

hhcr, basingstoke community radio

REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2024

Charity Registration Number 1153159

REGISTERED AND PRINCIPAL OFFICE

The Clock Tower
Suite 4
Chineham Shopping Centre
Basingstoke
Hampshire
RG24 8BQ

hhcr, basingstoke community radio
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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, 2024, which were approved by the Committee on 10th August, 2024 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
Charlotte Rennie	Appointed 13 August, 2021
Nicholas Scott Burnett	Appointed 25 November, 2019
Jef Powel	Appointed 25 August, 2022
Richard Francis Pearson	Appointed 25 August, 2022
Michael Iles	Appointed 11 th July, 2023
Jim McArthur	Appointed 10 th April, 2024
Julian Ricketts	Appointed 10 th April, 2024

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 2024

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 (CIO) 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 20th November, 2024:

- David Chatten-Smith, Chairperson (founding Trustee, elected to serve until 2025)
- Jef Powel, Secretary, (co-opted 2022, elected to serve until 2024)
- Richard Francis Pearson, Treasurer, (co-opted 2022 elected to serve until 2024)
- Mr Michael Iles, (elected 11th July 2023, elected to serve until 2025)

hhcr, basingstoke community radio
Registered Charity Number 1153159
Year Ended 31st July, 2024

Changes to Trustees since the last annual general meeting:

Since the last Annual General Meeting (AGM), the Board of Trustees has undergone some changes:

- Julian Rickets, Appointed: 10th April, 2024, has been appointed to handle social media tasks.
- Jim McArthur, Appointed: 10th April, 2024, is now the Volunteer Coordinator and Engagement Volunteer.
- Jeff Powell has taken on the role of Charity Secretary.
- Mr Richard Francis Pearson has taken on the treasurer's position.
- Miss Charlotte Rennie, stood down from her treasure role and her Trustee's role.

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

Growth and Expansion

Since relocating to the Chineham Shopping Centre, Basingstoke Community Radio has experienced significant growth. We now occupy multiple offices and suites, providing ample space for our operations. These include:

- Two professional studios
- A reception area
- A volunteer break-out room
- A station meeting room
- A dedicated studio and classroom for the Basingstoke Beacon Project

Community Engagement

- Open Days: We continue to host community open days to showcase our work and interact with the public. Our recent open day on Friday, October 11th, included a branded radio car, a PA system, and volunteer-led activities.
- School Visits: We have been welcoming local scout, cub, brownie, and guide groups for studio visits, enhancing our visibility within the community.

Project Funding

Basingstoke and Deane Borough Council (BDBC) has generously funded the following initiatives:

- Basingstoke Beacon Project: A six-week radio training workshop open to all community members.
- Freelance Marketing/Fundraising Position: This ongoing position is currently held by [Name], who is responsible for social media marketing and website development.

Listener Growth and Community Engagement

- While listener growth has been steady, we continue to focus on building our audience. Our current listener breakdown is as follows:
- Online (Internet): 29%
- Smart Speakers: 32%
- Smart Phone App: 39%
- DAB+: 0%

We have actively participated in community events, attending 12 events in total, with July being our busiest month.

Sales and Advertising

Sales and advertising remain a challenge, but we are actively working to improve this situation with the support of BDBC funding.

Volunteer Management

Currently, we manage a team of 28 dedicated volunteers who play essential roles within our charity.

Talking News Service

Basingstoke Community Radio continues to provide a vital talking news service for individuals with print disabilities. We have transitioned this service to a fully digital platform, offering online access only. The service currently reaches approximately 172 subscribers per week and is produced by a team of three volunteers.

Future Plans

The station has ambitious plans for the coming year, including:

- Developing a monthly donation stream.
- Attracting more local advertisers.
- Building and developing a local station news team.
- Continuing to strengthen community connections.
- Relaunching on the DAB+ platform.

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 20th November, 2024 by the Committee and signed on its behalf by:


David Chatten-Smith (Dec 26, 2024 12:16 GMT)

David Chatten-Smith (Chairperson)
20th November, 2024

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, 2024, 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

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 (Jan 6, 2025 13:29 GMT)

Mrs Claire Watts

6-Jan-2025

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

hhcr, basingstoke community radio
RECEIPTS AND PAYMENTS ACCOUNT
FOR THE YEAR ENDED 31 JULY, 2024

Last year		Unrestricted funds	Restricted funds	Total funds
£		£	£	£
	A1 Receipts			
3,203	Donations Received	3,497	0	3,497
0	Grants - government	4,404	16,565	20,969
12,000	Grants - others	3,000	0	3,000
608	HHCR Lottery income	671	0	671
720	Advertising income	1,363	0	1,363
0	Other income	5,250	0	5,250
16,531	Sub total (Gross income)	18,185	16,565	34,750
	A2 Asset and investment sales			
1,472	Income from sale of assets	0	0	0
1,472	Sub total	0	0	0
18,003	Total receipts	18,185	16,565	34,750
	A3 Payments			
0	Production Costs	60	0	60
8,929	Radio expenditure	7,216	0	7,216
0	Other direct costs	2,500	0	2,500
144	Welfare	169	0	169
422	Travel and subsistence	0	0	0
712	Clothing	0	0	0
2,830	Rent	0	0	0
101	Light and Heat	2,773	0	2,773
228	Telephone and fax	746	0	746
673	Internet	0	0	0
0	Website Costs	200	0	200
447	Stationery and printing	0	0	0
318	Postage and Courier services	156	0	156
92	Information and publications	0	0	0
0	Subscriptions	180	0	180
971	Insurances	745	0	745
2,409	Equipment expenses	4,153	0	4,153
1,678	Storage and removal costs	556	0	556
568	Network and IT Costs	997	0	997
185	Sundry expenses	482	0	482
50	Independent examinations	50	0	50
360	Accountancy fees	480	0	480
99	Consultancy fees	0	0	0

2,200	Advertising and PR	500	0	500
1,000	Owners drawings	5,000	0	5,000
312	Licenses	193	0	193
<hr/> 24,728	Sub total	<hr/> 27,156	<hr/> 0	<hr/> 27,156
	A4 Asset and Investment purchases			
3,000	Plant purchases	1,000	6,000	7,000
3,000	Furniture purchases	0	0	0
<hr/> 6,000	Sub total	<hr/> 1,000	<hr/> 6,000	<hr/> 7,000
<hr/> 30,728	Total payments	<hr/> 28,156	<hr/> 6,000	<hr/> 34,156
<hr/> (12,725)	Net receipts / (payments)	<hr/> (9,971)	<hr/> 10,565	<hr/> 594
	A5 Transfer between funds	0	0	0
<hr/> 26,791	A6 Cash funds last year end	<hr/> 14,066	<hr/> 0	<hr/> 14,066
<hr/> 14,066	Cash funds this year end	<hr/> 4,095	<hr/> 10,565	<hr/> 14,660

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, 2024

Last year £		Unrestricted funds £	Restricted funds £	Total funds £
	B1 Cash funds			
14,066	Bank Current Account	4,095	10,565	14,660
14,066	Sub total	4,095	10,565	14,660
	B2 Other monetary assets			
1,000	Other debtors	750	0	750
1,000	Sub total	750	0	750
	B4 Assets retained for own use			
3,000	Plant (Cost)	10,000	0	10,000
3,000	Furniture (Cost)	3,000	0	3,000
6,000	Sub total	13,000	0	13,000
	B5 Liabilities			
530	Other Creditors	530	0	530
530	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, 2024 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 20th November, 2024 and have authorised the Chair to sign them on their behalf.

David Chatten-Smith (Trustee)

hhcr, basingstoke community radio
NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31st JULY, 2024

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 £14,660 (2023: £14,066) represent an approximate six and a half months (2023: 7) 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

During the year loan repayments were made by Graham Hardy. The circumstances of the loan is explained in the Trustees' Report from the prior year. No members of the Committee received any remuneration during the year and 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		2024	
	Cost	Book Value	Cost	Book Value
	£	£	£	£
Plant	3,000	3,000	10,000	10,000
Furniture	3,000	3,000	3,000	3,000
Totals	<u>6,000</u>	<u>6,000</u>	<u>13,000</u>	<u>13,000</u>

6. Other monetary assets

	2023	2024
	£	£
Loan advance made	<u>1,000</u>	<u>750</u>

7. Liabilities

	2023	2024
	£	£
Independent examiner's fee	50	50
Bookkeeping services	480	480
	<u>530</u>	<u>530</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 01-Aug-23 £	Receipts £	Payments £	Transfers £	C / fwd 31-Jul-24 £
Restricted funds					
Beacon	0	9,815	6,000	0	3,815
Self sustainable project	0	6,750	0	0	6,750
Total restricted funds	<u>0</u>	<u>16,565</u>	<u>6,000</u>	<u>0</u>	<u>10,565</u>
Unrestricted funds					
General	14,066	18,185	28,156	0	4,095
Total unrestricted funds	<u>14,066</u>	<u>18,185</u>	<u>28,156</u>	<u>0</u>	<u>4,095</u>
Total funds	<u>14,066</u>	<u>34,750</u>	<u>34,156</u>	<u>0</u>	<u>14,660</u>

Restricted funds purpose

Basingstoke and Dean Borough Council have provided funds for the following two projects:

Beacon

This is a radio training workshop project that will run every 6 weeks and will give students the skills to present a radio program/ podcast.

Self Sustainable Project

Funding to help the station become self sustainable by allowing us to gain the skills of a freelance fundraiser / marker.










HHCR Basingstoke Community Radio Accounts 2024 (Final)

Final Audit Report

2025-01-06

Created:	2024-12-24
By:	David Fields (dave@daybooks.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoXXL6JKedXw5jOYYHjFRJlJ7bfrC0f0Y

"HHCR Basingstoke Community Radio Accounts 2024 (Final)" History

-  Document created by David Fields (dave@daybooks.com)
2024-12-24 - 10:39:30 AM GMT- IP address: 109.152.146.16
-  Document emailed to David Chatten-Smith (davechsmith@hotmail.com) for signature
2024-12-24 - 10:39:35 AM GMT
-  Email viewed by David Chatten-Smith (davechsmith@hotmail.com)
2024-12-24 - 9:27:30 PM GMT- IP address: 104.28.86.105
-  Document e-signed by David Chatten-Smith (davechsmith@hotmail.com)
Signature Date: 2024-12-26 - 12:16:58 PM GMT - Time Source: server- IP address: 91.125.219.248
-  Document emailed to Claire Watts (claire.sig.watts@gmail.com) for signature
2024-12-26 - 12:17:00 PM GMT
-  Email viewed by Claire Watts (claire.sig.watts@gmail.com)
2024-12-26 - 12:17:28 PM GMT- IP address: 66.249.93.162
-  Email viewed by Claire Watts (claire.sig.watts@gmail.com)
2025-01-06 - 1:24:27 PM GMT- IP address: 66.249.93.224
-  Document e-signed by Claire Watts (claire.sig.watts@gmail.com)
Signature Date: 2025-01-06 - 1:29:07 PM GMT - Time Source: server- IP address: 185.17.166.88
-  Agreement completed.
2025-01-06 - 1:29:07 PM GMT