



**Radio Cavell
Trustees Annual Report
and Accounts
For the Year Ending
31 March 2022**

Charity Number 1090707

Mission Statement

To extend and improve the relief of sickness, infirmity and old age by providing a quality 'Entertainment and Information' broadcasting service, supporting the work of The Northern Care Alliance NHS Foundation Trust, The Oldham Care organisation and The Oldham Primary Care Trust.

This is the Annual Report of Radio Cavell, for the period 1st October 2021 to 31st March 2022.

Legal and Administrative Information

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Radio Cavell is a Charitable incorporated organisation, registered as a charity in England and Wales.

Charity Number: 1090707 (England & Wales)

Trustees:

Name	Date of retirement by rotation	Meetings Attended / Meeting eligible to attend	Additional information
Phil Edmonds	2023	3 out of 3	
David McGealy	2024	2 out of 3	
Kent Wells	2022	3 out of 3	
Ian Wolstenholme	2024	1 out of 1	Appointed representative of Oldham Community Radio

Principle Office:

The Studios, The Royal Oldham Hospital
Rochdale Road
Oldham
OL1 2JH

Governing Documents:

Memorandum & Articles of association of Radio Cavell Ltd adopted 12th March 2001 were replaced by Radio Cavell CIO Constitution adopted on 11th October 2021

Bankers:

Barclays Bank plc
Oldham Branch
High Street
Oldham
OL1 3AZ

In October 2021 Radio Cavell Ltd was superseded by Radio Cavell as a Charitable Incorporated Organisation which took over the operation and assets of the former limited company which was formally dissolved on 11th October 2021

Further references in this document to Radio Cavell can be taken as referring to Radio Cavell CIO.

Charitable Objectives

The objectives of the charity are:

- (1) The relief of sickness, poor health and old age amongst people living in the Oldham Metropolitan Borough by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care;
and
- (2) The advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in the Oldham Metropolitan Borough.

Organisation and Management Structure

Radio Cavell is governed by its Constitution as adopted on 11th October 2021.

The Trustees, are responsible for the overall governance of the organisation. The Board consists of a maximum of six elected trustees, elected by the Full Members for a three-year term of office. Our governing regulations allow the board to co-opt members to the role of trustee in the event of a vacancy becoming available mid-term. Such appointments are valid only until the following AGM.

We currently have the appointed post-holders of Technical Coordinator and Record Librarian who are members with specific skill sets, who are not trustees, but who are given responsibility for a specific area and who are overseen by the trustees.

During the year ending 31st March 2022 the trustees met officially on 3 occasions. On top of this the trustees had numerous informal meetings regarding individual topics arising from the monthly discussions and to make decisions as they presented themselves on a daily basis.

Radio Cavell Management Team during the period 1st October 2021 – March 31st 2022.

Chairman	Kent Wells
Admin Secretary	Vacant
Treasurer	Phil Edmonds
Broadcast Manager	Phil Edmonds
Human Resources	Vacant
Communications	Vacant
Fundraising	David McGealy
Technical Co-ordinator	Arthur Chorley
Record Librarian	Steve Bolton
Social Media	Richard McLarnon

Related Organisations

Radio Cavell is a member of the Hospital Broadcasting Association, the national charity that supports and promotes hospital broadcasting in the UK.

Phil Edmonds, is also a director of Oldham Community Broadcasting Ltd.

David McGealy is also a director of Oldham Community Broadcasting Ltd and Radio Regen.

Radio Cavell is a member and corporate director of Oldham Community Broadcasting Ltd.

Ian Wolstenholme was appointed to represent Oldham Community Broadcasting Ltd as a trustee of Radio Cavell.

Report on the organisation's activities

Radio Cavell continues to broadcast 24 hours a day. We broadcast through the Hospedia internal network which services the hospital bedside monitors and via a low power Medium Wave transmitter on 1350 AM.

Radio Cavell is pleased to say that the Ofcom licence for the 1350AM broadcast was successfully renewed with strong support from officers at the Royal Oldham Hospital, and the new licence is valid for the next 5 years. It is anticipated that there will be significant changes in licence conditions during this period, brought about by the reduction in AM broadcasting and the moves to FM and new digital platforms with DAB. Radio Cavell must therefore continue to look forward at the opportunities these changes may bring and must not be left behind by any such changes.

Request programmes continue to be our flagship programme and we aim to broadcast every night of the week. These are complimented by various other programmes including interviews, specialist music, sports, special events and a broadcast of the Sunday morning hospital chapel service. Additionally, some sizeable hospital departments listen to Radio Cavell in the workplace.

Radio Cavell is well prepared to meet the requests of our patients and listeners within the hospital complex with over 50,000 tracks in our Record library and a large collection of several thousand music tracks on our computerised play out system. This has continued to expand this year with a small but regular number of digital additions. As the dependence on technology increases and the Covid period of restrictions have demonstrated, there is a need to be more flexible in the way we work a move to increase our digital library is under consideration.

During the year we sadly lost one of our long-standing members who passed away after 38 years as a radio Cavell Volunteer and she is sadly missed by all our team. It is unfortunate that during the last 2 years we have been unable to recruit new members due to the Covid-19 restrictions in place on the Hospital site. We have however got a number of people who have contacted us regarding volunteering and we hope to hold recruitment sessions in the very near future once we have access to the studios again.

All Radio Cavell trust volunteers are required to have a current valid DBS certificate and while this is necessary it does slow the possible recruitment of new members.

Radio Cavell continues to receive support from Northern Care Alliance and more specifically the Oldham Care Organisation, through the provision of premises, services and support from the Trust's Volunteer Services Manager. This has been somewhat restricted due to the Covid pandemic and for all the right reasons direct access to the studios and patients has not been possible. The restriction are changing and it is expected that all live programming will return to the studios by May 9th 2022.

Throughout the pandemic restrictions Radio Cavell has successfully managed to continue with its service offering to listeners 24/7 and while it has been a more limited live service, request shows to connect listeners with friends and family has been possible with support from Oldham Community Radio.

Our links with Oldham Community Radio have been strengthened during this time of change and they kindly allowed evening access to their studios for live programmes, and for which we are extremely grateful.

Discussions have been ongoing during the last 12 months in relation to closer working links and this has culminated in a formal agreement to work together and share resources where they are to the benefit of both parties and our listeners. This includes some joint programming which is permissible under the new licence conditions and technical / IT support which has traditionally been an area of difficulty for both organisations. It is intended that Request shows, and the daytime shows Oldham Today and The Wireless Programme will be shared from the summer alongside the current arrangements to feature Oldham Rugby League games.

Financial Review

Our previous period year end was 30th September 2021. Following the change in legal status from a company limited by guarantee to a Charitable Incorporated Organisation the trustees agreed to change our financial year end to 31st March.

Thus this report relates to a shorter than normal financial year 1st October 2021 to the 31st March 2022. We have opted to compile our accounts for this period on the receipts and payments cash basis, as such there are no equivalent figures available for the 'last period' so we have omitted this column from the accounts page.

The financial situation with regards to Radio Cavell remains finely balanced. Fund raising has been hit extremely hard for the second year running due to the pandemic and Radio Cavell is extremely grateful to those people and organisations who have been able to support us during this difficult time.

During the year we were extremely grateful to a number of our supporters.

Radio Cavell is registered with both Easy fundraising and Amazon Smile websites who make charitable donations based on purchases made by those people who nominate Radio Cavell as their Charity and over the period we received £54 from them.

Grants were received in the period from;

Action Together One Oldham Fund - £1,000 – costs of computerised audio switching equipment

Chadderton and Failsworth Rotary Club - £414 - contribution towards broadcast computer systems

of these grants at the end of the period a sum of £704 was carried forward as restricted funds not yet expended.

Additionally expenditure was made against restricted funds carried forward from the previous year where the full balance of grants had not yet been expended;

Action Together Covid Recovery Grant - £850 – contribution towards licence fees and telecoms costs

Autotrader Community Fund - £1,000 - contribution towards outside broadcast equipment and laptop

First Choice Homes ROCA Grant - £109 – contribution toward outside broadcast equipment

Action Together Volunteer Celebration Fund - £500 – Volunteer recognition and recruitment activities

We received support 'in-kind' from The Northern Care Alliance NHS Foundation Trust in the form of premises, heat and light and some technical and telecoms facilities.

With assistance from our supporters ultimately, we had a satisfactory financial position at "yearend". With our fundraising just about matching our expenditure.

We continue to feel it is important to look to hold fundraising events that can bring in the necessary funds without putting too much emphasis on the few members who are able to support such an event and a number of options are under consideration and new ideas will need to be explored more widely.

Receipts and payments account

Period start date: 01/10/2021 Period end date : 31/03/2022

Section A: Receipts and payments

	Unrestricted Funds £	Restricted Funds £	Total Funds £
Receipts			
Grants	-	1,415	1,415
Donations	-	-	-
Fund Raising Activities	53	-	53
Sub Total	53	1,415	1,468
Asset and investment sales	-	-	-
Total Receipts	53	1,415	1,468
Payments			
Broadcast Licences	280	668	948
Telecoms and Internet	36	182	218
Administrative Costs	20	73	93
Publicity and Promotion	-	328	328
Misc	-	99	99
Sub Total	336	1,350	1,686
Asset and investment purchases			
Equipment	30	1,820	1,850
Total Payments	366	3,170	3,536
Transfers between funds	-	-	-
Cash funds last year end	1,924	2,459	4,383
Cash funds this year end	1,611	704	2,315

Section B: Statement of assets and liabilities at the end of the period

	Unrestricted Funds £	Restricted Funds £
Cash Funds		
Cash at Bank	1,611	704
Total Cash funds	1,611	704
Other monetary assets	-	-
Investment assets	-	-

Assets retained for the charity's own use

	Fund	Cost £
Outside Broadcast headsets	restricted grant funds	570
Laptop computer system	restricted grant funds	569
Audio switcher	restricted grant funds	711

Additionally, the charity has assets of CD and record library, technical equipment comprising two broadcasting studios, transmitter equipment and office equipment. The majority of these items are in excess of a decade old.

Liabilities

In the next 12 months immediate liabilities consist of broadcasting licences and telecoms costs to the sum of approximately £1,750.

Signed on behalf of the trustees

Kent Wells
22nd August 2022

Phil Edmonds
22nd August 2022