

hhcr, basingstoke community radio

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2023

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

hhcr, basingstoke community radio
INDEX TO THE ACCOUNTS

Page	
3	Reference and Administrative Information
4 - 8	Trustees' Report
9	Independent Examiner's Report
10	Receipts and Payments Accounts
12	Statement of Assets and Liabilities
13 - 15	Notes forming part of the Accounts

hhcr, basingstoke community radio
Charity Registration Number 1153159

The Committee presents its report and financial statements for the year ended 31 July, 2023, which were approved by the Committee on 10th August, 2023 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
	Resigned 1 st January, 2023
Charlotte Rennie	Appointed 13 August, 2021
Graham Hardy	Appointed 13 August, 2021
	Resigned 7 July, 2023
Nicholas Scott Burnett	Appointed 25 November, 2019
Jef Powel	Appointed 25 August, 2022
Richard Francis Pearson	Appointed 25 August, 2022s
James Friis	Appointed 25 August, 2022
	Resigned 1 st January, 2023
Michael Iles	Appointed 11 th July, 2023

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

hhcr, basingstoke community radio
TRUSTEES' REPORT
FOR THE YEAR ENDED 31st JULY 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Our Vision, Mission and Values

Vision

We work to enjoy a world where community radio provides a way to build stronger communities through giving a voice to all sectors of society and through the promotion of the arts.

Mission

Basingstoke Community Radio Mission Statement

Our Mission is to develop 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 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

Values

We value radio because it is easy to produce, free to consume, and accessible to more people than any other mass media. We believe in Basingstoke Community Radio because it is a proven tool for community engagement and cultural expression. We will always be a friendly media organisation – accessible to all, inclusive, honest and fun-loving. We will ensure that we are securely and prudently run, but we will never do anything, purely for the money.

Our Objectives and Activities

HHCR, Basingstoke Community Radio is a charitable incorporated organisation (SCIO) recognised by the Charity Commission in April 2012.

We use community radio to support communities promote the arts and provide educational opportunities across Basingstoke and Deane. Our principal activity is to manage Basingstoke Community Radio – a volunteer-run, community radio station, broadcasting on the internet and DAB+ from our base in Basingstoke. Basingstoke Community Radio was launched on 6 June 2019. Our goals include:

- developing our digital broadcast capacity,
- creating employment courses based on broadcasting and production skills,
- becoming a voice for young and local artists and performers and
- supporting voluntary organisations by promoting their work in the community.

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.

Membership is open to:

- anyone over 16 years of age who lives, works or studies in Basingstoke and surrounding areas;
- anyone who volunteers with HHCR Basingstoke Community Radio;
- and organisations closely associated with the aims of Basingstoke Community Radio.

The CIO is managed by a Board of Trustees elected from the membership or co-opted by the Board.

Trustee recruitment and appointment

HHCR, Basingstoke community radio was founded by four Trustees who then recruited primarily from within the volunteers and membership. The Trustees conduct an annual review of Board skills with a view to informing they skills and experience required to be both an effective charity Trustee and complement the existing Board composition.

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.

The current Board of Trustees as at 10 August 2023:

- David Chatten-Smith, Chairperson (founding Trustee, elected to serve until 2025)

hhcr, basingstoke community radio
Registered Charity Number 1153159
Year Ended 31st July, 2023

- Charlotte Rennie, Secretary, Acting Treasurer, (founding Trustee, elected to serve until 2024)
- Richard Francis Pearson, (co-opted 2022 elected to serve until 2024)
- Nick Burnett, (co-opted 2022 elected to serve until 2024)
- Jef Powel (co-opted 2022, elected to serve until 2024)

Changes to Trustees since the last annual general meeting:

- Daren Barvister (resigned January 2023)
- James Friis (resigned January, 2023)
- Mr Michael Iles, (elected 11th July 2023, elected to serve until 2025)
- Graham Hardy (resigned 7th July, 2023)

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

Our third year of operation was full of challenges which the Trustees and volunteers met head on. The period of recovery from COVID impact is enduring and remains with us to this day. However, a boost came from an offer of some free office space for the station was welcomed for the Charity.

Supermarket investments [Chineham Shopping Centre] offered the Charity the free use of a large office suite located directly in the heart of a local shopping centre, giving the station a nice looking and expandable home for the interim period of 3 years.

The station moved in to the new space in April 2023, and with the help of the Trustees and volunteers managed to build a very professional looking and operating radio station that includes a Meeting room, 2 Studios, Racks / comms room and office.

The station held a public open day on Saturday 21st July with a precedence within the shopping centre and public visits to the new studios. We noticed an increase of listenership from that open day, and lifted our monthly figures to over 5000 per month. We currently have 28 volunteers which include one that is in training.

Basingstoke Community Radio, continues to produce the local talking news service for anyone in the community that has a print disability, this service has seen a digital change over the past year, with all content being amiable online only, and the stopping of a USB stick or cassette option. This service currently services approx. 172 subscribers each week and is produced with only 3 volunteers – a talking news reader, talking news sport reader and a talking news social content reader.

Our Chairperson, David Chatten-Smith was awarded by the 2022 Mayor of Basingstoke an award for his commitment to the community and also picked up an Paul Harris Fellow award from the local rotary group. The station broadcasts 24hrs a day, 7 days a week online, smart devices and across the Basingstoke on the local DAB+ network. The station continues to promote itself with in the community as much as it can, as public awareness is still an on-going matter.

Future Plans

The light of COVID-19 impact on commercial income across the board for all charities. Basingstoke community radio will continue to seek out advertising opportunities for the station and offer affordable advertising to local businesses to help fund the stations yearly running costs, however with the current financial climate, it is proving to be a difficult task. The station is still wanting to set up and run their 3P project. The triple P course is designed for young people aged between 11 and 19, or up to age 25 with additional needs to increase their confidence and build communication skills via the medium of radio. Students learn PRESENTING, PRODUCING and PROMOTING, (hence the 3 Ps).

The course consists of 2 hrs per session, 1 or 2 times per week and runs over a 6 week period.

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.

After careful consideration the Trustees collectively approved an unsecured, dated, interest free loan of £1,000 to a fellow Trustee. The Trustees considered that this was in the interest of the Charity and carried minimal risk but now acknowledge that this is ultra vires and no Charity Commission approval had been obtained. Therefore all serving Trustees, including the beneficiary, at the date of its approval accept joint and several liability for its repayment.

This Report was approved on 10th August, 2023 by the Committee and signed on its behalf by:

David Chatten-Smith
David Chatten-Smith (Dec 1, 2023 14:32 GMT)

David Chatten-Smith (Chairperson)
10th August, 2003

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, 2023, 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.

Claire Watts
Claire Watts (Dec 4, 2023 15:04 GMT)

Mrs Claire Watts
1st December, 2023

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

hhcr, basingstoke community radio
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY, 2023

Last year		Unrestricted funds	Restricted funds	Total funds
£		£	£	£
	A1 Receipts			
11,340	Donations Received	3,203	0	3,203
1,700	Grants - government	0	0	0
2,450	Grants - others	12,000	0	12,000
559	HHCR Lottery income	608	0	608
0	Advertising income	720	0	720
1,027	Other income	0	0	0
<hr/>		<hr/>	<hr/>	<hr/>
17,076	Sub total (Gross income)	16,531	0	16,531
	A2 Asset and investment sales			
650	Income from sale of assets	1,472	0	1,472
<hr/>		<hr/>	<hr/>	<hr/>
650	Sub total	1,472	0	1,472
<hr/>		<hr/>	<hr/>	<hr/>
17,726	Total receipts	18,003	0	18,003
	A3 Payments			
4,840	Radio expenditure	8,929	0	8,929
252	Access Cards	0	0	0
2,381	Other direct costs	0	0	0
0	Welfare	144	0	144
	Travel and subsistence	422	0	422
262	Clothing	712	0	712
731	Motor expenses	0	0	0
2,384	Entertainment	0	0	0
4,095	Rent	2,830	0	2,830
2,232	Service charges	0	0	0
	Light and Heat	101	0	101
77	Household costs	0	0	0
140	Telephone and fax	228	0	228
1,342	Internet	673	0	673
1,141	Stationery and printing	392	0	392
	Postage and Courier services	318	0	318
170	Information and publications	92	0	92
350	Subscriptions	0	0	0
750	Security	0	0	0
	Insurances	971	0	971
720	Equipment expenses	2,409	0	2,409

	Storage and removal costs	1,678	0	1,678
1,914	Repairs and maintenance	0	0	0
	Network and IT Costs	568	0	568
6,150	Donations Made	0	0	0
79	Sundry expenses	185	0	185
60	Independent examinations	50	0	50
	Accountancy fees	360	0	360
5,093	Consultancy fees	154	0	154
0	Advertising and PR	2,200	0	2,200
0	Advances	1,000	0	1,000
288	Licenses	312	0	312
<hr/>				
35,451	Sub total	24,728	0	24,728
	A4 Asset and Investment purchases			
3,150	Plant purchases	3,000	0	3,000
0	Furniture purchases	3,000	0	3,000
<hr/>				
3,150	Sub total	6,000	0	6,000
<hr/>				
38,601	Total payments	30,728	0	30,728
<hr/>				
(20,875)	Net receipts / (payments)	(12,725)	0	(12,725)
<hr/>				
	A5 Transfer between funds	0	0	0
47,666	A6 Cash funds last year end	26,791	0	26,791
<hr/>				
26,791	Cash funds this year end	14,066	0	14,066
<hr/>				

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, 2023

Last year £		Unrestricted funds £	Restricted funds £	Total funds £
	B1 Cash funds			
0	Bank Deposit Account	0	0	0
26,791	Bank Current Account	14,066	0	14,066
<hr/>		<hr/>	<hr/>	<hr/>
26,791	Sub total	14,066	0	14,066
	B2 Other monetary assets			
0	Other debtors	1,000	0	1,000
<hr/>		<hr/>	<hr/>	<hr/>
0	Sub total	1,000	0	1,000
	B4 Assets retained for own use			
2,100	Plant (Cost)	3,000	0	3,000
0	Furniture (Cost)	3,000	0	3,000
<hr/>		<hr/>	<hr/>	<hr/>
2,100	Sub total	6,000	0	6,000
	B5 Liabilities			
410	Other Creditors	530	0	530
<hr/>		<hr/>	<hr/>	<hr/>
410	Sub total	530	0	530

The Charity's governing document does not require the Charity to obtain an audit of its financial statements for the year ended 31st July, 2023 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 10th August, 2023 and have authorised the Chair to sign them on their behalf.

David Chatten-Smith
David Chatten-Smith (Dec 1, 2023 14:32 GMT)

David Chatten-Smith (Trustee)

hhcr, basingstoke community radio
Registered Charity Number 1153159
Year Ended 31st July, 2023

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 £14,066 (2022: £26,791) represent an approximate seven months (2022: 8) 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. At the year end the Charity had only unrestricted reserves.

2. Staff costs and trustee remuneration

Graham Hardy received fees of £nil [2022: £5,092] for services provided during the year. The Trustees have followed the guidance issued by the Charity Commission with regard to the payments. During the year a loan was made to Graham Hardy. The circumstances of the loan is explained in the Trustees' Report.

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:

	2023		2022	
	Cost	Book Value	Cost	Book Value
	£	£	£	£
Mini Bus	0	0	12,000	0
Computer	0	0	300	0
Outside Broadcast Trailer	0	0	3,100	0
Outside Broadcast Trailer - upgrade	0	0	3,150	2,100
Plant	3,000	3,000	0	0
Furniture	3,000	3,000	0	0
Totals	<u>6,000</u>	<u>6,000</u>	<u>18,550</u>	<u>2,100</u>

6. Other monetary assets

	2023	2022
	£	£
Loan advance made	<u>1,000</u>	<u>0</u>

7. Liabilities

	2023	2022
	£	£
Independent examiner's fee	50	50
Bookeeping services	480	360
	<u>530</u>	<u>410</u>

8. 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	Receipts	Payments	Transfers	C / fwd
	£	£	£	£	£
Unrestricted funds					
General	26,791	18,003	30,728	0	14,066
Total unrestricted funds	<u>26,791</u>	<u>18,003</u>	<u>30,728</u>	<u>0</u>	<u>14,066</u>
Total funds	<u>26,791</u>	<u>18,003</u>	<u>30,728</u>	<u>0</u>	<u>14,066</u>










HHCR Basingstoke Community Radio Accounts 2023

Final Audit Report

2023-12-04

Created:	2023-12-01
By:	David Fields (dave@daybooks.com)
Status:	Signed
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