

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1st	June	2020		31st	May	2021

Section A Reference and administration details

Charity name

Radio Cherwell

Other names charity is known by

Registered charity number (if any) 1171654

Charity's principal address

Radio Cherwell Churchill Hospital

Old Road

Oxford

Postcode

OX3 7LJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Neil Stockton	Chairman		Membership
2	John Lant	Vice Chairman		Membership
3	Martin Green	Secretary		Membership
4	Richard Gosling	Treasurer		Membership
5	Natalie Higgs			Membership
6	Michael Clarke			Membership
7	Peter Mitchell			Membership
8	Tom O'Hare			Membership
9	Shaun Richie			Membership
10				
11				
12				
13				
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15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Charitable Incorporated Organisation
How the charity is constituted (eg. trust, association, company)	Written Constitution approved by members and the Charity Commission
Trustee selection methods (eg. appointed by, elected by)	Election Annually By Members

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none">• policies and procedures adopted for the induction and training of trustees;• the charity's organisational structure and any wider network with which the charity works;• relationship with any related parties;• trustees' consideration of major risks and the system and procedures to manage them.	<p>Radio Cherwell receives the cooperation and support of the OUH NHS Foundation Trust , Sanctuary Care Homes, hospital staff and the voluntary organisations within each hospital</p> <p>It is managed by a team of Trustees and a management team who meet on a regular basis.</p> <p>It is a member of the Hospital Broadcasting Association.</p>
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objectives stated in the constitution are as follows

The relief of sickness, poor health and old age amongst people living in the Oxfordshire area by providing a local broadcasting service for hospitals, residential homes and similar institutions and for patients receiving community care

The advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of 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 Oxfordshire area.

Radio Cherwell broadcasts a broad range of programmes 24 hours a day 7 days a week to 896 beds via the Hospedia bed head entertainment system and also streamed on the internet. During the year we attracted 160,440 unique listeners who listened for 36,356 hours The aim is to provide through the medium of radio and the internet, a personal service of therapeutic benefit, providing local and useful information, detailing what help is available, and activities taking place in the hospitals, as well as entertainment. Our listen again service attracted 6,017 plays and 32,787 minutes listened.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

BEFORE COVID-19

Broadcasting 24 hours a day 7 days a week to the hospitals in Oxfordshire

Collecting record requests from patients, visitors and families and broadcasting these every evening

Collecting and broadcasting requests from two residential care homes every week

Live broadcasting twice a week from the children's ward in the Children's Hospital

Raising funds and serving the local community by providing a Public Address system for local events

Supporting Oxford Hospital Charity Abseil and Sobel House 'Lights of Love

Recording and broadcasting Radcliffe Orchestra Concert and Churchill Cancer Centre lunchtime concerts.

And then came Covid -19 which required us to adapt to the changes in how we were able to operate.

DURING COVID - 19

We were unable to visit our studio on the hospital site so we broadcast from various members homes.

We were unable to meet so we used Zoom.

We were unable to physically collect patients requests so we set up our website to collect requests.

We were unable to broadcast live from the Childrens ward so we broadcast from our studio and made contact by phone where possible

We were unable rent out our Public Address system to raise funds but some paid us regardless to keep us going.

We approached local supermarkets, Oxford Colleges and received even more support.

This is how we intend to continue until life returns to 'normal '

Section E

Financial review

Section D

Achievements and performance

Brief statement of the charity's policy on reserves

We aim to have reserves to allow 2 years operation if no further funds are raised and to keep a separate reserve to cover the cost of moving location.

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The three main sources of income are the provision of public address and studio facilities for recording, fundraising and membership fees. The first of these has been reduced due to Covid-19. This will also impact the 2021-22 financial year and the organisation has budgeted accordingly, with a projected deficit and possible need to use some of the 2 year reserve.

Section F

Other optional information

Financial Report for the Year Ending 31 May 2021

The Organisation

Radio Cherwell is a Charitable Incorporated Organisation registered with the Charity Commissioners (No. 1171654). It exists as a hospital radio station operating and broadcasting from:

The Studio, Churchill Hospital, Old Road, Headington, Oxford, OX3 7LJ

The charity is run by a board of trustees elected by the membership annually.

This report consists of following sections:

1. A summary of income and expenditure with comparative figures for the previous year.
2. Notes giving further details and summaries of specific areas.
3. A summary of financial assets.
4. Details of Assets and Liabilities

Income and Expenditure

	2020/21		2019/20
<u>INCOME</u>	£		£
Membership Subscriptions	1421		1416
Clothing Sales	11		37
Donations, Gift Aid and Fundraising	4652		1414
Public Addresses	610		1980
Recordings and Studio Services	0		140
Surplus on Sale of Beverages	0		-68
Interest Received	12		48
Equipment Sales	0		50
Door Key Deposits Not Refunded	0		1450
Magazine	1400		0
TOTAL INCOME	8106		6467
<u>EXPENDITURE</u>			
Fees and Subscriptions – see below			
<i>HBA membership Subscription</i>	50		50
<i>IRN/Sky News licence</i>	386		378
<i>TV License</i>	158		155
<i>Radio Cherwell App</i>	144		72
<i>Streaming Provider – Internet Radio</i>	216		216
<i>PPL – Hard Disk Music</i>	60		60
<i>PPL - Hospedia</i>	169		166
<i>PPL - Webcasting</i>	677		603
Office Supplies / Postage	71		131
<i>AWS Website</i>	34		0
BT broadband + Telephone Line	1161		1155
Insurance	1207		1164
Repairs and Maintenance	1057		556
Publicity	0		180
Studio Cleaning	0		379
Health and Safety	0		0
Trailer Repair	0		0
Library	66		66
Programmes	0		160
TOTAL EXPENDITURE	5456		6121
BALANCE	2650		346

1. Notes and Comments

Income

- PA and Recording income decreased as a result of Covid 19. This led to a number of fund raising initiatives. Donations were received from some Oxford Colleges following a letter writing campaign (Tom O'Hare). Martin Green raised donations from quizzes and talks during lockdown. Gift Aid, a large donation from the parent of a patient, as well as our first charity payment from Amazon also helped raise donations.
- The publication of the magazine brought in £1400

Expenditure

- Most areas of expenditure were broadly in line with last year. The cost of the App increased as it was new last year. The change of website hosting is a new cost. Repairs and maintenance nearly doubled.

2. Current Financial Assets at 31/05/2021

Bank Current Account	£710
Business Reserve 1	£13001
Petty Cash	£29
Total	£13750

Annual Running Costs of the Organisation

For the financial year 2020/21, the approximate running costs for the organisation were **£5000.**

Relocation Fund is a Separate Account

The studio is likely to move in the next 12 months. This is covered in a separate set of accounts set up for this purpose. The account balance currently stands at **£12511.**

3. Assets and Liabilities

Assets

Fixed Assets

These comprise the equipment of the organisation, traier and the contents of the record library. These figures reflect any purchases and sales during the year, in addition to the depreciation of existing assets. These total **£16605.**

Liabilities

Children's Show Prize Fund

This is made up of money donated specifically and used for this purpose.

Opening Balance	£1022
Money Spent on Prizes	-£0
Donations for Prizes	£0
Closing Balance	£1022

Peter Baker Fund

This fund was set up in memory of former member and used to finance an annual presentation. The balance of the fund as at 31st May 2021 was **£317**.

Debtors

This is money owed **by** Radio Cherwell, at the end of the financial year, for goods and services already received. These amounted to **£1445** for new equipment and repairs.

Richard Gosling, Treasurer, August 2021

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Martin Green

Position (eg Secretary, Chair, etc)

Secretary

Date

11/11/2021