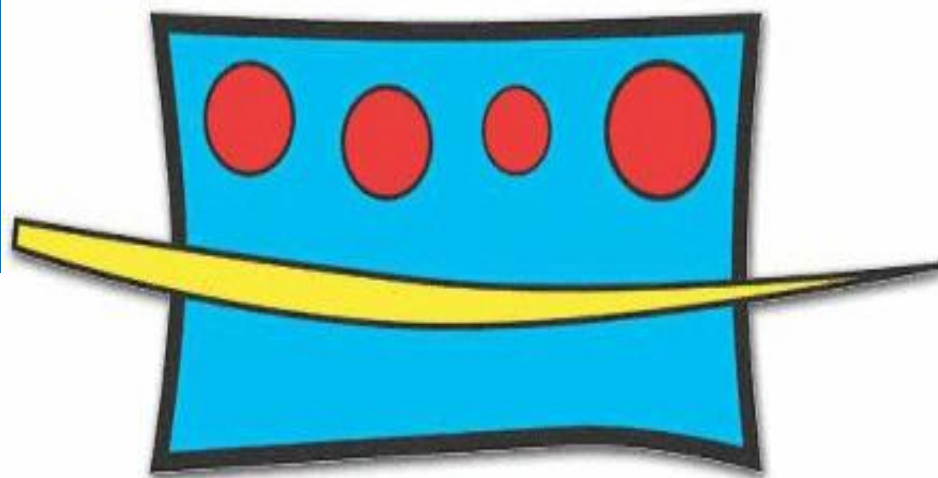


Hospital Radio Basingstoke



Trustees' Report and Annual Review 2018

1 January - 31 December 2018

Registered Charity Number 272046

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

<http://www.hrbsasingstoke.co.uk/>

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OVERVIEW

Trustees' Report

The Trustees of Hospital Radio Basingstoke are pleased to submit their report and accounts for the year 1st January to 31st December 2018.

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 Organisation

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 the national conference.

INTRODUCTION

David Leonard – Chairman



Welcome to the Annual Report 2018 of Hospital Radio Basingstoke.

The radio station has seen quite a few changes in membership over the past two years and I am pleased to report that we have managed to adapt and overcome the reduction in our team and still provide a quality service to the Basingstoke and North Hampshire Hospital.

All voluntary organisations are finding it hard to recruit, train and retain their members but we are gradually recruiting and training new members to assist with a variety of different roles. In 2019, we are looking to recruit at least 8 new members to the team.

HRB has a close relationship with the people it is set up to inform and entertain and unlike many charities, it has a technical element where our service relies on equipment that can frequently go wrong and then has to be replaced within a short time period. Quite a few unforeseen breakdowns of equipment took place in 2018 and had to be funded by us.

A more detailed explanation can be found in each committee member's report inside covering promotion, programming, training, fundraising and the station accounts.

As a founding member of Hospital Radio Basingstoke, my heart is still very much wanting this tiny radio station to continue to prosper in a world where we face more media competition.

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

Neil Ogden - Programme Controller



We have continued to provide the hospital and two local care homes with a 24 hour service of programming throughout 2018. Our live programming usually happens in the evenings and during the day at weekends, although throughout much of the year we also had request shows on two weekday afternoons each week.

For some of the year, we had no live shows on some evenings but towards the end of the year as we recruited and trained new members of the team, we were once again back to being live on all but one evening with a new show confirmed to start on a Thursday in January. We will then be back to having live shows every night of the week.

Our live request shows are the most important programmes we produce and therefore almost all of our presenting resources contribute towards them. Outside of these times, our schedule is filled with a range of recorded shows, some produced by ourselves but many gained from a range of syndicated programming available to hospital radio stations.

We continued to produce a monthly request show for Basingfield Court care home in Old Basing. Requests are sent to us each month and the show is broadcast on a Sunday afternoon and repeated the next day.

In the summer we were contacted by another care home wanting to work with us. Although Blenheim Court is in Liss, which is on the very edge of our area, we are still their closest hospital radio station and they were very enthusiastic about the idea of having their own show.

Over 4000 requests were played in total on our request shows with the most requested artist being confirmed at the end of the year as being Elvis Presley. All our request data will be passed on to the National Hospital Radio request Chart for 2018 which will be broadcast by all participating stations early in 2019.

In November we passed the milestone of HRB's 105,000th request.

For five and a half years, Sainsbury's at Liphook provided us with a goody bag to give away each week in a prize draw, They decided early in 2018 that they wanted to support other charities and so the draw came to an end. It was confirmed in December that we have got a new sponsor for the draw in Morrison's in Basingstoke, so it can return in 2019.

The “draw master” of the original draw was HRB member Paul Le Feuvre. He picked the winning number each week, usually from his home in Alton but it had been known for him to go out and about to various different locations. The final draw in February was done live from Alton and also live from Guernsey by station manager of their hospital radio station Jubilee Radio - Fred Setters - helping out.

Sadly about six weeks later, Paul passed away after a long illness.

We continued to get out and about at local events. In 2018 we went to the Basingstoke Transport Festival and we took part in the annual Alton Lions Party in the Park once again. Courtesy of our colleagues at Wey Valley Radio we were able to provide coverage of the annual Alton Classic Car Show. We also once again used Radio Tyneside’s coverage of the Great North Run.

In April, the Chief Executive of Hampshire Hospitals Alex Whitfield took part in a Music on demand show, talking about her job in the hospital and announcing requests on the air. She returned just before Christmas to do the same again.

Christmas started off with an event that has been running for over 20 years, The Great Christmas Cracker Dash, which involves going round the hospital pulling crackers with the staff and patients and playing their requests. We played 33 requests in the five hour show, and had three happy competition winners too. Special guests were Basil Brush and Mike Read who were promoting their Christmas charity single as well as their panto in Windsor, Dani Harmer and Chris Pizzey from the Anvil panto and the Corn Exchange panto cast in Newbury.

Finally, we were delighted to be shortlisted in 5 categories at the National Hospital Radio Awards in Windsor in March 2018. Although on this occasion, we were not one of the winners, for the second year running, we were in the top five in Station of the Year, making us one of the top five hospital radio stations in the UK.

FUNDRAISING

Roger Scott - Fundraising Officer



It has been an interesting and a challenging year overseeing our fundraising activity to generate funds to support the station's running costs. However, despite some frustrations I am pleased to report that we finally achieved a 53.3% increase against funds raised during the 2017 financial year, which was a tremendous effort.

Our donation pool for our Hospital Radio Basingstoke Charity has inevitably been those that have benefitted from our service: patients, families and visitors. The Sunday On Show collections near the reception area of the Basingstoke and North Hampshire Hospital 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 are broadcast the same afternoon plus introducing several new volunteers.

Another source of fundraising has been from customers of local supermarkets in Basingstoke and surrounding areas, who have been kind enough to allow us to collect at their stores. There has been a continuing change in how Supermarkets work with local charities. Generally, they each have a process where their staff and customers select a specific Charity(s) as their focus for supporting during the year. Competition is quite intense to now gain a share of the limited number of store collections now allowed. We would like to thank the customers and management of local Morrisons and Tesco outlets for their generosity during the latter part of the year.

This year saw the return of the HRB Quiz Night which was held locally at the Irish Centre in Basingstoke, who supported HRB by providing their facilities at no cost. The Quiz was a great success not only testing the knowledge of our members and their guests but was a great deal of fun. Plus, the proceeds again supported HRB's running costs. We have also partnered with easyfundraising and you can now support Hospital Radio Basingstoke (HRB) when you shop online. It means that every time someone shops online via easyfundraising at one of the 3,300 retailers including John Lewis, Sainsbury's, Argos and Booking.com, a donation is made to Hospital Radio Basingstoke and it doesn't cost the shopper an extra penny.

Finally, this will be my last year as HRB Fundraising Officer and I would like to take this opportunity to thank the members, patients, hospital visitors and local companies for their support during my tenure in this role. Of course, next year HRB will be looking to raise its profile even further and subsequently raise additional funds to support our 'award winning' Hospital Radio Station.

TRAINING

John McKay - Training Officer



During 2018 there have been a number of people who have commenced (and completed) training to become active members of Hospital Radio Basingstoke (HRB).

One member who commenced training during 2017 but had to stop temporarily recommenced in 2018 and completed the training programme and is now an active and regular presenter with a weekly show. A further member who commenced training during 2018 completed all modules and was accepted as a full member of the station later decided that the role of presenter, and therefore membership of the station, was not for them. One prospective presenter has had to put their training on hold due to unforeseen circumstances and may recommence in 2019. The remaining three new members who began training in 2018 have now completed all training modules and two have become active and regular presenters with weekly shows. The remaining member has completed all modules and is now awaiting a “final audition”.

All of the above means we had six volunteers for presenter role's and of those three are presenting, one has left the station, one has taken a break for the moment and one awaits final audition before completion.

We have one other new volunteer who does not wish to present at this stage and is taking up general training on how the station fulfils its role and is helping in other ways with cataloguing and providing general assistance.

The future planned provision of training will continue 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 continue to be programmed for Wednesday evenings throughout 2019 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 lead to becoming successful presenters, ward visitors or other roles within HRB. Training will look to provide further assistance in taking new members down whatever path within HRB is relevant.

PUBLICITY

Elliot Moyle - Public Relations Officer



Following publicity, the 2018 quiz night was a successful evening and it looks as though we have good numbers for this year. All events are also advertised on our social media platforms and The Breeze What's On. Raffle prizes were sourced from Sainsbury's in Alton and Kempshott.

A poster was created for our 2018 recruitment campaign. This was placed in some local supermarkets, as well as advertised on our Facebook page. Multiple applications were received during the recruitment campaign.

A press release was sent out about the 2018 HBA Awards and Dave Leonard's show co-hosted with Alex Whitfield. Publicity materials, including an advertisement poster and a schedule were produced for our successful 50 Hour broadcast. Social media interactions increased during the event.

I met with the hospital communications team to discuss current projects at HRB. We looked at ways of working together as well as getting more exposure in the hospital for HRB. We have also been added to the mailing list for internal communications.

HRB was present at the Alton Lion's Party in the Park, where we joined with Wey Valley Radio for a joint stall. We broadcast a live show from the event, as well as handing out publicity materials and talking to visitors about our role in the hospital.

The idea of increasing the public image of the radio station around the hospital was discussed including a banner promoting the station being placed near the entrance of the hospital. The idea put forward to the hospital and the communications team agreed to consider the proposal with relevant trustees if we were to submit a sample of what the banner would look like. This project is currently on hold until funds are in place to be able to purchase the banner if the design and concept was approved by the hospital.

We also looked into the idea of putting posters up around the hospital, including the lifts. The communications team have since been hanging posters up in the restaurant notice board for us, but the idea of placing posters in the lifts was rejected due to Infection Control.

A new, more streamlined HRB Supporter pack was created along with a cover letter. Members of HRB can send out the pack to potential supporters with a cover letter from themselves to provide a more personal experience when contact is initially made. We hope to increase our show sponsorships in 2019 with this new approach.

STATION OPERATIONS

Dave Sanger - Station Manager



This year:

- The fire alarm has now been replaced as the old one was not repairable.
- The door key pad is in need of replacement but the code was changed and will be adequate for the foreseeable future.
- The external fire door was warped and was very difficult to close - this has been replaced.
- A new vacuum cleaner was purchased to replace the old one which was not very efficient.
- A lot of decluttering has been arranged including the removal of a large cupboard. This has created more space and a neater looking building.
- Carpet replacement is desirable and possible replacements are being investigated.
- The fire extinguishers, and both alarms were serviced during the year.
- New signs have been erected to the rear of the building regarding 'No Smoking' but this is ignored by a number of staff.
- The possibility of moving air con units off the floor was explored but the cost is prohibitively expensive.
- Cleaning of the building is always an ongoing requirement and all members should assist with this by taking rubbish home, dusting and vacuuming.

FINANCE

Jenny Thurgut - Treasurer

This year has seen little change in the financial position of Hospital Radio Basingstoke with a final bank balance of £7984.36. The expenditure has remained fairly consistent with repairs to the building and replacement/additions to the actual broadcasting equipment.

Early in 2018 it was proposed that HRB would try to raise funds by creating a lottery based 100 club. Unfortunately, the required number of participants did not materialise and the club folded. The members either had their subscriptions refunded or they very kindly donated to the radio's funding.

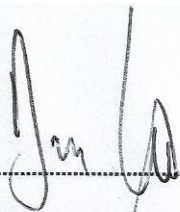
The radio has been able to continue to run thanks to donations or to the sterling work of some of the volunteers through collections outside supermarkets (sometimes in appalling weather) or in the hospital itself. Donations were also received from on line shoppers using Amazon Smile or Easy Fundraising.

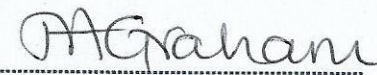
In the coming year it may be necessary to apply for grants to enable equipment to be replaced in order to continue to provide an excellent service for those incapacitated in hospital.

I have attached a draft balance sheet which will show the difference of £331. This was the difference between the opening balance in Jan 2017 and the previous accounts. Because of the unfortunate circumstances that occurred prior to my taking over the accounts I cannot reconcile the closing 2016 balance to that of the bank statement.

EXPENSES AND INCOME YEAR ENDED 31 DECEMBER 2018

Expenses	2018 Actual	2017 Actual
Insurance	788	880
Licences/HBA/Xtrax//IRN	1087	1012
Furniture/Building/Security	1462	280
Engineering/Computer Equip/Stat misc	766	888
Promotion	115	280
T shirts	0	0
Accountancy	0	0
Outside Events incl raffle	0	0
CDs and Music	55	140
Internet /BT	771	650
Sundry expenses	85	0
Air conditioning	-500	3999
Contingency	0	0
Jingles'	0	0
Conference Bursary/training	50	0
Internet Radios	<u>102</u>	<u>192</u>
Total Expenses	4782	8321
Income		
Grant	0	0
Membership Fees	653	447
Quiz Night	350	0
Swimarathon/Broadcast M/Special Events	100	0
Awards for All/Grants	0	0
On Show Awards Collect Tins	2669	1965
Donations inc sponsorship and HRB 100 club	1505	1126
Raffles	214	0
T-Shirts	36	36
Bank Interest/AMAZON Smile/Easy Fundraising	<u>132</u>	<u>5</u>
Total Income	5659	3579
(Deficiency)/Surplus of Receipts over payments	877	-4742
Bank Balance 1 Jan 2018	<u>7109</u>	<u>12181</u>
Closing Balance	7986	7439


 CHAIRMAN: Mr D. Leonard


 SECRETARY: Mrs J Graham

CHARITY TRUSTEES

Chairman	Dave Leonard
Station Manager	Dave Sanger
Treasurer	Jenny Thurgut
Secretary	Julie Graham
Programme Controller	Neil Ogden
Public Relations Officer	Mel Montagnon (Until March 2018) Elliot Moyle (Elected March 2018)
Fundraising Officer	Roger Scott
Training Officer	John McKay
Committee Member without Portfolio	Payge Aitchison Matt Oakley (Until March 2018)

Charity Number 272046

Address Basingstoke and North Hampshire Hospital
Aldermaston Road
Basingstoke
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Bankers Lloyds Bank PLC, Basingstoke