

**WINCHESTER HOSPITALS RADIO**



Registered Charity No. 290553

**Trustees' Report  
and Annual Review  
2003**

## **Trustees' Report**

The Trustees of Winchester Hospitals Radio are pleased to submit their report and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2003.

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

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)".

### **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 Winchester. The station currently serves the 500-bed Royal Hampshire County Hospital (RHCH) via the Patientline bedside entertainment system.

### **Organisation**

WHR 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.

WHR's constitution was last amended at a General Meeting in November 2002. The changes came 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.

### **Related Organisations**

WHR is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital broadcasting in the UK. Our members regularly attend the twice-yearly conferences organised by the HBA and the Regional Meetings hosted by various hospital radio stations in southern England.

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

### **Review of Activities**

During 2003, WHR continued to provide a radio service to the patients at the RHCH, broadcasting around 30 hours of live programmes each 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 quality of our programmes was recognised in the 2003 National Hospital Radio Awards. At the ceremony in March, our Station Manager, Anna O'Brien, was awarded bronze in the Female Presenter of the Year category and our entry in the Special Event Broadcast (our coverage of the Queen's Golden Jubilee events), was commended as one of the top ten in the country.

On 19<sup>th</sup> July, we launched the initial phase of our 24 hour service. From this date, our computer-based playout system has been broadcasting non-stop music when we are unable to produce live programmes. The final goal is to be able to broadcast a full-range of pre-recorded and computer-generated music and entertainment programmes, with hourly news bulletins, 24 hours a day. Unfortunately, the planned implementation has not proceeded beyond Phase 1 due to a lack of volunteer effort to design the schedules, pre-record the programmes and load the music on to the computer system. We hope to be able to make further significant steps towards our goal in 2004. Full details of the activities of WHR during the year 2003 can be found in the Annual Review which accompanies this Trustees' Report.

At the end of 2003, WHR had funds totalling just over £16,400, having raised £8,373 and spent £6,342 during the year.

Income from fundraising events, at £3,189 was over £800 greater than in 2002 but still much lower than budget. The annual Supper Quiz raised £160 less than in 2002, but this was more than compensated by a much higher number of Collecting Days, which brought in almost £1,500, and just under £530 from a Car Boot Sale at the Old Cattle Market in Winchester. The prime factor in WHR's failure to meet the budget was the lack of the projected income from the ward magazine, produced by Hospital Radio Publications in June. WHR is owed approximately £1,200, which was promised by the end of the year, but failed to materialise on time.

Special mention must go, once again, to one of WHR's members – Steven Wills. Steven has raised over £3,000 during 2003 by donating the profits from sales of CDs he produces and markets on his own record label. This figure was further boosted by the £750 donation from his employers, Barclays Bank plc, who match their employees' charitable fundraising efforts up to this amount.

A tight control on expenditure has also helped to ensure that WHR ended the year with a surplus. The most expensive purchase was replacement microphones and pre-amplifiers for the two studios costing, in total, just under £750; the majority of the previous equipment was purchased when WHR moved in to the current studios in 1992, with some being moved from the old studios. Hard disk upgrades, replacement spare parts and additional cooling for the computerised playout system (providing our 24-hour service and access to the music on the computer in the studios) came to a total of £950. The £260 spent on air-conditioning for the computer cupboard, plus the replacement internal cooling fans inside the computer cases enabled the playout system to run throughout the extremely hot summer without incident.

One area where expenditure is being extremely closely monitored is the Outside Broadcast Van. The cost of insurance is becoming prohibitive given the amount of use the van is getting and the amount of income/publicity it is generating.

### **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, the Charity Commission guidelines "Internal Financial Controls for Charities" and "Accounting and Reporting by Charities: Statement of Recommended Practice (Revised 2000)".

The Association is 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.

Since the AGM in March, the Trustees have been working on a 5-year plan for the development of WHR and the services it provides to the patients of the RHCH. It is hoped to present this to the members at the AGM in March 2004.

## Charity Trustees

### Until 9th March 2003

Chairman	Brian Mundy
Vice-Chairman	Tony Knight
Station Manager	(vacant)
Secretary	Paul Blitz
Treasurer	Ivan Arnold
Programme Controller	John Richards
Ward Visiting Manager	(vacant)
Fundraising Manager	Peter Dodwell
Training Manager	Janet Arnold
Communications Manager	Anna O'Brien
Chief Engineer	Nigel Dallard

### From 9<sup>th</sup> March 2003

Chairman	Brian Mundy
Vice-Chairman	Tony Knight
Treasurer	Nigel Dallard
Station Manager	Anna O'Brien
Programme Controller	Steve Ridout (until July 2003) Peter Dodwell (acting)(from July 2003)
Fundraising Manager	Peter Dodwell
Chief Engineer	Paul Blitz

## Charity Number

290553

## Principal Address

Royal Hampshire County Hospital  
Romsey Road  
Winchester  
Hampshire  
SO22 5DG

## Bankers

National Westminster Bank plc	Standard Life Bank Ltd
Winchester Old Bank	Caledonian Exchange
105 High Street	19A Canning Street
Winchester	Edinburgh
Hampshire	EH3 8EG
SO23 9AW	

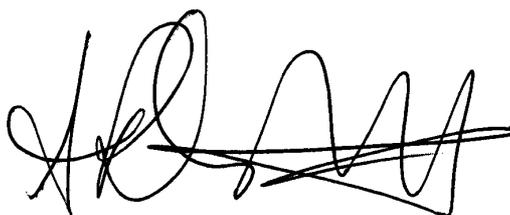
**Independent Examiner**

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  
24 March 2004



Tony Knight  
Vice-Chairman  
23 March 2004

## Annual Review

### Programmes

The main object of WHR is to provide a personal bedside radio and ward-visiting service to patients in the Royal Hampshire County Hospital (RHCH). Over the last year, WHR has provided approximately 30 hours of live radio programmes each week. The programmes were based around “*The Sound Remedy*”, a nightly 90 minute music programme made up of requests collected from patients. Our team of Ward Visitors visited an average of 2 or 3 wards each day.



Guests who have visited our studios to broadcast to patients this year include Pam Sorensen, the PALS Manager at the RHCH, Jill Thompson, Chair of the Hospital Fete Committee, Councillor Jean Hammerton, the Mayor of Winchester and singer/entertainer Rosemary Squires.



*Left: Jill Thompson*

*Right: Rosemary Squires*



A day of special programmes marked the hospital fete on 19<sup>th</sup> July. Interviews were held with stall-holders, visitors and “*Lotto*” presenter Gigi Morley, who opened the fete.

*Lotto presenter Gigi Morley with Jill Thompson and the WHR crew at the hospital fete outside Marfield House on 19<sup>th</sup> July*

The Queen’s visit to Winchester in November gave us the opportunity to give a bouquet of flowers that had been presented to the Her Majesty earlier in the day to one of our listeners. The names of those requesting music during that night’s “*Sound Remedy*” were put in a hat and the winner selected by presenter Sarah Cragg who then popped up to Compton Ward to present the bouquet.

### “ARCHIE”

*Sound Remedy presenter Sarah Cragg presents the royal bouquet to Pat McClennan*



The day of the hospital fete was also the day when WHR launched the initial phase of our 24 hour service. Non-stop music, from our computer-based playout system “ARCHIE” is broadcast at times when we are unable to provide live programming. BBC Radio 2, which we

used to relay when not broadcasting live, is available on another channel of the Patientline bedside entertainment system.

There are a number of further steps to take before we reach our final goal, which is broadcasting a full range of pre-recorded specialist programmes and easy-listening music, together with hourly news bulletins and hospital information announcements 24 hours a day. Unfortunately, a loss of direction caused by the resignation of the Programme Controller and a lack of volunteer effort to load music on to the system, design the schedules, pre-record programmes and produce the information bulletins meant that subsequent progress was not as great as anticipated.

## Awards

WHR's coverage of local community celebrations of the Queen's Golden Jubilee was considered to be one of the top ten in the country in the Special Event Broadcast category of the National Hospital Radio Awards. At the ceremony in March, our Station Manager, Anna O'Brien, was also awarded bronze in the Female Presenter of the Year category.



*Left: Anna O'Brien receives her award from Alan Dedicoat of BBC Radio 2.*

*Right: Nigel Dallard receives his HBA Long Service certificate for 15-year's voluntary work at WHR*

Our Secretary and Treasurer, Nigel Dallard, was presented with a Long Service Certificate by June Snowden, President of the Hospital Broadcasting Association, at their Spring Conference in March.



## Fundraising

The fundraising year started with our annual Supper Quiz at the Millennium Memorial Hall in Littleton. This event, which saw Bartlett Ward's "The Prolapsed Discs" retain their crown, raised just over £740.



*The Prolapsed Discs, a team of nursing staff from Bartlett Ward at the RHCH, celebrate their second year as champions of the WHR Supper Quiz. Each team member was awarded a seven day "Try All Pass", courtesy of River Park Leisure Centre.*

Winchester City Council allocated us a Car Boot Sale at the Old Cattle Market in October which raised around £530.



*Left: Margaret Pape fundraising during our Roadshow event at Sainsbury's, Badger Farm.*

*Right: Our VHF radio link allows Barry Barnett to broadcast live from the car park at Sainsbury's back to patients in the wards at the RHCH*



*Peter Bruce (left) and Dave Chaffey (right) fundraising at Hilliers Garden Centre just before Christmas*



Fundraising collection days at B&Q in Eastleigh, Asda in Chandler's Ford, Hilliers Garden Centre and the Brooks Shopping Centre, together with our annual Roadshow from Sainsbury's at Badger Farm brought in a total of just under £1500.

Expected income from Hospital Radio Publications, from the publication of our latest patients' magazine, and from the Littleton and Harestock Show in respect of the commentary and PA that we supplied had, unfortunately, not been received by the end of the year.

### **Donations**

During the year, monetary donations were received from a number of individuals, including several patients. In addition, we received donations from the Bishop's Waltham Merry and Bright Club and from the Leckford Charities Committee. We are grateful also to the many companies who supported our work through placing advertising in our "Sound Remedy" ward magazine.

Thanks also to the following companies which donated goods for prizes at our Supper Quiz fundraising event: River Park Leisure Centre, Winchester; Bottoms Up, Winchester; Guy Kremer, Winchester; Horse and Groom Inn, Alresford; Majestic Wine, Winchester; Mid-Hants Railway, Alresford; Gillian Mills, The Florist, Winchester; the Ministry of Defence, Winchester; Old Forge, Otterbourne; Pizza Hut, Winchester; and Wine Rack, Alresford.

WHR is grateful for the continued help provided by the Winchester & Eastleigh Healthcare NHS Trust, the Hospital Broadcasting Association and Patientline plc.

The Trustees extend their thanks to everyone who has championed WHR's efforts over the last year. We're indebted to you for your ongoing support. Thank you all.

## CD Sales

Steven Wills has, once again excelled himself raising money for WHR. Through donating the proceeds from sales of CDs on his "Codename Music" label, Steven has brought in over £3,000. His latest CD, entitled "Natural Born Fillers", a collection of cult 70's TV themes has proved very popular. The income was further enhanced by a donation of £750 from Steven's employers, Barclays Bank plc, who provide matching donations up to this figure to encourage their employees to support charities.



*Steven Wills in the WHR studios with his latest CD.*

## Studio Improvements

Our small but dedicated engineering team kept the station "on air" through the year with a minimum of unplanned expenditure. In addition, a number of enhancements were made to the studio facilities. The most obvious is the replacement of the main studio microphones and pre-amplifiers, which have served us well for over 10 years, with modern units with better tonal quality. Also new are LCD monitors for the computer playout system.

Ahead of the hot summer a lot of work was done to install air-conditioning in the computer cupboard to keep "ARCHIE", our playout system, cool after some problems with excessive heat last year. This work paid off handsomely, with no heating problems being reported despite possibly the hottest summer ever.



*Chief Engineer Paul Blitz repairs one of the studio CD players.*

## **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 2003, which are set out on pages 10 - 13.

### **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

## Statement of Financial Activities (incorporating an Income and Expenditure account) for the Year Ended 31st December 2003

		<u>2003</u>		<u>2002</u>	
<u>INCOME</u>	<u>NOTE</u>	£	£	£	£
Subscriptions		560.50		636.00	
Fund Raising	Note 2	3,189.19		2,347.28	
Donations	Note 3	441.81		459.65	
Other Income	Note 4	4,181.33		3,198.53	
			<b>8,372.83</b>		6,641.46
<u>Capital Reserve Income</u>					
Interest on Capital Deposit Accounts		477.45		408.58	
			<b>477.45</b>		408.58
			<b>8,850.28</b>		7,050.04
<u>EXPENDITURE</u>					
Fixed Assets	Note 5	2,261.69		2,894.42	
Engineering		566.82		677.79	
Record Library & Broadcasting Materials		421.47		1,635.00	
Station Administration	Note 6	1,569.49		1,886.67	
Fundraising	Note 7	525.20		565.80	
Communications (inc. Publicity)		113.73		264.08	
Transport	Note 8	883.80		585.46	
			<b>(£ 6,342.20)</b>		(£ 8,509.22)
<u>TOTAL Surplus of Income Over Expenditure</u>	Note 1		<b>£ 2,508.08</b>		(£ 1,459.18)

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 2003

<u>Natwest Current Account</u>	Balance per Bank Statement	<u>Dated:</u> 31/12/2003	Amount <b>£</b> <b>3,015.32</b>
<u>Add: Outstanding Receipts to clear at bank</u>	NONE		<u>0.00</u>
			<b>3,015.32</b>
<u>Less: Outstanding Cheques to clear at bank</u>			
<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	
16/12/2003	001562	D. Addis	£34.97
31/12/2003	001563	N. Dallard	£106.20
			<u>(141.17)</u>
<b>TRUE BALANCE PER WHR CASH BOOK - allowing for O/S items above</b>		<u>As at:</u> 31/12/2003	<b>£ 2,874.15</b>

### TOTAL DEPOSIT BALANCE IS SPLIT INTO:-

<b>STANDARD LIFE "DEPOSIT ACCESS" (No Notice) ACCOUNT No 0004978824</b>	1,128.20
<b>STANDARD LIFE "DEPOSIT NOTICE" (10 Days Notice) ACCOUNT No.0004978762</b>	6,417.16
<b>STANDARD LIFE 1 YEAR BOND</b>	<u>6,000.00</u>
<b>Closing Balance - As at 31st December 2003</b>	<b>£13,545.36</b>
<b>Closing Adjusted Balance for Current Account as stated in the Cash Book</b>	<b>£2,874.15</b>
<b>TOTAL FUNDS HELD IN CURRENT AND DEPOSIT ACCOUNTS - As at 31st Dec 2003</b>	<b>£16,419.51</b>

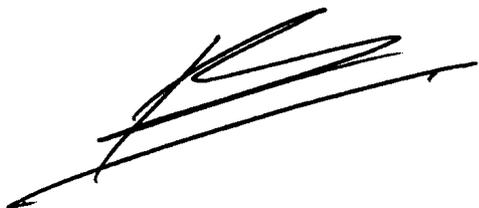
### CONFIRMATION OF TOTAL FUNDS HELD:-

<b>TOTAL FUNDS HELD BY WHR at the Start of the Year - 1st Jan 2003 - Opening Balances</b>		£13,911.43
<b>Add: Financial results for 2003 to date</b>		
Total Income to date including bank interest	£8,850.28	
Total Expenditure to date	<u>(£ 6,342.20)</u>	
<b>BALANCE CONFIRMING TOTAL FUNDS HELD - As at 31st December 2003</b>		<b>£16,419.51</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  
24 March 2004



Tony Knight  
Vice-Chairman  
23 March 2004

## Notes to the Financial Statements for the Year Ended 31st December 2003

	<b><u>2003</u></b>	<b><u>2002</u></b>
	£	£
<b><u>1. BALANCE OF ACCOUNTS</u></b>		
Natwest Current Account - balance as at 1st January	843.52	1,211.28
Deposit Accounts - balance as at 1st January	13,067.91	14,159.33
Total Funds Held at the Start of the Year	<u>£ 13,911.43</u>	<u>£ 15,370.61</u>
Net SURPLUS of Receipts over Payments during the Year	<u>£ 2,508.08</u>	<u>(£ 1,459.18)</u>
<b>TOTAL FUNDS HELD as at the 31st December</b>	<b><u><u>£ 16,419.51</u></u></b>	<b><u><u>£ 13,911.43</u></u></b>
<b><u>Represented by :-</u></b>		
Natwest Current Account - balance per cash book records	2,874.15	843.52
Deposit Accounts - balance per cash book records	13,545.36	13,067.91
<b>TOTAL FUNDS HELD as at the 31st December</b>	<b><u><u>£ 16,419.51</u></u></b>	<b><u><u>£ 13,911.43</u></u></b>
<b><u>2. FUNDRAISING INCOME</u></b>		
Supper Quiz	1,119.85	1,396.00
Collection Days	1,469.34	620.49
Car Boot Sales	600.00	
Members' Fundraising Week		147.79
Sponsored Silence		173.00
WHR Pen Sales		10.00
	<u>£ 3,189.19</u>	<u>£ 2,347.28</u>
<b><u>3. DONATIONS</u></b>		
Donations from Individuals & Friends of WHR	291.81	234.65
Leckford Estates	150.00	100.00
Littleton and Harestock Show		125.00
	<u>£ 441.81</u>	<u>£ 459.65</u>
<b><u>4. OTHER INCOME</u></b>		
Steve Wills CD Sales	3,019.40	2,262.05
Steve Wills CD Sales (Barclays Bank Contribution)	750.00	588.90
Gift Aid refund from Inland Revenue	155.13	232.70
Social Functions	106.80	107.52
National Hospital Radio Awards Prize Money	150.00	
Deposits for members' keys to the studio		5.00
Cancelled cheques from previous years		2.36
	<u>£ 4,181.33</u>	<u>£ 3,198.53</u>

	<u>2003</u>	<u>2002</u>
	£	£
<b><u>5. FIXED ASSETS</u></b>		
Microphones/Pre-Amps	747.30	
Myriad System	310.20	671.20
LCD Monitors for studios	379.98	
Cassette Decks	179.88	
Computer Cupboard Extraction Fans	260.30	
Upgraded Computer CD-R drives	56.40	
Audio Editing Software Upgrade	60.73	
Portable Minidisc Recorder	266.90	
Minidisc Players		1,132.47
Studio CD Player Cabinets		18.87
Outside Broadcast Van		1,000.00
Miscellaneous		71.88
	<u>£ 2,261.69</u>	<u>£ 2,894.42</u>
<b><u>6. STATION ADMINISTRATION EXPENSES</u></b>		
Telephone	147.89	264.32
Postage	115.43	85.94
Stationery and Computer Consumables	412.63	616.26
Insurance	312.72	463.92
HBA Annual Membership	37.00	37.00
Licence Fees	388.50	117.50
Social Functions	106.80	116.50
Miscellaneous	48.52	185.23
	<u>£ 1,569.49</u>	<u>£ 1,886.67</u>
<b><u>7. FUND RAISING EXPENSES</u></b>		
Supper Quiz	379.28	494.65
Sainsburys Collection Day/Roadshow	45.78	41.90
Car Boot Sale Booking Fee & Sundry expenses	70.00	
Licences	17.50	17.50
Purchase of Collection Buckets/Seals	12.64	11.75
	<u>£ 525.20</u>	<u>£ 565.80</u>
<b><u>8. TRANSPORT</u></b>		
Insurance	599.41	565.46
Running Costs	284.39	20.00
	<u>£ 883.80</u>	<u>£ 585.46</u>

**9. 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.

**10. 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) Regulations 2000, it is classified as a small charity since it has gross income or total expenditure of not more than £100,000 per annum. 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 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.