

WINCHESTER HOSPITALS RADIO



Registered Charity No. 290553

**Trustees' Report
and Annual Review
2004**

Trustees' Report

The Trustees of Winchester Hospitals Radio are pleased to submit their report and accounts for the year 1st January to 31st December 2004.

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. It is an unincorporated association governed by a constitution (last amended in November 2002) 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. 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

Programming

During 2004, 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 programme made up of music requests collected from patients by our team of Ward Visitors.

The quality of our programmes was recognised in the 2004 National Hospital Radio Awards. At the ceremony in April, an excerpt from one of our "Person to Person" programmes, in which Chairman Tony Knight spoke to local explorer John Pilkington was highly commended as one of the top five in the country by the judges.

Unfortunately, the planned improvement of our computer-based playout system to include a full-range of pre-recorded and computer-generated music and entertainment programmes, with hourly news bulletins has not progressed due to a lack of volunteer effort to design the schedules, pre-record the programmes and load the music on to the computer system. The

existing non-stop music jukebox service continues to be broadcast whenever we are unable to present live programmes.

Strategic Planning

After many hours' work and consultations with WHR's members, in January 2004 the Trustees adopted a 5-year plan for the development of WHR and the services it provides to the patients of the RHCH.

The first change to come out of this longer-term strategy has been an increase in the number of wards visited each day. Most of the wards at the RHCH are now visited twice a week. This has resulted in more requests being played in "The Sound Remedy", and an increased number of listeners. Having teams of volunteers produce some of the request programmes has increased the number of programmes presented live from the wards. The general benefit of the above initiatives has enabled the Trustees to plan a major overhaul of the live programming schedule based around an extended patients' requests programme.

Communicating the ideas and reasoning behind these changes has presented a significant challenge to the Trustees this year. A lot of time and effort has been invested in discussing these changes with the general membership. To improve internal communications, and following talks with our counterparts at other hospital radio stations, the Trustees have decided to introduce quarterly station meetings. The first of these took place in January 2005.

Progress has also been made towards two other goals set within the 5-year plan: raising the station's profile and recruitment of new members. More liaison has taken place with various departments within the hospital, for example the Chaplaincy team, and externally University College Winchester. A volunteers' recruitment fair at the college in their Autumn term resulted in a number of students starting their WHR induction in early 2005.

Financial Performance

At the end of 2004, WHR had funds totalling just over £19,000, having raised £8,776 and spent £6,215 during the year.

2004 was not a very good year as far as fundraising was concerned, with fewer events taking place. Whilst the annual Supper Quiz resulted in a net income of £894, £153 more than in 2003, a reduction in the number of collection days resulted in associated income halving to £728. A book sale in St. Maurice Covert, Winchester (net income £435) brought in over £100 more than the last such event staged in 2001. However, this failed to match the income raised from the Car Boot Sale in 2003 (net income £530).

On a more positive note, £1250 from Hospital Radio Publications relating to the ward magazine produced in June 2003 was finally received in January 2004.

Special mention must go, once again, to one of WHR's members – Steven Wills. Steven has raised nearly £1,150 during 2004 by donating the profits from sales of CDs he produces and markets on his own record label "Codename Music". Steven is unable to continue to produce these CDs in the same manner, but has offered to continue to produce further fundraising CDs on WHR's own label. After due consideration of the risks involved, and confirmation that the gross income involved would not breach the limits for non-primary purpose trading, the Trustees accepted Steven's kind offer. So far, one CD has been produced and this has already broken even with less than half the CDs sold. Another CD is currently in production.

Donations increased significantly this year. Almost £350 has been received from the Adjutant General's Corps at Worthy Down Barracks. £250 has been donated by the Littleton and

Harestock Show committee. £125 was in relation to their 2003 show and £125 in relation to their 2004 show. Leckford Estates Charities Committee again favoured us with a donation of £100. The remaining £378 came from various donations from patients, members and the general public.

Interest on the reserves was significantly lower than 2003. This is due almost entirely to the maturity dates of the bonds in which the reserves are invested. The two bonds matured on 12th January 2005 with interest of £491.57.

A tight control on expenditure has helped to ensure that WHR ended the year with a surplus. £350 was spent on replacement studio headphones, £100 on a new cassette machine and £91 on an amplifier for our OB radio link transmitter. Another £275 was spent replacing the uninterruptible power supply that keeps our computerised playout system working in the event of mains failure, and £600 on other miscellaneous engineering spares and repairs to keep the studios on air.

Just over £300 has been spent on music CDs, slightly less than in 2003. This was in anticipation of an HBA-negotiated music licensing agreement with copyright-collecting society Phonographic Performances Ltd coming into effect that would have allowed WHR to hold music on its computer playout system without holding a physical copy, on payment of an annual fee. At the end of the year, the agreement had yet to be finalised.

Insurance costs have increased substantially as a result of new regulations forcing our existing insurer (HBA Enterprises Ltd) to decline to offer cover in future. After investigating the options, the Trustees chose cover underwritten by charity insurance specialist Ansvar via a broker located by the HBA.

One area where expenditure has been extremely closely monitored is the Outside Broadcast Van. Whilst setting budgets for 2005, the Trustees agreed to dispose of the van. The running costs were thought to be disproportionate to the amount of use of the van and the amount of income/publicity it was 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 and 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. Reserves are held in fixed-term bonds so as to give a good rate of return without any exposure to the stock market.

Major Risks

The Trustees have not identified any major risks to which the charity is exposed.

Charity Trustees

Chairman	Brian Mundy (until 30 March 2004) Tony Knight (from 30 March 2004)
Vice-Chairman	Tony Knight (until 30 March 2004) Leona Jones (from 30 March 2004)
Treasurer	Nigel Dallard
Station Manager	Anna O'Brien
Programme Controller	Peter Dodwell (acting) (until 4 August 2004) Anna O'Brien & Paul Blitz (acting)(from 4 August)
Fundraising Manager	Peter Dodwell (until 4 August 2004) Leona Jones (acting)(from 4 August 2004)
Chief Engineer	Paul Blitz

Charity Number

290553

Principal Address

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 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,



Tony Knight
Chairman
16th March 2005



Leona Jones
Vice-Chairman
16th March 2005

Annual Review

You've got a friend...

During 2004, WHR continued to broadcast around 4 hours of live programming every day, including all public holidays. Special, additional programming was broadcast to fit in with special occasions, such as the 50th Anniversary of Rock & Roll music and WHR's 20th birthday. Over the Christmas and New Year period, a special programme schedule was introduced, with extra live programmes.

The main focus of our programming has continued to be our nightly patients' music requests programme "The Sound Remedy". This consists of 90 minutes of music selected by patients earlier that day.



Barry Duesbury presents patient Eileen Tucker with a bouquet of flowers, courtesy of Gillian Mills, during WHR's 20th anniversary edition of "The Sound Remedy"



Clare Goodman (left) with chatting to Janet Arnold

In addition to our music-based programmes, WHR's chat show "Person to Person" has been broadcast weekly, with guests including: local artist Clare Goodman; Mayor of Test Valley, Pat West; director Vara Williams from the Chesil Theatre; Kevin Lees-Powell, who climbed Mount Kilimanjaro in aid of the Anthony Nolan Trust; Carolyn Best, a Nutrition Nurse Specialist at the RHCH; and Paul Miller, Richard Rex and Donna Tew, part of the team behind the Scouts' "Roverang" variety show at the Nuffield Theatre.

During the times of the day when we were unable to broadcast live programmes, our computerised programme playout system, ARCHIE, provided a "music jukebox" service.

It is hoped that shortly after the time of writing, the programme schedules will undergo a significant change.

After many months of background work, reviews and consultations – with WHR volunteers, hospital staff and management, and other hospital radio stations – it is planned that our live broadcasting hours will have more opportunity for patient involvement. By temporarily reducing the amount of live broadcasting, it is hoped that our volunteers will find the time to produce programmes for playout by ARCHIE during the day, enabling us to move away from the simple jukebox format to a properly structured programme schedule throughout the day.



Paul Miller, Richard Rex and Donna Tew drop in at WHR to let patients know about "Roverang"

Right by your side...

WHR tries to get out and about in the local community. In addition to having guests in to chat on "Person to Person", we had our annual Roadshow from the Sainsbury's supermarket in Badger Farm and, once again, we provided the public address facility at the Littleton and Harestock Show in September. Building work at the hospital meant that the annual hospital fete didn't take place during the summer, so we were unable to do our usual afternoon's live broadcast.

Come up and see me, make me smile...



Ron Cruse chats to patient Derek Collins on Clarke ward.

Our visits to patients on the wards are just as important as our programmes. Even if a patient doesn't want a piece of music played, our volunteers are happy to have a chat. During 2004, as a result of a review of the average length of time a patient stays in hospital, the frequency of ward visits was increased from one visit per ward each week to two visits per week for most wards. In addition, three wards that we were previously not visiting have been reinstated onto the visiting rota, and a new ward – The Mount – has also been added to the rota.

Congratulations...

Once again the quality of our programme output was recognised at a national level. Our Chairman Tony Knight's interview with local explorer John Pilkington was highly commended by the judges and placed in the top 5 entries for the Best Speech Package category at the National Hospital Radio Awards.

Volunteer Adam Quantrill's skills were also recognised at the Fareham College Creative Arts Awards, where he won the "Best Audio Product" category.



Nigel Dallard, in his role of Secretary of the HBA, presents Tony Knight with his certificate.

Money, Money, Money...

WHR receives no funding from the NHS or other government departments, relying entirely on the work of our volunteers and the generosity of the public to raise funds.

At our annual Supper Quiz, this year a team of our volunteers led by our then-Chairman, Brian Mundy, beat off last year's winners from Bartlett Ward to win the WHR "Certificate of Knowledge". The event, held at the Millennium Memorial Hall in Littleton, raised almost £870.

Our other big fundraising event was our Roadshow from Sainsbury's supermarket in Badger Farm. Collecting money from shoppers between 10am and 4pm, whilst broadcasting live to patients from the car park, raised £530.

Other fundraising events during the year included a tabletop sale at St. Maurice Covert in Winchester and a collection day at Hilliers garden centre in December.



Left:
WHR volunteers at the tabletop sale in St. Maurice Covert



Right:
Steven Wills launches "Intermission Impossible"

Special mention must go to Steven Wills, for his fundraising initiative involving producing and selling specialist music CDs. During 2004, WHR received over £1000 from Steven relating to sales of CDs on his "Codename Music" label. In addition, Steven produced the first CD on WHR's own CD label, which has already broken even.

Donations are another vital part of WHR's income. We receive numerous unsolicited small and not-so-small donations from ex-patients and members of the public. In addition we have received almost £350 from the Adjutant General's Corps at Worthy Down, £125 from the Littleton and Harestock Show and £100 from the Leckford Estates Charities Committee. We thank all our donors for their support.

You're the one that I want...



Leona Jones, Sarah Cragg and Anna O'Brien at the UCW recruitment fair

Towards the end of the year, we ran a recruitment campaign for new volunteers. As part of this, we attended a volunteer recruitment fair at University College Winchester. After a lull in recruitment over the summer, there are now a number of new faces around the studios undertaking their induction and training programmes.

Thank you for the music...

Our visits, and the music requests we subsequently play, are welcomed by many patients. Over the year we have received numerous "thank you" cards from former patients. We even received a basket of fruit from a grateful patient, which we used in a prize draw the following day.



Patients and staff on Clarke ward celebrate winning the basket of fruit

Independent Examiner's Report to the Trustees

I report on the accounts of Winchester Hospitals Radio for the year ended 31st December 2004, which are set out on pages 9 - 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.

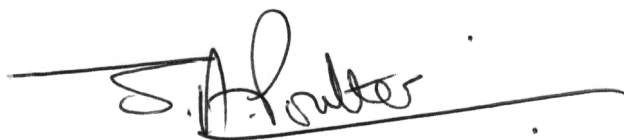
Basis of independent examiner's report

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
16th March 2005

Receipts and Payments Account for the Year Ended 31st December 2004

		2004		2003	
	<i>NOTE</i>	£	£	£	£
<u>INCOME</u>					
Membership Subscriptions		530.50		560.50	
Fundraising	<i>Note 2</i>	5,781.89		3,189.19	
Donations	<i>Note 3</i>	1,074.18		441.81	
Other Income	<i>Note 4</i>	1,389.06		4,181.33	
			8,775.63		8,372.83
<u>Investment Income</u>					
Interest on Capital Deposit Accounts		130.55		477.45	
			130.55		477.45
			8,906.18		8,850.28
<u>EXPENDITURE</u>					
<u>Charitable Expenditure</u>					
Fixed Assets	<i>Note 5</i>	818.12		2,261.69	
Music Library & Broadcasting Materials	<i>Note 6</i>	336.10		421.47	
Engineering		604.96		566.82	
Communications (inc. Publicity)		80.72		113.73	
Station Administration	<i>Note 7</i>	1,408.22		1,569.49	
Transport	<i>Note 8</i>	811.68		883.80	
			(£ 4,059.80)		(£ 5,817.00)
<u>Costs of Generating Funds</u>					
Fundraising Costs	<i>Note 9</i>	2,155.25		525.20	
			(£ 2,155.25)		(£ 525.20)
			(£ 6,215.05)		(£ 6,342.20)
<u>TOTAL Surplus of Income Over Expenditure</u>					
	<i>Note 1</i>		£ 2,691.13		£ 2,508.08

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 2004

<u>Natwest Current Account</u>	Balance per Bank Statement	Dated: 31/12/2004	Amount £ 1,630.45
<u>Add: Outstanding Receipts to clear at bank</u>	NONE		0.00
			1,630.45
<u>Less: Outstanding Cheques to clear at bank</u>			
<u>Date</u>	<u>Cheque No.</u>	<u>Payee</u>	
20/12/2004	001626	N. Dallard	£31.32
31/12/2004	001627	P. Blitz	£12.97
31/12/2004	001628	Canford Audio plc	£49.82
31/12/2004	001629	A. O'Brien	£101.61
			(195.72)
TRUE BALANCE PER WHR CASH BOOK - allowing for O/S items above		As at: 31/12/2004	£ 1,434.73

TOTAL DEPOSIT BALANCE IS SPLIT INTO:-

STANDARD LIFE "DIRECT ACCESS BUSINESS" ACCOUNT	4,039.71
STANDARD LIFE "BUSINESS 10 DAY NOTICE" ACCOUNT	1,636.20
STANDARD LIFE 1 YEAR BOND	0.00
STANDARD LIFE "BOND 4.5%"	6,000.00
STANDARD LIFE "MATURITY BOND 4.6%"	6,000.00
Closing Balance - As at 31st December 2004	£17,675.91
Closing Adjusted Balance for Current Account as stated in the Cash Book	£1,434.73
TOTAL FUNDS HELD IN CURRENT AND DEPOSIT ACCOUNTS - As at 31st Dec 2004	£19,110.64

CONFIRMATION OF TOTAL FUNDS HELD:-

TOTAL FUNDS HELD BY WHR at the Start of the Year - 1st Jan 2004 - Opening Balances		£16,419.51
<u>Add: Financial results for 2004 to date</u>		
Total Income to date including bank interest	£8,906.18	
Total Expenditure to date	(£ 6,215.05)	
BALANCE CONFIRMING TOTAL FUNDS HELD - As at 31st December 2004		£19,110.64

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

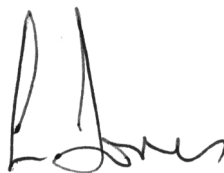
ASSETS RETAINED FOR WHR'S OWN USE

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" computerised audio playout system
 Music library consisting of approx 1200 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,



Tony Knight
Chairman
16th March 2005



Leona Jones
Vice-Chairman
16th March 2005

Notes to the Financial Statements for the Year Ended 31st December 2004

	<u>2004</u>	<u>2003</u>
	£	£
<u>1. BALANCE OF ACCOUNTS</u>		
Natwest Current Account - balance as at 1st January	2,874.15	843.52
Deposit Accounts - balance as at 1st January	13,545.36	13,067.91
Total Funds Held at the Start of the Year	<u>£ 16,419.51</u>	<u>£ 13,911.43</u>
Net SURPLUS of Receipts over Payments during the Year	<u>£ 2,691.13</u>	<u>£ 2,508.08</u>
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 19,110.64</u>	<u>£ 16,419.51</u>
<u>Represented by :-</u>		
Natwest Current Account - balance per cash book records	1,434.73	2,874.15
Deposit Accounts - balance per cash book records	17,675.91	13,545.36
<u>TOTAL FUNDS HELD as at the 31st December</u>	<u>£ 19,110.64</u>	<u>£ 16,419.51</u>
<u>2. FUNDRAISING INCOME</u>		
CD Sales ("WHR" CD label)	1,741.20	-
Supper Quiz	1,599.16	1,119.85
"Sound Remedy" Magazine	1,250.40	-
Collection Days	727.62	1,469.34
Book Sale	463.51	-
Car Boot Sales	-	600.00
	<u>£ 5,781.89</u>	<u>£ 3,189.19</u>
<u>3. DONATIONS</u>		
Donations from Individuals & Friends of WHR	377.94	291.81
Adjutant General's Corps	346.24	-
Littleton and Harestock Show	250.00	-
Leckford Estates	100.00	150.00
	<u>£ 1,074.18</u>	<u>£ 441.81</u>
<u>4. OTHER INCOME</u>		
Steve Wills CD Sales	1,146.99	3,019.40
Gift Aid refund from Inland Revenue	144.07	155.13
National Hospital Radio Awards Prize Money	50.00	150.00
Sale of WHR Polo Shirts	48.00	-
Steve Wills CD Sales (Barclays Bank Contribution)	-	750.00
Social Functions	-	106.80
	<u>£ 1,389.06</u>	<u>£ 4,181.33</u>

5. FIXED ASSETS

Headphones	352.24	-
Uninterruptible Power Supply	274.93	-
Cassette Machine(s)	99.95	179.88
OB Link Transmitter Amplifier	91.00	-
Microphones/Pre-Amps	-	747.30
Myriad System	-	310.20
LCD Monitors for studios	-	379.98
Computer Cupboard Extraction Fans	-	260.30
Upgraded Computer CD-R drives	-	56.40
Audio Editing Software Upgrade	-	60.73
Portable Minidisc Recorder	-	266.90
	£ 818.12	£ 2,261.69

6. MUSIC LIBRARY & BROADCASTING MATERIALS

Music Library	302.68	392.17
Studio Consumables	33.42	29.30
	£ 336.10	£ 421.47

7. STATION ADMINISTRATION EXPENSES

Telephone	169.76	147.89
Postage	148.35	115.43
Stationery and Computer Consumables	16.48	412.63
Insurance	773.16	312.72
HBA Annual Membership	37.00	37.00
Licence Fees	238.50	388.50
Miscellaneous	24.97	48.52
Social Functions	-	106.80
	£ 1,408.22	£ 1,569.49

8. TRANSPORT

Insurance	441.15	599.41
Running Costs	227.64	284.39
Servicing/Repairs	142.89	-
	£ 811.68	£ 883.80

9. FUNDRAISING EXPENSES

Production/Licensing of CDs ("WHR" CD Label)	1,337.34	-
Supper Quiz	705.21	379.28
Sainsburys Collection Day/Roadshow	67.20	45.78
St Maurice's Covert Book Fair - Booking Fee	28.00	-
Licences	17.50	17.50
Car Boot Sale Booking Fee & Sundry expenses	-	70.00
Purchase of Collection Buckets/Seals	-	12.64
	£ 2,155.25	£ 525.20

10. 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.

11. TRUSTEES' INDEMNITY INSURANCE

No charitable funds have been used to purchase insurance to indemnify the Trustees against the consequences of any neglect or default on their part.

12. 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.