

**WINCHESTER HOSPITALS RADIO**



Registered Charity No. 290553

**Trustees' Report  
and Annual Review  
2002**

## Trustees' Report

This is the Trustees' Report of Winchester Hospitals Radio for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2002. This Report and the attached Accounts comply with all current statutory requirements, the Charity's Constitution and "Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2000)".

Winchester Hospitals Radio (also known as "Winchester Hospital Radio", "WHR", and our on-air identity "Winchester Radio") is a registered charity. It is run entirely by a membership of volunteers, who pay an annual membership subscription and are not eligible for reimbursement of any out-of-pocket expenses. The Association is managed by an Executive Committee (the Charity Trustees) who are elected annually by the membership.

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 Winchester. The station currently serves the 500-bed Royal Hampshire County Hospital (RHCH).

WHR's governing document, its Constitution, was amended at a General Meeting in September 2001. Further changes agreed at a General Meeting in November 2002 come in to effect from the Annual General Meeting in March 2003, reducing the size of the Executive Committee from 11 to 7 members. The intent is to move much of the day-to-day management of the Association out of the formal committee meetings, so that the Trustees can devote more time to strategic issues.

WHR is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital broadcasting in the UK.

During 2002, WHR continued to provide a radio service to the patients at the RHCH, broadcasting approximately 25 hours a week. The flagship programme is "The Sound Remedy", a nightly 90 minute music programme made up of requests collected from patients by our team of Ward Visitors.

The planned launch of our 24 hour service did not occur as the amount of work required to prepare the computer-based playout system exceeded the available effort from our volunteers. We are, however, well on the way to being able to launch the service in 2003.

At the end of 2002, WHR had funds totalling just under £14,000, having raised £7,000 and spent £8,500 during the year.

Income from fundraising events was significantly lower than in 2001. This is due to a combination of fewer fundraising events being held and less funds being raised at events such as the annual Supper Quiz. There was also no income from the "Sound Remedy" magazine which we distribute around the wards. Publication of this was held back to 2003, pending the launch of our 24 hour broadcasting service.

The income from the CDs produced by Steve Wills, the profits of which he donates to WHR were, however, significantly increased.

Despite the lower income, WHR was on target to break even until we found that we needed to replace the minidisc players in the studios at the end of the year.

The Association is also slowly building up a reserve for the inevitable move of studios at some point in the future. The studios are currently located in a time-expired wooden building alongside the Orthodontics Dept. It is the long-term plan of the Winchester & Eastleigh Healthcare NHS Trust that this site is redeveloped, although there are no plans to do so at the

current time. The move to the present site from St. Paul's Hospital, in 1992, cost WHR approximately £50,000.

Full details of the activities of WHR during the year 2002 can be found in the Annual Review which accompanies this Trustees' Report.

### Charity Trustees

Chairman	Brian Mundy
Vice-Chairman	Tony Knight
Station Manager	David Packman (until May 2002)
Secretary	Paul Blitz (from March 2002)
Treasurer	Sheila Philips (until March 2002)
	Ivan Arnold (from March 2002)
Programme Controller	John Richards
Ward Visiting Manager	Brian Jones (until July 2002)
Fundraising Manager	Anna O'Brien (until March 2002)
	Peter Dodwell (from March 2002)
Training Manager	Janet Arnold
Communications Manager	Anna O'Brien
Chief Engineer	Nigel Dallard

### Principal Address

Royal Hampshire County Hospital  
Romsey Road  
Winchester  
Hampshire  
SO22 5DG

### Charity Number

290553

### Bankers

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

Standard Life Bank Ltd  
Caledonian Exchange  
19A Canning Street  
Edinburgh  
EH3 8EG

### Independent Examiner

J. A. Poulter FCA ATII  
Rothman Pantall and Co.  
Avebury House  
6 St. Peter Street  
Winchester  
Hampshire  
SO23 8BN

Signed on behalf of the Trustees,



Brian Mundy  
Chairman  
14<sup>th</sup> March 2003



Tony Knight  
Vice-Chairman  
12<sup>th</sup> March 2003

## Annual Review

### The Team

WHR is entirely run by a team of approximately 60 volunteers and has no paid staff whatsoever. The Association attracts a diverse range of volunteers who range in age from 16 to over 80.

March 2002 saw the introduction of a new, more structured, Induction Programme for new volunteers. The programme involves all new recruits getting a taste of many different areas of WHR's work, including visiting patients, fundraising, outside broadcasts and the music library, as well as being involved in the studio environment. During the year, we welcomed a dozen new members to the team.



*Presenter Margaret Head shows potential new volunteers around the WHR studios*

Despite concerted efforts the station has struggled to recruit volunteers for afternoon ward visiting activities. Whilst we visit patients on the wards every day, the small size of the team means that we are unable to visit wards as frequently as desired. Currently we visit each ward at least once a week, but we would like to increase the frequency of visits to each ward as the average stay in hospital has reduced over recent years.

### Management

During 2002, two of our Trustees resigned for health reasons. The difficulties the Executive Committee had in trying to fill these posts was one of the reasons that caused us to review the effectiveness of the current management structure of WHR. The current committee spends much time discussing the day-to-day management of WHR. This results in long committee meetings and a lack of focus on longer-term issues. A General Meeting held in November approved changes to the Constitution reducing the Executive Committee from 11 members to 7. Committee meetings will focus more on the strategic issues, with the day-to-day operational decisions being made by teams of people who report back to the rest of the committee.

### Programming

Throughout the year, WHR has continued to broadcast in the evenings 7 days a week, totally about 25 hours per week. Our flagship programme is "The Sound Remedy" – 90 minutes of patients' requests, either collected by our team of Ward Visitors, telephoned or e-mailed in by relatives, or telephoned in by patients using the freephone facility on the Patientline bedside entertainment system.

*A patient is interviewed live on one of our "Sound Remedy" programmes*





*Left: Janet Arnold with Tessa Fothergill and one of her recorders.*

*Right: WHR Chairman Brian Mundy interviews Rod Halls, Chief Executive of the WEHT*



Guests on our “Person to Person” chat show included Rod Halls, Chief Executive of the Winchester & Eastleigh Healthcare NHS Trust, Judy Gillow, Director of Nursing at the RHCH, Leighton Rich, Conductor of the Hampshire County Youth Band, Cat Loriggio, Director of Celebrations at the Winchester Hat Fair, Chris Cozens, a film Music Director. Tessa Fothergill appeared twice – once representing the Hampshire Recorder Sinfonia and once representing the Tudor Roses female barbershop group.

In addition to our regular programming, WHR broadcast special programmes to celebrate the Queen’s Golden Jubilee in June, our own 18<sup>th</sup> Birthday in September, the 50<sup>th</sup> Anniversary of the British Singles Chart in November, Christmas Day and the New Year period.

### “Archie”

It was originally hoped that during 2002 we would be able to launch a 24 hours-a-day radio service using a computerised playout system, christened “Archie” (“All Round the Clock Hospital Inpatient Entertainment”). Unfortunately we significantly underestimated the amount of work required to set up the system and/or overestimated the amount of time that our members were able to give us to work on this project. The result is a year’s delay.

The computer hardware and software is installed and working, and our presenters have been able to play music from computer in their live programmes since June. We did, however, experience problems with a batch of faulty hard disks which caused reliability problems during the summer months.



*The Myriad servers installed in the IT Cupboard.*



*A studio Myriad workstation.*

At the end of 2002, over 2500 music tracks had been loaded on to the system, and a number of pre-recorded programmes produced. This has been achieved largely through the efforts of a small, dedicated team: David Addis, Paul Blitz, Nigel Dallard, Michael Jennings, David

Packman and Steve Ridout. The remaining work involves categorising the music on the system so that the computer schedules it appropriately, the addition of extra music to ensure that we have a fully-rounded selection available and the production of more pre-recorded programmes. It is hoped that this additional work will be complete so that we can launch the 24 hour service in 2003.

Audience surveys have highlighted a number of gaps in our music library. The £500 donation from last year's Hospital Fete has enabled us to purchase some of the required music, but further funding is needed in this area prior to the launch of "Archie".

## Outside Broadcasts

A not-so-sunny Saturday in June saw WHR move its studio to the car park of the Badger Farm Sainsbury's superstore for 6 hours of live broadcasting and fundraising. Better weather graced the Hospital Fete, which WHR brought live to patients whilst simultaneously providing the on-site public address facility. September saw us in action again providing the PA commentary at the Harestock & Littleton Show.

We also took the opportunity to acquire a Transit van from the hospital's Transport Dept at a very good price. The van was thoroughly serviced and repainted prior to hand-over, and it is planned to apply our corporate branding before making extensive use of it to improve our Outside Broadcast capabilities. Our Five Year Plan includes a commitment to increase the number of Outside Broadcasts and recordings of local community events, concerts, etc. Through this, we hope to bring in more of the outside world to patients in the hospital. Further fundraising will be required to enable us to purchase the necessary equipment to install in the van.



*John Richards talks to Jill Thompson, Chair of the Hospital Fete Committee*

## Fundraising



*The annual Supper Quiz filled the Millennium Memorial Hall, Littleton*



*"The Prolapsed Discs" with their WHR Certificates of Knowledge*

WHR's popular annual Supper Quiz was well attended, but disappointingly raised only £900 compared to the previous year's total of £1200. The competition was fierce, as always, culminating in a nail-biting tie-break between "The Prolapsed Discs", a team of staff from

Bartlett Ward and Chief Executive Rod Halls' team, "The Leekest Wink". The team from Bartlett Ward won the day!



*Tony Knight and Janet Arnold collecting funds at Sainsbury's Superstore, Badger Farm*

Volunteers armed with buckets and smiles collected over £600 at our Outside Broadcast at Sainsbury's superstore, Badger Farm in June.

24<sup>th</sup> September 2002 marked WHR's 18<sup>th</sup> year of broadcasting. As part of the celebrations, we encouraged members to stage fundraising activities. 8 members (Nigel Dallard, Peter Dodwell, Margaret Head, Leona Jones, Anna O'Brien, Margaret Pape, Sheila Phillips and John Richards) responded to the challenge, raising in all about £350. Events included a raffle, a coffee morning and a sponsored silence.

Special mention has to go to long-standing member Steve Wills, whose continued efforts brought in over £2200 this year alone. Steve releases CDs on his own music label, Codename Music, and all profits come to WHR. Thanks are also due to his employer, Barclays Bank, who have boosted this income by nearly £600 as part of their programme encouraging staff to support local charities.



*Steve Wills and Margaret Head stage a Teddy Bears' Picnic to celebrate composer Jimmy Kennedy's centenary as his music featured on Steve's latest CD.*

## HBA

WHR has been an active member of the national Hospital Broadcasting Association during 2002. Members of the station attended both the HBA Conferences and all the Southern Regional Meetings.

Our Chief Engineer, Nigel Dallard, is the HBA's Webmaster and IT Co-ordinator, which includes responsibilities for the HBA's website, e-mail system, computers and the annual webcast of the National Hospital Radio Awards.

In May, the Southern Region of the HBA held its AGM at our studios. After the formal meeting, members from Hospital Radio stations across southern England were shown around the WHR studios.

The WHR Engineering team of Paul Blitz and Nigel Dallard also helped-out our colleagues at Hospital Radio Basingstoke to sort out some major technical problems that they were having with their studio equipment.

## Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31<sup>st</sup> December 2002, which are set out on pages 8 - 11.

### Respective responsibilities of trustees and examiner

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 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is required.

It is my responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. 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 requirements:
  - to keep accounting records in accordance with s41 of the 1993 Act; and
  - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 1993 Acthave 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.



John Poulter FCA ATII  
Rothman Pantall & Co  
Avebury House,  
6 St. Peter Street,  
Winchester.  
SO23 8BN

10<sup>th</sup> March 2003



**Statement of Financial Activities**  
**(incorporating an Income and Expenditure account)**  
**for the Year Ended 31st December 2002**

		<b>2002</b>		<b>2001</b>	
	<b>NOTE</b>	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b><u>INCOME</u></b>					
Subscriptions		636.00		729.50	
Fund Raising	Note 2	2,347.28		5,562.61	
Donations	Note 3	459.65		1,164.63	
Other Income	Note 4	3,198.53		2,206.89	
			6,641.46		9,663.63
<b><u>Capital Reserve Income</u></b>					
Interest on Capital Deposit Accounts		408.58		720.77	
			408.58		720.77
			7,050.04		10,384.40
<b><u>EXPENDITURE</u></b>					
Capital Equipment	Note 5	2,894.42		11,798.10	
Spares and Repairs		677.79		1,063.88	
Record Library & Broadcasting Materials		1,635.00		458.26	
Station Administration	Note 6	1,886.67		2,089.22	
Fundraising	Note 7	565.80		673.69	
Communications (inc. Publicity)		264.08		337.35	
Studio Furniture				88.35	
Studio Hire Agreement				264.38	
Catering				45.63	
Transport	Note 8	585.46			
			(£ 8,509.22)		(£ 16,818.86)
<b><u>TOTAL Surplus of Income Over Expenditure</u></b>	Note 1		<b>(£ 1,459.18)</b>		<b>(£ 6,434.46)</b>

The Receipts and Payments Account also represents the Statement of Financial Activities of the Charity.  
There were no other gains and losses during the year apart from the Income and Expenditure shown.

## Statement of Assets & Liabilities as at 31<sup>st</sup> December 2002

<u>Natwest Current Account</u>	Balance per Bank Statement	Dated: 31/12/2002	Amount £ <b>935.29</b>
<u>Add: Outstanding Receipts to clear at bank</u>	NONE		0.00
			<b>935.29</b>

Less: Outstanding Cheques to clear at bank

Date	Cheque No.	Payee		
25/11/2002	001504	Winchester City Council	£17.50	
19/12/2002	001508	Winchester & Eastleigh Healthcare NHS Trust	£50.00	
31/12/2002	001509	David Addis	£12.99	
31/12/2002	001510	RS Components Ltd	£11.28	
				<b>(91.77)</b>

TRUE BALANCE PER WHR CASH BOOK - allowing for O/S items aboveAs at: 31/12/2002 **£ 843.52**TOTAL DEPOSIT BALANCE IS SPLIT INTO:-

STANDARD LIFE "DEPOSIT ACCESS" (No Notice) ACCOUNT No 0004978824	1,096.97
STANDARD LIFE "DEPOSIT NOTICE" (10 Days Notice) ACCOUNT No 0004978762	5,970.94
STANDARD LIFE 1 YEAR BOND	6,000.00
<u>Closing Balance - As at 31st December 2002</u>	<b>£13,067.91</b>
<u>Closing Adjusted Balance for Current Account as stated in the Cash Book</u>	<b>£843.52</b>
<u>TOTAL FUNDS HELD IN CURRENT AND DEPOSIT ACCOUNTS - As at 31st Dec 2002</u>	<b>£13,911.43</b>

CONFIRMATION OF TOTAL FUNDS HELD:-

<u>TOTAL FUNDS HELD BY WHR at the Start of the Year - 1st Jan 2002 - Opening Balances</u>		£15,370.61
<u>Add: Financial results for 2002 to date</u>		
Total Income to date including bank interest	£7,050.04	
Total Expenditure to date	(£ 8,509.22)	
<u>BALANCE CONFIRMING TOTAL FUNDS HELD - As at 31st December 2002</u>		<b>£13,911.43</b>

ASSETS RETAINED FOR WHR'S OWN USE

2 fully-equipped broadcast studios, including mixers, CD & MD players, turntables, etc  
 1 fully-equipped "talk" studio  
 1 fully-equipped equipment cupboard providing studio switching and common facilities to both broadcast studios  
 1 "Myriad" audio playout system  
 Record library consisting of approx 1000 CDs, 2800 7" vinyl singles and 1500 12" vinyl LPs  
 Outside Broadcast equipment, including a van, mixers, speakers, CD & MD players, radio mics and radio link equipment  
 Audio editing suite  
 Office facilities, including PC and photocopier

Signed on behalf of the Trustees,



Brian Mundy  
Chairman  
14<sup>th</sup> March 2003



Tony Knight  
Vice-Chairman  
12<sup>th</sup> March 2003

## Notes to the Financial Statements for the Year Ended 31st December 2002

	<u>2002</u>	<u>2001</u>
	£	£
<b><u>1. BALANCE OF ACCOUNTS</u></b>		
Natwest Current Account - balance as at 1st January	1,211.28	654.51
Deposit Accounts - balance as at 1st January	14,159.33	21,150.56
Total Funds Held at the Start of the Year	<u>£ 15,370.61</u>	<u>£ 21,805.07</u>
Net SURPLUS of Receipts over Payments during the Year	<u>(£ 1,459.18)</u>	<u>(£ 6,434.46)</u>
<b>TOTAL FUNDS HELD as at the 31st December</b>	<b><u>£ 13,911.43</u></b>	<b><u>£ 15,370.61</u></b>
<b><u>Represented by :-</u></b>		
Natwest Current Account - balance per cash book records	843.52	1,211.28
Deposit Accounts - balance per cash book records	<u>13,067.91</u>	<u>14,159.33</u>
<b>TOTAL FUNDS HELD as at the 31st December</b>	<b><u>£ 13,911.43</u></b>	<b><u>£ 15,370.61</u></b>
<b><u>2. FUNDRAISING INCOME</u></b>		
Hospital Fete		750.00
WHR Pen Sales	10.00	65.00
Supper Quiz	1,396.00	1,700.81
Sainsbury's Collection Day/Roadshow	620.49	614.56
Members' Fundraising Week	147.79	
Sponsored Silence	173.00	
"Sound Remedy" Magazine		1,012.50
Book Sale		341.00
Tesco's (Winchester) Collection Day		343.27
Tesco's (Andover) Collection Day		319.36
Winchester Flag Day		416.11
	<u>£ 2,347.28</u>	<u>£ 5,562.61</u>
<b><u>3. DONATIONS</u></b>		
Donations from Individuals & Friends of WHR	234.65	119.00
Littleton and Harestock Show	125.00	130.00
Leckford Estates	100.00	86.00
Mrs Judy Taylor		300.00
Shentons Solicitors		450.00
Colden Common Church Fund		79.63
	<u>£ 459.65</u>	<u>£ 1,164.63</u>
<b><u>4. OTHER INCOME</u></b>		
"Cocktail Swing" CDs	2,262.05	970.20
"Cocktail Swing" CDs (Barclays Bank Contribution)	588.90	736.00
Deposits for members' keys to the studio	5.00	10.00
Cancelled cheques from previous years	2.36	20.69
Gift Aid refund from Inland Revenue	232.70	
Social Functions	107.52	
Committee Room Hire		20.00
Studio Hire		450.00
	<u>£ 3,198.53</u>	<u>£ 2,206.89</u>

	<u>2002</u>	<u>2001</u>
	£	£
<b><u>5. CAPITAL EQUIPMENT</u></b>		
Myriad System	671.20	9,828.88
Minidisc Players	1,132.47	
Studio CD Player Cabinets	18.87	
Miscellaneous	71.88	
Outside Broadcast Van	1,000.00	
Computer Cupboard		172.46
Headphones		164.97
Answering Machine		32.34
CD Players		1,105.97
Photocopier		493.48
	<u>£ 2,894.42</u>	<u>£ 11,798.10</u>
<b><u>6. STATION ADMINISTRATION EXPENSES</u></b>		
Telephone	264.32	381.55
Postage	85.94	132.14
Stationery	372.30	501.28
Computer Consumables	243.96	165.55
Insurance	463.92	627.70
HBA Annual Membership	37.00	37.00
Licence Fees	117.50	244.00
Social Functions	116.50	
Miscellaneous	185.23	
	<u>£ 1,886.67</u>	<u>£ 2,089.22</u>
<b><u>7. FUND RAISING EXPENSES</u></b>		
Supper Quiz	494.65	511.54
Licences	17.50	39.50
Hire of Stage - Sainsburys Collection Day	25.00	25.00
Purchase of Collection Buckets/Seals	11.75	57.65
Hire of Generator - Sainsburys Collection Day	16.90	
Radio Link Licences		40.00
	<u>£ 565.80</u>	<u>£ 673.69</u>
<b><u>8. TRANSPORT</u></b>		
Insurance	565.46	
Fuel	20.00	
	<u>£ 585.46</u>	

**9. ACCOUNTING POLICIES**

Winchester Hospitals Radio is a registered charity and as such is governed by the Charities Act 1993. Under this Act and the Charities (Accounts and Reports) Act 1995, it is still classified as a small charity since it has gross income or total expenditure of not more than £100,000 per annum; with the gross income not over £100,000 in any one financial year. Section 42(3) of the Act therefore entitles this charity to take advantage of the more limited and simplified presentation of its 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 additional information, the 'Balance Sheet' of our charity is represented by Note 1 on the "Balance Of Accounts"; there are no material Fixed Assets and therefore no purchases of equipment within the 'capital equipment' category shown, are actually ever capitalised in the accounts.