the summer to pursue a life as a professional freelance broadcaster in the radio industry. We thank him for his contribution and efforts during his time on the station and wish him all the best for the future.

This is my second stint as Chairman of the radio station; the first taking place between 2000 and 2006. Along with myself in July, a new committee was elected that would work together to fulfil the tasks that are required to operate a radio station.

By the end of the year, most of the objectives set out in the summer had been achieved; replacement of air conditioning units, the update of all security and safety issues, promotion of the radio station, recruitment and training of new members, fundraising and all financial accounts completed.

A more detailed explanation can be found in each committee member's reports inside.

As a founding member of Hospital Radio Basingstoke, my heart is still very much wanting this tiny radio station to continue to prosper in 2018.

This can only be achieved by the hard work and dedication of its members who devote their time and effort on a voluntary basis.

I wish to thank them and all of our supporters within the Basingstoke and North Hampshire Hospital and outside who generously donate money to keep Hospital Radio Basingstoke on air 24 hours a day.

## Programmes

By Neil Ogden  
Programme Controller



Throughout 2017, HRB continued to provide a 24 hours-a-day schedule of programmes to the Basingstoke and North Hants Hospital, along with two local care homes.

All our live shows are request shows and currently that is around 23 hours a week. These are our most important shows and are the biggest reason that hospital radio exists. We can often be the only visitors someone gets in hospital and the opportunity for a patient to choose their favourite song that may evoke a special memory in the process is very important and much enjoyed.

During 2017, we played more than 4000 requests during our Music on Demand shows. We continued to play requests for 2 local care homes as well as patients and staff at Basingstoke and North Hants Hospital and we started laying plans to reach out to more staff via internet radios connected to the wifi system.

In September we passed the milestone of 100,000 requests and gave Melva on D1 who made that request, a special prize that was donated by BidFood in Reading.

### HRB'S 100,000TH REQUEST



In April, HRB was once again part of The BIG Broadcast, a 48 hour syndicated radio show that was broadcast live on over 40 hospital radio stations around the UK and Ireland. Not only did we broadcast the whole show, but we were part of it too by broadcasting an hour live from our studios in Basingstoke – the closest thing we've ever been to being a national radio station! As part of that I was joined by Mel Montagnon who delivered the prize for our Sainsbury's prize draw in the style of Challenge Aneka – which was in keeping with the 80s theme of the show.



There was another BIG Broadcast at the end of the year for 24 hours from mid-day on New Year's Eve.



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.

In 2017 we marked five years of the draw in October.



All our live request shows are repeated, most of the time that is the following afternoon.

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



HRB Replay has been running since October 2015. Sunday's shows are repeated on a Monday, each evening's shows are repeated the following afternoon at 12, Friday evening is repeated the following morning and Saturday lunchtime repeated at 9pm later the same day.

We continued to get out and about to bring local events to our listeners.

The first of these was at the hospital itself with live coverage of the North Hampshire Medical Fund Bed Push. This was the second year we had covered this event, held in aid of the charity that raises money to buy equipment for the hospital.





In June we were at Alton's Party in the Park.



In July, we were at the annual Froyle Fete. The programme recorded there will be broadcast on New Year's Day.



We were joined on air locally this year by a new community radio station in Alton, and in September, we used their live coverage of an event we have been at ourselves for many years – the Alton Classic Car Show.



Finally, we were able to use Radio Tyneside's coverage of the Great North Run.

In September, we were part of the Hampshire Hospitals Open Day, where the hospital opened its doors to the public to allow them to see some parts of the hospital and talk to staff. We were on air live from around the hospital relaying the day to our listeners and playing requests throughout. We also had a stand to allow members of the public to come and talk to us.



In October, we invited Chairman of the Hampshire Hospitals Foundation Trust, Liz Padmore, to come and present a show. This was inspired by an awards entry in the 2017 National Hospital Radio Awards by another radio station. She spent an hour presenting the show, introducing the music and reading out requests. We even had a phone call from a listener saying how good she sounded and there are definite plans for her to return at some point in the future.



There are also plans for Chief Executive and Deputy Chief Executive Alex Whitfield and Donna Green to come and do the same at some point in the future.



Also in October, Christine Rowley was joined by members of the local charity Helping Hands for the Blind for a special programme to mark World Sight Day.



Christmas started off as usual with a 5-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. Presenters Roger Scott, Mel Montagnon, April Haywood and Ben Cox joined me on air for the show.



On Christmas morning, we were live on air with Dave Sanger and Dave Leonard playing requests.

In the week after Christmas, Ed Sheeran was revealed as the most requested artist on HRB in 2017 and we gave away a box of chocolates to the person who correctly guessed the number one in our most requested artist chart of the year.

## Fundraising

By Roger Scott

As the Member overseeing our fundraising activity it has been a difficult year generating funds to support the station's running costs. However, despite the frustrations I am pleased to report that we finally achieved 131% against budget, which was a tremendous effort.

I must first thank all the HRB Members, who did support our fundraising activities for their dedication and efforts. The station could not operate without them.

In the past our main source of fundraising has been from local supermarkets in Basingstoke and surrounding areas, who have been kind enough to allow us to collect at their stores. This funding route has been very competitive as other charities have had similar ideas, the result being that supermarkets have changed their policies by cutting down on the amount of collections allowed.



The HRB committee took a conscious decision to cut down our reliance on supermarkets due to their change of policy and our difficulty in gaining members' support for collections, which generally were at weekends. We would like to thank the customers and management of Sainsbury's and Tesco outlets for their generosity during the latter part of the year.



We also continued our Sunday On Show collections in the reception area of the Basingstoke and North Hampshire Hospital. This provides the opportunity for our regular small team of collectors to not only raise funds but also advertise our service to hospital visitors. Our programmes can be heard in the background and generate patient requests that were broadcast the same afternoon.

Some members had also placed collecting tins in the community for shoppers' small change, which generated £156 during the year.

It is clear we need to investigate creative ways to generate additional funding to support the running costs of Hospital Radio Basingstoke. This will no doubt require a team effort for it to be successful and I am confident that can be achieved.

## Training

By John McKay,  
Training Officer



Training will normally comprise of 4 modules:-

1. Induction
2. Presentation and Procedure Guide (House Style Guide)
3. Station Technical Review
4. Myriad 4 (Myriad is our playout system)

Progress during 2017

- The timing and duration of each module is flexible dependent upon the individual's previous experience with technical and computer familiarity.
- During 2017 there were 4 new members who began training. Of these, 1 has completed full training and is now presenting their own live show on a weekly basis.
- 2 others have completed the Training Modules and await producing a final demonstration programme followed by an individual solo show (essentially final audition) and are expected to begin presenting in early 2018.
- The 4th new member was unfortunately unable to complete the final module due to personal circumstances/commitments and we are now awaiting a re-commencement in early 2018.
- There have been a number of "tailored" modules provided to individual presenters to meet specific requirements (e.g. ability to produce a "near live" programme for broadcast during a period of non-availability at short notice).
- Additional training is available on request on specific elements of presenting and show preparation and this will continue in 2018.

There are already 3 potential presenters programmed to commence training in early 2018 (this includes the member recommencing training mentioned earlier).

## Publicity

By Mel Montagnon

Public Relations Officer

As PR officer along with a supportive Chairman and committee, this year has been about working more closely with the hospital. Although that seems a simple thing, working more closely with the staff and working towards getting internet radios set up around the building, is all part of promoting HRB within the hospital.

The Open Day at the hospital was a great success and working gave us great exposure at the hospital's event.

Working with the communications team at the hospital and the PA's/Secretarial team in the management offices has been a good way to broaden our awareness within the hospital.

We started working towards getting the new magazine completed. We are working with Smile Publications and it will be completed early in 2018. Thanks to April Haywood for helping the committee progress this.

HRB achieved 5 nominations for the 2017 National Hospital Radio Awards and came away from the award ceremony in Bolton with a Bronze award in the Best Station Promotion. We also achieved top 5 in the Station of the Year.



Pull-up banners are now available to take to 'On Show' events and out and about when fundraising, as well as being seen in the hospital.



PR is about brand awareness and this year has been looking at the ways that are already there and already available to HRB, then working and growing already established relationships.

We should continue to work with the hospital to promote HRB as an invaluable way to entertain both patients and staff at Basingstoke and North Hampshire Hospital.

Finally, due to my full time job I feel that I cannot fulfil the position to my full potential and ability, and I will therefore be stepping down from the at the AGM in March 2018, although I will continue to work closely with the committee from outside to help with brand awareness within the hospital, promoting HRB and presenting.

I will of course run anything past the committee before acting or promoting HRB. This year I have realised that it imperative that any member inform the committee in advance before publically promoting the station however good the PR is, to make HRB a success.

## Engineering

### By Saravanun Sankaralingam

### Station Engineer

I took the role of an Engineer in late 2016 after having an interview with Dave and Julie. It was only this year 2017. I was able to be involved more in HRB.

Here is the summary of what has been accomplished this year 2017.

Training I undertook:

1. Introduction and basics of HRB station from Dave Warren and James Williams (Previous Engineer).
2. Training received from John McKay and Neil Ogden about the server room studio and software applications used at HRB.
3. Mentored by Neil and John to explain studio blue print drawings, technical knowhow of various hardware and software used in station.

Fixes:

Audio cable fixed for main studio for use playing music from external sources.

KVM cables [credit to Neil Ogden]

Mouse functionality in main studio room [credit to Neil Ogden]

Improvements:

Website: Embedded snippet of live radio via tune-in [credits to Neil Ogden]

Initial planning to revamp server room with intention to remove things to free up space [Plan to complete in Q1 2018]

Successfully moved the metal/wooden cabinet/shelf from server room and starting the process of sorting items stored. [still in Progress]

Recycle old hardware like keyboards, mouse, few cables [credit to Neil]

Server room still need some sorting of spare cables/wires and other hardware which will be done in Q1 of 2018.

So far this year was a successful year for engineering side of this station with an aim to see fresh look for server room and upkeep of the hardware and software used in this station.

## Station Manager

Dave Sanger

During the past year some important matters were attended to:.

- The roof and gutters were accessed and cleared of debris, leaves and small branches.
- There is an end cover missing but it is an uncommon profile, the search is on for a replacement.
- The vegetation near the entrance were intruding upon the path and creating some obstruction. These were trimmed back.
- Internally the fire extinguishers were assessed and replaced where required. New extinguishers were arranged and wall mounted, with the required notices meeting current regulations. The extinguishers are either CO2 or Foam which may be used on any fire.
- Problems with the external fire door were identified. It will open but is extremely difficult to close again. A replacement will be arranged but it is proving difficult to get someone interested in this relatively minor job.
- A broken chair has been repaired with replacement wheels.
- The studio needs regular cleaning which is something all members should be aware of and join in with tasks such as vacuuming and dusting. Some cleaning internally has arranged.

Estates have been contacted and have visited the studio with a view to repairing and improving the access to the building. It is understood the surveyor accepted some works were needed but no further news from the estates department to date. This will be pursued.

Other works are underway to unclutter the studio with some new furniture and removal of old furniture.

## Finance

### Eamonm McArdle and Jenny Thurgut

At the start of the year the members of Hospital Radio Basingstoke were saddened by the death of Bev Sturdy who had been the treasurer for many years.

It was necessary to arrange for new signatories to the bank account and to arrange for the management of payments and receipts by another trustee. This was arranged and by the middle of the year all payments and receipts were on track and the bank accounts reconciled. Unfortunately expenses far exceeded income this year.

It was necessary to replace two of the air conditioning units which both failed. New units were supplied and installed and this was our biggest expense of the year.

The internet radios have been purchased and will eventually be in use around the hospital.

The tireless work of the volunteers who have "tin rattled" outside supermarkets in all weathers and those who have been in the hospital doing the same have enabled the purchase of this equipment.

We are very grateful for all donations – these are what keep the radio station running.

The balance sheet for 2017 is detailed on the next page.

### Receipts and Payments Year Ended 31 December 2017

	2017 Actual	2016 Actual
<b>Receipts</b>		
Membership Subscriptions	447	863
Shows/tin rattle	1,965	2,513
Donations	1,126	991
Marathon/swimathon/quiz	0	600
Raffles	0	0
T Shirts	36	12
Magazine	0	0
Bank Interest	5	6
Gift Aid		0
Sundry		0
<b>Total Receipts</b>	<b>3,579</b>	<b>4,985</b>
Engineering & studio /computer equipment	888	234
Licenses / subscriptions	1,012	1,858
BT/Internet charges	650	491
Furniture & buildings maintenance & air conditioning	4,279	96
Insurance	880	715
Mags/T Shirt etc		5
Outside events/raffles/promotions	280	90
Accountancy		300
Bank charges		0
Jingles/CD/Music	140	146
Sundry	192	149
<b>Total Payments</b>	<b>8,321</b>	<b>4,084</b>
(Deficiency)/Surplus of Receipts over payments	-4,742	901
Bank Bal 1 Jan 2017	12,181	11,280
	<b>7,439</b>	<b>12,181</b>

23 July 2018

CHAIRMAN: Mr. D Leonard

JAGraham

TRUSTEE: Mrs. J Graham  
SECRETARY



**Charity Trustees**

Chairman	Dave Warren (January - July 2017), Dave Leonard (from July 2017)
Station Manager	Dave Sanger (from July 2017)
Treasurer	Bev Sturdy (until January 2017), Eamonn McArdle (from March 2017)*
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Mel Montagnon (from July 2017)
Fundraising Officer	Roger Scott
Training Officer	John McKay
Engineer	Saravanun Sankaralingam (from March 2017)
Committee Member without Portfolio	Roger Scott (January – March 2017)
Committee Member without Portfolio	Mel Montagnon (March – July 2017)
Committee Member without Portfolio	Matt Oakley (from July 2017)

\*Eamonn was assisted by Jenny Thurgut

**Charity Number**

272046

**Address**

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

**Bankers**

Lloyds Bank PLC, Basingstoke