

hhcr, basingstoke community radio

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2022

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, 2022, which were approved by the Committee on 6th December, 2022 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 1st October, 2022.

REFERENCE AND ADMINISTRATIVE INFORMATION

CHAIR & TRUSTEES

David Chatten-Smith	Appointed 14 May, 2013
Daren Bavister	Appointed 13 August, 2021
Charlotte Rennie	Appointed 13 August, 2021
Graham Hardy	Appointed 13 August, 2021
Nicholas Scott Burnett	Appointed 25 November, 2019
Jef Powel	Appointed 25 August, 2022
Richard Francis Pearson	
James Friis	Appointed 25 August, 2022
Christine Rowley	Appointed 28 November, 2018
	Resigned 5 January, 2022

BANKERS

Metro Bank
Chiswick House
Unit 1 Festival Way
Basingstoke
Hampshire
RG21 7LD

INDEPENDENT EXAMINER

Mrs Claire Watts
87 St. James Street
Newport
Isle of Wight
PO30 1LB

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31st JULY 2022

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.

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.

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 volunteers, without your support we would not be able to provide the radio service to the local community.
- Our Trustees past and present for their time, advocacy and experience. All kindly donated.

Thank you.
David Chatten-Smith
Chairperson.

a) The Charity – Who We Are and Governing Document

The charity was formed in April 2012 by the current Chairperson - David Chatten-Smith.

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Registered Charity Number 1153159
Year Ended 31st July, 2022

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 provides the town of Basingstoke with their very own radio station, community driven with the community in mind.

Produces a weekly talking news service to the sight loss and the print disabled community with local news, sport and entertainment, and towards the end of 2022 provides a community outside broadcast trailer for other community organisations to help with their events and fundraising.

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 25th August, 2022 the members appointed the following as the Charity Team:

- Mr David Chatten-Smith
- Mr Daren Bavister
- Miss Charlotte Rennie
- Graham Hardy
- Nicholas Scott Burnett

Appointed from 25th August 2022.

- Jef Powel
- Richard Francis Pearson
- James Friis

Charity Board members stepping down:

Christine Rowley

Appointed 28 November, 2018
Resigned 5 January, 2022

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.

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

Basingstoke Community radio - (4,869 supported)

- 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.

Talking news service - (2,860 supported)

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

Community Events service (5 supported)

Supporting other community groups with an free events service and outside broadcast.

Free community group advertising- (25 supported)

Supporting other community groups with free radio advertising.

Volunteer training- (34 supported)

Supporting volunteers with training in the radio and media field.

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, although it is not as it used to be, we must still be aware just how difficult things can get with this virus, Lockdown made it very difficult to promote our services, and many small groups didn't come out of that lockdown.

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.

The stations launch on to the Digital radio network [DAB] in November / December.

We will also be launching our Triple P project. The Triple P Project aims to provide young people aged 11-19 with the opportunity to build their confidence and improve their communication skills using the key ingredients of radio. Our students often come from disadvantaged backgrounds and/or have additional needs. We want to offer the course to as many young people as possible and the age limit extends up to 25 for those with additional needs. Through working with young people in a safe and fun environment, we aim to significantly improve our students life chances by giving them a platform to build from.

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

Social Media

Keep up to date by liking our page on Facebook:

<https://m.facebook.com/HHCRBasingstokecommunityradio/>

via our website www.basingstokecommunityradio.org.uk, or tweet us @BStoke_Radio

Financial Review

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

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 £4,150
- Income from fundraising activities in the year amounted to £559

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 6th December, 2022 by the Committee and signed on its behalf by:

David Chatten-Smith (Trustee)

6th December, 2022

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, 2022, which are set out on pages 10 to 15.

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.

Signature: Claire Watts
Claire Watts (Mar 6, 2023 12:59 GMT)

Email: claire.sig.watts@gmail.com

Mrs Claire Watts
87 St. James Street
Newport
Isle of Wight
PO30 1LB

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RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY, 2022

Last year		Unrestricted funds	Restricted funds	Total funds
£		£	£	£
	A1 Receipts			
5,877	Donations Received	11,340	0	11,340
18,708	Grants - government	1,700	0	1,700
11,900	Grants - others	2,450	0	2,450
433	HHCR Lottery income	559	0	559
393	Other income	1,027	0	1,027
<hr/>		<hr/>	<hr/>	<hr/>
37,311	Sub total (Gross income)	17,076	0	17,076
	A2 Asset and investment sales			
0	Income from sale of assets	650	0	650
<hr/>		<hr/>	<hr/>	<hr/>
0	Sub total	650	0	650
<hr/>		<hr/>	<hr/>	<hr/>
37,311	Total receipts	17,726	0	17,726
	A3 Payments			
8,264	Radio expenditure	4,840	0	4,840
	Access Cards	252	0	252
250	Other direct costs	2,381	0	2,381
12	AGM Costs	0	0	0
735	Welfare	0	0	0
	Clothing	262	0	262
952	Motor expenses	731	0	731
	Entertainment	2,384	0	2,384
	Rent	4,095	0	4,095
	Service charges	2,232	0	2,232
	Household costs	77	0	77
194	Telephone and fax	140	0	140
1,997	Internet	1,342	0	1,342
250	Stationery and printing	1,141	0	1,141
	Information and publications	170	0	170
	Subscriptions	350	0	350
	Security	750	0	750
177	Equipment expenses	720	0	720
192	Software	0	0	0
1,260	Repairs and maintenance	1,914	0	1,914
	Donations Made	6,150	0	6,150
762	Sundry expenses	79	0	79

	Independent examinations	60	0	60
	Consultancy fees	5,093	0	5,093
19	Advertising and PR	0	0	0
430	Licenses	288	0	288
<u>15,494</u>	Sub total	<u>35,451</u>	<u>0</u>	<u>35,451</u>
	A4 Asset and Investment purchases			
3,100	Plant purchases	3,150	0	3,150
<u>3,100</u>	Sub total	<u>3,150</u>	<u>0</u>	<u>3,150</u>
<u>18,594</u>	Total payments	<u>38,601</u>	<u>0</u>	<u>38,601</u>
<u>18,717</u>	Net receipts / (payments)	<u>(20,875)</u>	<u>0</u>	<u>(20,875)</u>
	A5 Transfer between funds	2,875	(2,875)	0
<u>28,949</u>	A6 Cash funds last year end	<u>44,791</u>	<u>2,875</u>	<u>47,666</u>
<u>47,666</u>	Cash funds this year end	<u>26,791</u>	<u>0</u>	<u>26,791</u>

The notes on pages 13 to 15 form part of these accounts

hhcr, basingstoke community radio
STATEMENT OF ASSETS AND LIABILITIES
AS AT 31st JULY, 2022

Last year £		Unrestricted funds £	Restricted funds £	Total funds £
	B1 Cash funds			
9,457	Bank Deposit Account	0	0	0
38,209	Bank Current Account	26,791	0	26,791
<hr/>		<hr/>	<hr/>	<hr/>
47,666	Sub total	26,791	0	26,791
	B4 Assets retained for the Charity's own use			
3,100	Plant (Cost)	2,100	0	2,100
<hr/>		<hr/>	<hr/>	<hr/>
3,100	Sub total	2,100	0	2,100
	B5 Liabilities			
60	Creditors	410	0	410
<hr/>		<hr/>	<hr/>	<hr/>
60	Sub total	410	0	410

The Charity's governing document does not require the Charity to obtain an audit of its financial statements for the year ended 31st July, 2022 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 6th December, 2022 and have authorised the Chair to sign them on their behalf.

Signature: *david chatten smith*
david chatten smith (Mar 4, 2023 18:42 GMT)

Email: davechsmith@hotmail.com

David Chatten-Smith (Trustee)
6th December, 2022

hhcr, basingstoke community radio
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st JULY, 2022

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.

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 £26,791 (2021: £44,791) represent an approximate 8 months (2021: 60) 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

Graham Hardy received fees of £5,092 for services provided during the year. The Trustees have followed the guidance issued by the Charity Commission with regard to the payments. No other 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:

	2022		2021	
	Cost	Book Value	Cost	Book Value
	£	£	£	£
Mini Bus	12,000	0	12,000	0
Computer	300	0	300	0
Outside Broadcast Trailer	3,100	0	3,100	3,100
Outside Broadcast Trailer - upgrade	3,150	2,100		
Totals	<u>18,550</u>	<u>2,100</u>	<u>15,400</u>	<u>3,100</u>

6. Liabilities

	2022	2021
	£	£
Independent examiner's fee	50	60
Bookeeping services	360	
	<u>410</u>	<u>60</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. With the change in the Charity's objectives the brought forward restricted reserves are now no longer designated as such. The following table shows the analysis and movement in funds during the year:

	B / fwd 01-Aug-21 £	Receipts £	Payments £	Transfers £	C / fwd 31-Jul-22 £
Restricted funds					
Police and Crime Commissioner	2,875	0	0	(2,875)	0
Total restricted funds	<u>2,875</u>	<u>0</u>	<u>0</u>	<u>(2,875)</u>	<u>0</u>
Unrestricted funds					
General	44,791	17,726	38,601	2,875	26,791
Total unrestricted funds	<u>44,791</u>	<u>17,726</u>	<u>38,601</u>	<u>2,875</u>	<u>26,791</u>
Total funds	<u>47,666</u>	<u>17,726</u>	<u>38,601</u>	<u>0</u>	<u>26,791</u>










HHCR Basingstoke Community Radio Accounts 2022

Final Audit Report

2023-03-06

Created:	2023-03-02
By:	David Fields (dave@daybooks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIWnhUBheVR5JP2xM48iP9M6XW6_zwu-R

"HHCR Basingstoke Community Radio Accounts 2022" History

-  Document created by David Fields (dave@daybooks.com)
2023-03-02 - 2:55:29 PM GMT- IP address: 109.152.146.2
-  Document emailed to davechsmith@hotmail.com for signature
2023-03-02 - 2:59:11 PM GMT
-  Email viewed by davechsmith@hotmail.com
2023-03-04 - 6:40:09 PM GMT- IP address: 51.7.113.73
-  Signer davechsmith@hotmail.com entered name at signing as david chatten smith
2023-03-04 - 6:42:40 PM GMT- IP address: 51.7.113.73
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Signature Date: 2023-03-04 - 6:42:42 PM GMT - Time Source: server- IP address: 51.7.113.73
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2023-03-04 - 6:42:45 PM GMT
-  Email viewed by Claire Watts (claire.sig.watts@gmail.com)
2023-03-06 - 12:58:34 PM GMT- IP address: 66.249.93.95
-  Document e-signed by Claire Watts (claire.sig.watts@gmail.com)
Signature Date: 2023-03-06 - 12:59:20 PM GMT - Time Source: server- IP address: 185.17.165.75
-  Agreement completed.
2023-03-06 - 12:59:20 PM GMT