

hhcr, basingstoke community radio

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2021

Charity Registration Number 1153159

REGISTERED OFFICE

The Orchard
White Hart Lane
Basingstoke
Hampshire
RG21 4AF

PRINCIPAL OFFICE

The Roger Morris Centre
Eastrop Way
Basingstoke
Hampshire
RG21 4QE

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hhcr, basingstoke community radio
Charity Registration Number 1153159

The Committee presents its report and financial statements for the year ended 31 July, 2021, which were approved by the Committee on 5th November, 2021 in accordance with Section 162 of the Charities Act 2011.

The Charity changed its name from Helping Hands for the Blind to hhcr, basingstoke community radio on 11th August, 2021.

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIR & TRUSTEES

Nicholas Scott Burnett	Appointed 25 November, 2019
<i>Alex Soto</i>	<i>Appointed 14 May, 2013</i>
Christine Rowley	Appointed 28 November, 2018
Charlotte Rennie	Appointed 13 August, 2021
Daren Bavister	Appointed 13 August, 2021
Graham Hardy	Appointed 13 August, 2021
David Chatten-Smith	Appointed 14 May, 2013
<i>Debbie Soto</i>	<i>Appointed 23 September, 2014</i>

BANKERS

HSBC
23-24 Paddington House
Festival Place
Basingstoke
Hampshire
RG21 7LJ

INDEPENDENT EXAMINER

David Fields
Pi Accounting
44 Pennington Close
Colden Common
Winchester
Hampshire
SO21 1UR

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31st JULY 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

A message from our Chairperson

With the external world changing at pace both economically and environmentally and more directly changes occurring within our board, it seemed like the perfect opportunity for the charity to undergo a review of its core ambitions, to ensure our charity remains focused on the needs of our community.

As such the board spent time reflecting and evolving our Vision and Mission, providing clarity and purpose to position ourselves to be the voice of our local community.

In 2021, the trustees agreed to hand back the management of The Roger Morris Centre to BDBC and at the same time set the wheels in motion to stop the current sight loss services, and focus on the local community radio project.

The board made the decision to change the charity name to HHCR, Basingstoke Community Radio as 1 October 2021 and incorporate The Basingstoke Talking News service, with a name change came the mission statement change:

Our Mission is to develop HHCR, Basingstoke Community Radio to its full potential as a vibrant Community Radio station whose management and programming is based on community access and participation, and which reflects the special interests and needs of the listenership of the Basingstoke and the surrounding areas community that the Station is licensed to serve.

HHCR, Basingstoke Community Radio will provide an outlet to:

- promote local community, arts, cultural and sporting groups and events
- support local musicians, writers and poets
- promote the history of the region
- cater for alternative musical tastes
- support the indigenous community
- provide a voice for the disabled
- promote education and learning as a lifetime experience
- enable multicultural access
- highlight local social areas of concern
- promote tourism in the region

We would like to take this opportunity to thank:

- Our members for their continued support.
- Our volunteers, without your support we would not be able to reach as many members or raise the vital funds needed to sustain our services.
- Our Trustees past and present for their time, advocacy and experience. All kindly donated.

David Chatten-Smith
Chairperson.

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a) The Charity – Who We Are and Governing Document

The charity was formed in April 2012 by the current Chairperson - David Chatten-Smith. The hhcr, basingstoke community radio, formerly Helping Hands for the Blind, was registered as a charitable incorporated organisation on 31st July, 2013 as amended on 20th January, 2014. It is now governed by its Constitution adopted on 11th August, 2021.

It supports the sight loss community of Basingstoke, with a number of support services, including the talking news service and towards the end of 2019 the local community radio station.

b) Our People

As set out in the Charity's governing document, the Committee shall consist of not less than three and up to twelve individuals members. Every trustee, replacement, additional and re-appointed, must be appointed by a resolution passed at a properly convened meeting of the Charity's Trustees.

The Trustees may delegate their powers to or functions to a committee or committees consisting of two or more persons, one of whom must be a Charity Trustee. The terms and conditions are set by the Charity Trustees who can alter those terms and conditions or revoke the delegation.

At General Meeting held on 29th July, 2021 the members appointed the following as the Charity Team:

- Mr David Chatten-Smith
 - Mrs Christine Rowley
 - Mr Daren Bavister
 - Nicholas Scott Burnett
- New from September 2021.
- Graham Hardy
 - Miss Charlotte Rennie

Charity Board members stepping down:

Thank you all for your hard work and dedication as trustees of Helping hands for the blind. The energy and enthusiasm for those living with disabilities across the Boroughs of Basingstoke has been inspiring and we wish you all the very best.

- Debbie Soto, for her help in running the community centre and as the vice chair of the Charity as a whole.
- Alex Soto, as the Charity secretary, dealing with many of the admin tasks, and the setting up and running of the weekly coffee mornings.

The Trustees are elected to bring a wide range of skills to the Charity.

The Committee may appoint sub-committees and the chair of the sub-committee has delegated powers to make financial decisions on behalf of the Committee should a decision be required quickly and outside of the timescales of the Committee meetings. The sub-committee meets as and when required.

OBJECTIVES AND ACTIVITIES

The Charity's objects are the following:

- (a) to relieve the needs of blind and partially sighted people in Basingstoke and the surrounding areas through the provision of support, education and practical advice;
- (b) to advance the education of the general public in all areas relating to blindness and visual impairment;
- (c) the promotion of social inclusion among blind and partially sighted people who are socially excluded from society, or parts of society, as a result of being blind or visually impaired by:
 - a. providing education and information
 - b. raising public awareness of the issues affecting blind and visually impaired people both generally and in relation to their social exclusion.

Public Benefit

The Charity is a public benefit entity.

We review our aims, objectives and activities each year. This review looks at what we have achieved and the outcomes of our work in the previous 12 months. The review looks at the success of each key activity and the benefits they have brought to those groups of people we are set up to help.

This review also helps us ensure our aim, objectives and activities remain focused on our stated purpose. We have referred to the guidance contained in the Charity Commission's general guidance of public benefit when reviewing our aims and objectives and in planning our future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

ACHIEVEMENTS AND PERFORMANCE

Services & Activities

Weekly social coffee mornings - (1,584 supported)

A weekly social programme promoting inclusion and alleviating social isolation. Providing an opportunity for local people affected by sight loss to network and feel included and to reduce isolation in the community.

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Signposting service (136 supported)

Signposting is an information service available for people with sight loss, their family and friends. Supporting those who do not know which way to turn about a disability query or issue. Providing useful information on subjects such as transport, benefits, education, activities. Requests for help are received in person, via telephone, email and Facebook Messenger.

Talking news service - (2,860 supported)

A weekly talking news service free to anyone that has a print disability, delivered online, local telephone service, smart speakers and on USB stick.

Basingstoke Community radio - (3,169 supported) HHCR -

A small local community radio station for the community of Basingstoke with music local news and local programmes, online and via a smart phone app and smart speakers.

Local community collaboration & Partnerships - Thank you!!

We aim to collaborate with the local community to better support the local community as a whole.

We are proud of our many local partnerships.

We would like to take this opportunity to thank each of the local charities, groups, businesses and individuals who have supported our charity.

- Basingstoke Observer,
- Basingstoke Community Transport,
- Basingstoke Deane Rotary,

Objectives for the coming year

As at the end of the financial year (July we are still in the hands of the virus known as Covid-19 it has the potential to change the world and the way we live.

Focusing on what is the Charity's control, with our updated vision and mission and a passionate Trustee board we want to continue to build on the successes seen from the community radio station for the local community.

A key priority will be to secure funding to continue our core work.

We will also be launching in to the community our new Community Events Trailer, to allow small local community organisations the use of the radio as a way of promoting and publicity.

Contact us - How to get in touch & Keep up to date

Social Media

Keep up to date by liking our page on Facebook @
via our website www.hhcr.org.uk, or tweet us @HHCRBasingstoke

Financial Review

Copies of these annual accounts may also be requested by emailing info@hhcr.org.uk

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In addition to the notes provided to the accounts the Charity review confirms:

- On-going the main task is to generate more income and self-fund raise.
- There has been no spending outside of England and Wales.
- There were no serious incidents to be reported in the last year.

Grants & Fundraising

- Total Grants income of £30,608
- Income from fundraising activities in the year amounted to £6,310

Responsibilities of the Committee

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity to enable them to ensure that the accounts comply with the Charities Act 2011. The Trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved on 5th November, 2021 by the Committee and signed on its behalf by:

David Chatten-Smith (Trustee)
5th November, 2021

Independent Examiner's Report to the Trustees of hhcr, basingstoke community radio

I report to the Trustees on my examination of the accounts of hhcr, basingstoke community radio (the Charity) for the year ended 31st July, 2021, which are set out on pages 10 to 14.

Responsibilities and basis of report

As the Charity's Trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent Examiner's Statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1) the accounting records were not kept in accordance with section 130 of the Act; or
- 2) the accounts do not accord with those records; or
- 3) the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulation 2008 other than any requirement that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this Report in order to enable a proper understanding of the accounts to be reached.

David Fields ACMA
Chartered Management Accountant
5th November, 2021

Pi Accounts Limited
44 Pennington Close
Colden Common
Winchester
Hampshire
SO21 1UR

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Year Ended 31st July, 2021

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RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY, 2021

Total Funds	Notes	Restricted Funds	Unrestricted Funds	Total Funds
£		£	£	£
	Receipts			
11,973	Donations	4,344	1,966	6,310
	Grants - local government	0	18,708	18,708
	Grants - other	11,900	0	11,900
1,551	Subscriptions	0	129	129
460	Collections	0	0	0
1,149	Transport contributions	0	240	240
356	Fundraising events	0	0	0
179	Sale of merchandise	0	0	0
	Other income	0	24	24
<u>15,668</u>	Total receipts	<u>16,244</u>	<u>21,067</u>	<u>37,311</u>
	Payments			
2,994	Cost of goods	8,242	350	8,592
2,280	Benefits	65	570	635
2,103	Office Costs	110	2,383	2,493
3,806	Minibus and travel costs	0	2,213	2,213
345	Internet and telephone	0	685	685
	Governance costs	0	12	12
108	Accountancy fees	0	0	0
210	Other	60	803	863
<u>11,846</u>	Total Payments	<u>8,477</u>	<u>7,016</u>	<u>15,493</u>
0	Purchase of assets	3,100	0	3,100
<u>3,822</u>	Net receipts / (payments)	<u>4,667</u>	<u>14,051</u>	<u>18,718</u>
	Transfers			
0	Gross transfers between funds	(4,686)	4,686	0
<u>3,822</u>	Net movements in funds	<u>(19)</u>	<u>18,737</u>	<u>18,718</u>
	Reconciliation of funds			
<u>25,126</u>	Total cash funds brought forward	<u>2,894</u>	<u>26,054</u>	<u>28,948</u>
<u>28,948</u>	Total cash funds carried forward	<u>2,875</u>	<u>44,791</u>	<u>47,666</u>

The notes on pages 10 to 12 form part of these accounts

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STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st JULY, 2021

		2021		2020
	Notes	Restricted Funds	Unrestricted Funds	Total Funds
		£	£	£
Bank and cash funds				
Current account		2,875	35,334	38,209
Reserve account			9,457	9,457
Petty cash			0	0
Total cash funds		<u>2,875</u>	<u>44,791</u>	<u>47,666</u>
Other assets				
Other monetary assets				0
Assets retained for Charity's own use			3,100	3,100
Total other assets		<u>0</u>	<u>3,100</u>	<u>3,100</u>
Liabilities				
Creditors		0	60	60
Total liabilities		<u>0</u>	<u>60</u>	<u>60</u>

The Charity's governing document does not require the Charity to obtain an audit of its financial statements for the year ended 31st July, 2021 and in accordance with Section 145 of the Charities Act 2011 the Charity Trustees have elected to have the accounts independently examined.

The Trustees confirm they have provided all information and explanations to the Independent Examiner in accordance with Section 33 of The Charities (Accounts and Reports) Regulations 2008.

These financial statements were approved by the Trustees on 5th November, 2021 and have authorised the Chair to sign them on their behalf.

David Chatten-Smith (Trustee)

5th November, 2021

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Year Ended 31st July, 2021

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NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st JULY, 2021

1. Accounting Policies

a) Basis of Accounting

The Charity's gross income in the financial year does not exceed £250,000 and the Charity Trustees have therefore elected to prepare –

- a) a receipts and payments account, and
- b) a statement of assets and liabilities

in accordance with Section 133 of The Charities Act 2011.

The principal policies of the Charity are set out as follows.

b) Financial Statements

The content and format of these financial statements are compliant with recommendations provided by the Charity Commission. The Trustees acknowledge that in previous years the Receipts and Payment Account incorrectly included the non cash item of depreciation and consequently the Statement of Assets and Liabilities were presented as a Balance Sheet. This has now been corrected and the Trustees are satisfied that the reported cash balances at each statement date was correct.

c) Reserves Policy

The Trustees have reviewed the Charity's need for reserves in line with the guidance issued by the Charity Commission and has agreed that the cash reserve should ideally not fall below a level consistent with enabling the Charity to fund approximately twelve months core operational costs and provide sufficient financial flexibility. The Trustees report that after making full provisions for designated expenditure the current free reserves of £44,791 (2020: £26,054) represent an approximate 5 (2020: 3) times cover of the estimated twelve months' running costs.

d) Funds Structure Policy

Restricted funds are subject to restrictions on their expenditure by the donor. Unrestricted funds are available for use at the discretion of the Committee in furtherance of the general objectives of the Charity. Designated funds are general funds that have been earmarked for a particular purpose.

2. Staff costs and trustee remuneration

None of the members of the Committee received any remuneration during the year. No employees had emoluments in excess of £60,000. No expenses were claimed.

3. Value Added Tax

The Charity is not registered for VAT and thus any VAT incurred is wholly irrecoverable and is charged to the specified activity for which it was incurred.

4. Taxation

The Charity is a registered charity and as such is exempt from tax on its income under Section 505 of the Income and Corporation Taxes Act 1988, as long as its income is applicable and applied for charitable purposes only. During the year all of the income was applicable and applied towards charitable purposes.

5. Assets retained for Charity's own use

At the year end the Charity had the following assets:

	2021		2020	
	Cost	Net Book Value	Cost	Net Book Value
	£	£	£	£
Mini Bus	12,000	0	12,000	0
Computer	300	0	300	0
Outside Broadcast Trailer	3,100	3,100	0	0
Totals	<u>15,400</u>	<u>3,100</u>	<u>12,300</u>	<u>0</u>

6. Liabilities

	2021	2020
	£	£
Independent examiner's fee	60	0
	<u>60</u>	<u>0</u>

7. Analysis of movement in Charity Funds

Restricted funds arise when the donor gives funds for a specific purpose. The Charity monitors the income and expenditure ensuring that sufficient cash reserves are maintained. On completion of the project any surplus funds are transferred to unrestricted reserves where allowed under the terms of the donation. The following table shows the analysis and movement in funds during the year:

	B / fwd 1-Aug-20 £	Income £	Expended £	Transfers £	C / fwd 31-Jul-21 £
Restricted funds					
Winter wonderland - Tesco	926			926	0
Befriending service - Sun Life	300	3,302		3,602	0
Loft Space - Hampshire CC	158			158	0
<i>Sub total</i>	<u>1,384</u>	<u>3,302</u>	<u>0</u>	<u>4,686</u>	<u>0</u>
<u>Radio Project</u>					
Radio set up - National Lottery, Shanley Fnd & others	1,510		1,510		0
Donations	0	442	442		0
Radio IOW	0	5,000	5,000		0
Round Table	0	500	500		0
Police and Crime Commissioner	0	7,000	4,125		2,875
<i>Sub total Radio project</i>	<u>1,510</u>	<u>12,942</u>	<u>11,577</u>	<u>0</u>	<u>2,875</u>
Total restricted funds	<u><u>2,894</u></u>	<u><u>16,244</u></u>	<u><u>11,577</u></u>	<u><u>4,686</u></u>	<u><u>2,875</u></u>
Unrestricted funds					
Designated					0
General	26,054	21,067	7,016	(4,686)	44,791
Total unrestricted funds	<u><u>26,054</u></u>	<u><u>21,067</u></u>	<u><u>7,016</u></u>	<u><u>(4,686)</u></u>	<u><u>44,791</u></u>
Total funds	<u><u>28,948</u></u>	<u><u>37,311</u></u>	<u><u>18,593</u></u>	<u><u>0</u></u>	<u><u>47,666</u></u>