

WINCHESTER HOSPITALS RADIO



**Registered as a Charity
in England and Wales, no. 290553**

**Trustees' Report
and Accounts
2010**

Trustees' Report

The Trustees of Winchester Hospitals Radio are pleased to submit their report and accounts for the year 1st January to 31st December 2010.

Winchester Hospitals Radio (also known as "Winchester Hospital Radio", "WHR", and our on-air identity "Winchester Radio") is an unincorporated association, registered as a charity in England and Wales, and governed by a constitution.

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its "Receipts and Payments Accounts Pack (CC16)".

Charitable Objects

The object of the Association is relieving sickness, infirmity and old age by providing a local broadcasting service for hospitals, old peoples' homes and similar institutions in the catchment area of the Winchester & Eastleigh Healthcare NHS Trust or its successors. The station currently serves the Royal Hampshire County Hospital (RHCH) via the bedside entertainment system.

Organisation

WHR is run entirely by a membership of volunteers. It is an unincorporated association governed by a constitution, which was amended by Scheme on 12th August 2010 (to extend the area of benefit to be wider than just the city of Winchester) and managed by an Executive Committee (the Charity Trustees) who are elected annually by the membership.

Related Organisations

WHR is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital broadcasting in the UK, and Attend, the national charity that supports volunteering in the health and social care environment. Our members regularly attend the national conferences and training events organised by the HBA and the Regional Meetings hosted by various hospital radio stations in southern England. WHR is also a member of the national volunteering support organisations, Volunteering England and the National Council for Voluntary Organisations (NCVO), and the local support organisations, Winchester Area Community Action (WACA) and Community Action Hampshire (CAH), with a number of the Trustees attending training courses run locally during the year.

WHR maintains a close working relationship with the Winchester and Eastleigh Healthcare NHS Trust (who manage the RHCH) and Hospedia Ltd, the company that owns and runs the bedside entertainment system through which its programmes are delivered to patients.

Review of Activities and Achievements

Programming and Ward Visiting

During 2010, WHR continued to provide a radio service to the patients at the RHCH. The flagship programme is the "Sound Remedy", a programme made up of music requests collected from patients by our volunteers. Whenever WHR is not broadcasting live programmes, a music jukebox service broadcasts a carefully chosen selection of easy listening music.

WHR has continued to focus on the "Sound Remedy" programme, the format of which requires a team of volunteers who, in addition to presenting the programme, visit patients on the wards and, whenever possible, broadcast the first hour of the programme from one of the wards. Additional live programmes were broadcast on Bank Holidays, and throughout the Christmas and New Year period.

The way in which patients actively take part in the "Sound Remedy", either by talking to presenters who are by their bedside, or by using the Hospedia telephone system to call the studio, making requests for music and/or taking part in the "Brain Tickler" quiz, proves that our service is very well received. Patients regularly take the time to leave a

message on our answerphone before being discharged from hospital, thanking us for keeping them entertained.

The Trustees would like to take this opportunity to thank all WHR's volunteers for their continued support through a difficult, and at times frustrating, year.

Leadership changes

At the Annual General Meeting in March, founder members Tony Knight and Steve Feeney stood down from the positions of Chairman and Vice Chairman, Tony having been on the Executive Committee in various roles for WHR's entire life.

Anna O'Brien has taken the reins as Chairman, ably assisted by Ian Kemp in the role of Vice Chairman. There were a number of consequent changes of role, and Charles Brickley joined the Executive Committee as Station Manager. Unfortunately, Charles subsequently had to stand down himself due to a period of poor health, which meant that he was unable to fulfil the role at a very challenging time for the Trustees.

At the time of writing, there are two vacancies for Trustees (out of seven positions). The remaining Trustees are endeavouring to recruit more volunteers to join WHR, with a specific focus on those with the skills and aptitudes to become future Trustees.

Studio Relocation

Long-term plans

As reported in previous years, the Trustees are in regular contact with the NHS Trust management over the relocation of our studio facilities that will be required under the NHS Trust's plans to re-develop the hospital site, and have been assured that suitable facilities will be made available. During the year, WHR was verbally offered suitable accommodation on Level A of the new Burrell Wing. The anticipated timescales for development of that floor of the new wing by the NHS Trust mean that WHR will not be able to occupy this space until at least the end of 2011. The Trustees have recognised that a major fundraising drive is required in the next year, having estimated anticipated costs of around £75,000 to commission the new studios on Level A. Work has already started on researching possible sources of funding and raising the profile of the charity in the local community.

Restricted access to existing studios

Following the failure of the roof in the adjacent Orthodontics Dept in February, the building housing WHR's studios was condemned as unsafe and we were barred from entering. Following urgently-arranged meetings between the Trustees and the NHS Trust's Chief Executive and Chief Operating Officer, and a health and safety inspection, access was restored, but with a number of restrictions, including a ban on lone working in the building.

This restriction has severely impacted on our ability to provide WHR's regular service to patients, and to induct and train new volunteers. As a result, regular live programming has been reduced from daily to only four days per week. Broadcasting live from the wards has been further impacted because with a requirement for two people to be in the studio building at any time, a team of at least 4 people is required for a broadcast from the wards.

With an urgent studio relocation anticipated, volunteer recruitment and training had to be placed on hold whilst effort was focussed elsewhere. As a number of our younger volunteers have left over the summer, either as they graduated from university, or left Winchester to start university, the small number of trained, active volunteers has been put under further pressure.

Temporary accommodation

A number of meetings between Trustees and senior members of the NHS Trust's management team to investigate alternative accommodation options resulted in WHR accepting a temporary relocation to a small area on Level C of Burrell Wing, with the NHS Trust covering the cost of the associated building works and WHR paying for the necessary re-routing of cables, installation of aerials and other bespoke technical work. The trustees have budgeted expenditure by WHR of £5,100 associated with the relocation to the temporary studio.

The allocated area for the temporary studio is only large enough for a single studio, an office/music library and a small technical equipment bay. Whilst we will, once again, have unencumbered access, the lack of a second studio will severely impact our ability to train new volunteers and prepare programming. It also leaves our service liable to interruption if equipment fails. Due to the lack of space, a large amount of time has also had to be spent condensing down the amount of equipment etc, deciding what must be retained and what needed to be disposed of.

It was hoped that the relocation would happen during the late summer/autumn of 2010. Unfortunately, at the time of writing the building work has only recently started. Realistically, it is unlikely that the relocation will be complete before Easter 2011. To ease the burden on our existing volunteers, recruitment, induction and training resumed on a limited scale in November.

On a more positive note, our Engineers have taken advantage of the Christmas holiday period to decommission one of the existing studios and rebuild the equipment in the conference room in the configuration to be used in the temporary studio. This should mean a much quicker relocation, with minimal interruption to programming, when the move eventually takes place.

Widening of charitable object

One major facet of the strategic development plans agreed by the Trustees in 2009 was to increase the number of potential listeners to WHR by serving other local healthcare facilities, and in particular, the Andover War Memorial Hospital, a small community hospital which is also run by the Winchester & Eastleigh Healthcare NHS Trust. To allow WHR to serve healthcare facilities outside the city of Winchester, the Trustees successfully applied to the Charity Commission for permission to widen WHR's charitable object to cover the whole catchment area of the NHS Trust. The Commission formally amended WHR's constitution by legal scheme on 12th August 2010.

The Trustees' plans to expand WHR's service outside the RHCH are currently on hold pending the studio relocations.

Financial Performance

At the end of 2010, WHR had funds totalling just over £47,000, having raised £6,067 and spent £5,112 during the year.

Income

2010 was another good year as far as income was concerned, although much reduced on the very exceptional figures for 2009, due to a special CD release that year. £2,580 net income (2009: £8328) was due to fundraising activities, primarily from selling CDs produced through the efforts and hard work of our volunteer Steven Wills and released on WHR's own record label. The latest release "Music While You Watch" was made available for purchase direct from WHR during the summer, and went on general release via retailers towards the end of the year. Steven's former employer, Barclays Bank, match-fund specific fundraising efforts by their staff, and WHR has benefited to the tune of £702 during 2010.

WHR no-longer charges its volunteers a membership fee, so there was no membership subscription income in 2010 (2009: £695). This decision was taken at a General Meeting of the charity in 2009, on the recommendation of the Trustees, in an effort to remove any potential financial barrier to volunteering.

To coincide with WHR's birthday in September, a new edition of the "Sound Remedy" patients' magazine was produced. The publisher, Heartbeat Publications, provided WHR with 3000 magazines free-of-charge. Unfortunately, the donation equivalent to 10% of the gross revenue from advertising in the magazine (2009: £1306) had not arrived by the end of the financial year. It will, therefore, appear in the 2011 accounts.

The annual "road show" outside broadcast and collection day at Sainsbury's supermarket at Badger Farm netted £453 (2009: £466).

Thanks are also due to the many members, friends and other donors to WHR, whose individual donations throughout the year totalled £289 (2009: £249). Gift Aid refunds

from HM Revenue & Customs relating to donations received during 2009 brought in another £219.

The investment income WHR received on its reserves, at just £326, is less than half the £897 received in 2009, which itself was less than half that received in 2008. The global financial situation is a significant factor in this decline, although the need to hold the reserves in accounts from which they were readily accessible, due to anticipated studio relocations also reduced the interest rates available to us.

Expenditure

Once again, a tight control has been maintained on general expenditure during 2010.

The insurance premium (£250) is significantly reduced over previous years (2009: £716). This is due to WHR joining Attend (a charity which champions volunteering in the health and social care sector) and taking advantage of its group insurance scheme. This provides more comprehensive cover at a much reduced rate (although it should be noted that the £250 paid in 2010 covers only 9 months and includes an introductory discount).

The increase in postage, stationery and office consumables is largely related to the increased amount of networking within the local community, and efforts to raise WHR's profile ahead of the anticipated fundraising campaign in 2011 to raise the funds to enable WHR to move to its new permanent studios.

For the first time in a number of years, funds have been spent on training our volunteers. Four volunteers attended the HBA training day in Leicester. Some of the Trustees have also attended local training courses on charity governance and fundraising during the year.

£549 has been spent, so far, on preparing for the relocation to temporary accommodation. The remainder of the budgeted £5,100 cost to WHR of that move is expected to be spent in 2011.

Financial Management and Reserves Policies

WHR has a Financial Management Policy which defines the controls to be implemented to ensure that the Association's assets are secure. This policy meets all the requirements of the Charities Act 1993 and the Charity Commission guidelines "Internal Financial Controls for Charities (CC8)".

The Association has been slowly building up a reserve for an inevitable move of studios. As noted above, we are having to relocate first to a small temporary studio, with a second move to more permanent accommodation to follow at a later date. The move to the temporary accommodation is budgeted to cost WHR £5,100, and the cost of the subsequent move estimated to be around £75,000. For comparison, the move to the present site from St. Paul's Hospital, in 1992, cost WHR approximately £50,000.

Reserves have, in the past, been held in fixed-term bonds so as to give a good rate of return without any exposure to the stock market, however, with the studio move having been anticipated for most of the year, the reserves are currently held in deposit accounts, allowing rapid access if necessary.

Major Risks

At the time of writing, there is a small possibility that the NHS Trust will not provide WHR with the promised long-term accommodation on Level A of Burrell Wing within the RHCH. Once the imminent move to the temporary location is complete, the Trustees intend to endeavour to obtain a written commitment from the NHS Trust to provide more suitable long-term accommodation. The Trustees consider this a prerequisite of any concerted fundraising campaign to fund our move to the Level A.

The recently-announced plans for the NHS Trust to merge with the Basingstoke & North Hampshire NHS Foundation Trust present a small additional risk, although we have been verbally assured that the planned merger will not affect the development of the Burrell Wing of the RHCH.

WHR's service is distributed to patients by the bedside entertainment system run by the commercial company Hospedia Ltd. If Hospedia were forced into liquidation, or decided to withdraw its service from the RHCH, WHR would be unable to deliver its service to

patients until a replacement system was in place. The Trustees feel that this is unlikely to happen in the short to medium term; in fact, it is understood that Hospedia intend to upgrade the bedside units to the latest specification during 2011.

There are a number of alternative technologies that could be deployed to distribute our service to patients, but they would all take a number of months to install and cost a significant amount of money. The Trustees have contacted the NHS Trust regarding their contingency plans to cover this eventuality. We understand that the NHS Trust management believe that it is important that a bedside entertainment system is available at the RHCH, and that they have the option to purchase the Hospedia equipment installed at the RHCH if Hospedia are unable or unwilling to provide a service.

2010 – A Year in Pictures



WHR's Laura-Lou Ancell chats with John, a patient at the Royal Hampshire County Hospital, during one of our regular live broadcasts from the wards.



WHR's engineering team set-up the equipment for a live outside broadcast from our fundraising roadshow.



During our summer fundraising roadshow, Maria Mundy stops for an on-air chat with WHR's Paul Blitz about her time as a patient at the Royal Hampshire County Hospital.



Labrador Brew lends a helping paw (or four!) as volunteer Elizabeth Pill and husband Tony raise money for WHR.



Winchester MP Steve Brine (right) joins WHR's Chairman, Anna O'Brien, at the studios for a recording of our "Person to Person" programme, during which he is interviewed by Tony Knight (left).



Staff on Clifton Ward join in the fun of a live broadcast with Mayor of Winchester, Councillor Richard Izard (second from left) and WHR's Paul Blitz (far left) and Annabelle Mondon-Ballantyne (third from left).



WHR's Fundraising Manager, Hayley Strange, running our stall at the charity Christmas Fayre held at Winchester Guildhall.



David Addis and Annabelle Mondon-Ballantyne presenting a festive "Sound Remedy" request programme from our studios.

Charity Trustees

Chairman	Tony Knight (until 29 th March) Anna O'Brien (from 29 th March)
Vice-Chairman	Steve Feeney (until 29 th March) Ian Kemp (from 29 th March)
Treasurer	Nigel Dallard
Station Manager	Ian Kemp (until 29 th March) Charles Brickley (from 29 th March until 10 th October) Paul Blitz (acting)(from 14 th October)
Programme Controller	Anna O'Brien (until 29 th March) Anna O'Brien (acting)(from 29 th March)
Fundraising Manager	Hayley Strange
Chief Engineer	Paul Blitz

Charity Number

290553 (England and Wales)

Principal Address

Mailpoint MP66
Royal Hampshire County Hospital
Romsey Road
Winchester
Hampshire
SO22 5DG

Bankers

National Westminster Bank plc
Winchester Old Bank
105 High Street
Winchester
Hampshire
SO23 9AW

Standard Life Cash Savings
PO Box 23966
Edinburgh
EH3 1BF

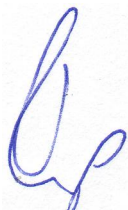
Independent Examiner

J. A. Poulter FCA CTA
Rothman Pantall LLP
Avebury House
6 St. Peter Street
Winchester
Hampshire
SO23 8BN

Signed on behalf of the Trustees,



Anna O'Brien
Chairman
10th March 2011



Ian Kemp
Vice-Chairman
10th March 2011

Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31st December 2010, which are set out on pages 9 - 12.

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)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43 of the Act);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act); and
- to state whether particular matters have come to my attention.

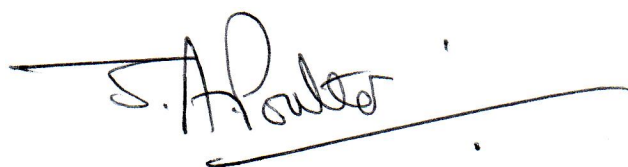
Basis of independent examiner's statement

My examination was carried out in accordance with the 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 the seeking of explanations from you as 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 view given by the accounts.

Independent examiner's statement

In connection with 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 with 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.



John Poulter FCA CTA
Rothman Pantall LLP
Avebury House,
6 St. Peter Street,
Winchester.
SO23 8BN
25th February 2011

Receipts and Payments Account for the Year Ended 31st December 2010

		<u>2010</u>		<u>2009</u>	
<u>INCOME</u>	<u>NOTE</u>	£	£	£	£
Membership Subscriptions		-		695.00	
Fundraising	Note 2	4,406.32		11,683.73	
Donations	Note 3	990.50		1,401.49	
Other Income	Note 4	344.31		121.36	
			<u>5,741.13</u>		13,901.58
<u>Investment Income</u>					
Interest on Capital Deposit Accounts		325.94		896.61	
			<u>325.94</u>		896.61
			<u>£ 6,067.07</u>		<u>£ 14,798.19</u>
<u>EXPENDITURE</u>					
<u>Charitable Expenditure</u>					
Station Administration	Note 5	2,109.28		2,346.78	
Special Projects	Note 6	548.64		2,522.50	
Engineering		429.48		285.92	
Music Library & Broadcasting Materials		108.67		294.50	
Communications (inc. Publicity)		90.00		80.00	
			<u>(3,286.07)</u>		(5,529.70)
<u>Costs of Generating Funds</u>					
Fundraising Expenses	Note 7	1,825.57		3,355.69	
			<u>(1,825.57)</u>		(3,355.69)
			<u>(£ 5,111.64)</u>		<u>(£ 8,885.39)</u>
<u>TOTAL Surplus of Income Over Expenditure</u>	Note 1		<u>£ 955.43</u>		<u>£ 5,912.80</u>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

All funds held are unrestricted and available to be applied in furtherance of the WHR's charitable objectives at the discretion of the Trustees.

Statement of Assets & Liabilities as at 31st December 2010

NatWest Current Account

Balance per Bank Statement dated 31/12/2010

£
11,569.68

Less: Outstanding Cheques to clear at bank

<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	<u>£</u>
13/12/2010	001917	Paul Blitz	278.55
31/12/2010	001921	Paul Blitz	104.94
31/12/2010	001922	Anna O'Brien	10.26
31/12/2010	001923	Nigel Dallard	71.52
			<u>(465.27)</u>

True Balance per Cash Book - allowing for O/S items above

£ 11,104.41

Deposit Accounts

Standard Life "Premium Direct Access" Account

£
166.51

Standard Life "Community Premium 10 Day Notice" Account

5,723.86

Standard Life "Bond Maturity" Account

30,242.28

36,132.65

Total Funds Held

£ 47,237.06

CONFIRMATION OF TOTAL FUNDS HELD:-**Opening Balance**

£ 46,281.63

Add: Financial results for 2010:

Total Income including bank interest

6,067.07

Total Expenditure

(5,111.64)

£ 955.43

Closing Balance

£ 47,237.06

All funds held are unrestricted and available to be applied in furtherance of the WHR's charitable objectives at the discretion of the Trustees.

ASSETS RETAINED FOR WHR'S OWN USE

equipment for 2 broadcast studios, including mixers, CD & MD players, turntables, etc

equipment for 1 "talk" studio

fully-equipped equipment cupboard providing studio switching and common facilities to both broadcast studios

"Myriad" computerised audio payout system


Music library consisting of approx 1500 CDs, 2700 7" vinyl singles and 1500 12" vinyl LPs

Outside Broadcast equipment, including mixers, speakers, CD & MD players, radio mics and radio link equipment

Audio editing suite

Office facilities, including PCs and photocopier

Signed on behalf of the Trustees,



Anna O'Brien
Chairman
10th March 2011



Ian Kemp
Vice-Chairman
10th March 2011

Notes to the Financial Statements for the Year Ended 31st December 2010

	<u>2010</u>	<u>2009</u>
	£	£
<u>1. BALANCE OF ACCOUNTS</u>		
Natwest Current Account - balance as at 1st January	10,474.92	4,458.73
Deposit Accounts - balance as at 1st January	35,806.71	35,910.10
 Total Funds Held at the Start of the Year	<u>£ 46,281.63</u>	<u>£ 40,368.83</u>
 Net SURPLUS of Income over Expenditure during the Year	<u>£ 955.43</u>	<u>£ 5,912.80</u>
 <u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 47,237.06</u>	<u>£ 46,281.63</u>
<u>Represented by :-</u>		
Natwest Current Account - balance per cash book records	11,104.41	10,474.92
Deposit Accounts - balance per cash book records	36,132.65	35,806.71
 <u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 47,237.06</u>	<u>£ 46,281.63</u>
<u>2. FUNDRAISING INCOME</u>		
CD Sales ("WHR" label)	3,238.52	9,737.85
Car Boot Sale	672.00	-
Collection Days	453.05	568.82
Christmas Festive Market	37.75	71.06
Refund of fee from 2009 Festive Market	5.00	-
"Sound Remedy" Magazine	-	1,306.00
	<u>4,406.32</u>	<u>11,683.73</u>
<u>3. DONATIONS</u>		
Barclays Bank (matched funding for Steve Wills CD sales)	702.00	652.99
Donations from Individuals & Friends of WHR	288.50	248.50
James Luff	-	400.00
Leckford Estates	-	100.00
	<u>£ 990.50</u>	<u>£ 1,401.49</u>
<u>4. OTHER INCOME</u>		
Gift Aid refund from HM Revenue & Customs	219.31	121.36
Equipment sales	125.00	-
	<u>£ 344.31</u>	<u>£ 121.36</u>

Notes to the Financial Statements for the Year Ended 31st December 2010 (continued)

	<u>2010</u>	<u>2009</u>
	£	£
<u>5. STATION ADMINISTRATION EXPENSES</u>		
Licence Fees	530.50	493.50
Broadband Internet Connection	459.02	415.31
Postage	280.94	132.86
Stationery and Computer Consumables	252.16	176.79
Insurance	249.86	715.97
Training	205.00	-
Volunteers' Refreshments	67.05	33.77
HBA Annual Membership	40.00	37.00
Miscellaneous	24.75	17.77
Legal Advice	-	144.15
25th Birthday Celebrations	-	101.80
Paper Shredder	-	77.86
	<u>£ 2,109.28</u>	<u>£ 2,346.78</u>
<u>6. SPECIAL PROJECTS</u>		
Move to temporary studio	548.64	-
Upgrade of Music playout system and office computers	-	2,522.50
	<u>£ 548.64</u>	<u>£ 2,522.50</u>
<u>7. FUNDRAISING EXPENSES</u>		
Production/Licensing of CDs ("WHR" CD Label)	1,740.57	3,252.69
Car Boot Sale	85.00	-
Sainsburys Collection Day/Roadshow	-	103.00
	<u>£ 1,825.57</u>	<u>£ 3,355.69</u>

8. TRUSTEES' EXPENSES

No expenses were paid to any of the Trustees during the year, except to re-imburse them for purchases made on behalf of the charity.

9. TRUSTEES' INDEMNITY INSURANCE

Winchester Hospitals Radio is a member of Attend; this membership includes a comprehensive package of insurance cover at a very competitive rate, including insurance to indemnify the Trustees against the consequences of any neglect or default on their part. After careful consideration, the Trustees have concluded that purchasing this comprehensive package of insurance cover is the most cost-effective means of insuring Winchester Hospitals Radio, and that the consequential personal benefit to themselves is in the best interests of the charity.

10. ACCOUNTING POLICIES

Winchester Hospitals Radio is a registered charity and, as such, is governed by the Charities Acts of 1992, 1993 and 2006. As it has both a gross income and a total expenditure of not more than £250,000 per annum, section 42(3) of the 1993 Act, as amended, entitles this charity to present simplified financial statements. As a result of this, and to be consistent with prior years, only a Receipts and Payments Account has been prepared and presented.

As a consequence of producing a Receipts and Payments Account, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.