

Trustees' Annual Report for the period						
From	Period start date			To	Period end date	
	1st	June	2021		31st	May

## Section A Reference and administration details

<b>Charity name</b>	Radio Cherwell
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1171654
<b>Charity's principal address</b>	Radio Cherwell Churchill Hospital
	Old Road
	Oxford
<b>Postcode</b>	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
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11				
12				
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15				
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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 <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<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 131,462 unique listeners who listened for 56,416 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 1,001 plays and 4,408 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.

**Summary of the main achievements of the charity during the year****Still facing some Covid restrictions**

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

Collecting and broadcasting requests from two residential care homes every week

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

For some of the time we were unable to visit our studio on the hospital site so we broadcast from various members homes.

When we were unable to meet we used Zoom.

When we were unable to physically collect patients requests so we used our website to collect requests.

When we were unable to broadcast live from the Children's ward so we broadcast from our studio and made contact by phone where possible

We were unable rent out our Public Address as often as we have in the past to raise funds but some paid us regardless to help keep us going.

We received even more support from various donors

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

## 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 2022-23 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 2022

#### 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

# 1. Income and Expenditure

	2021/22	2020/21
<b><u>INCOME</u></b>	<b>£</b>	<b>£</b>
Membership Subscriptions	1199	1421
Clothing Sales	3	11
Donations, Gift Aid and Fundraising	1217	4652
Public Addresses	1260	610
Recordings and Studio Services	240	0
Equipment Sales	116	0
Surplus on Sale of Beverages	20	0
Interest Received	20	12
Magazine	0	1400
<b>TOTAL INCOME</b>	<b>4075</b>	<b>8106</b>
<b><u>EXPENDITURE</u></b>		
Fees and Subscriptions – see below		
<i>HBA membership Subscription</i>	50	50
<i>IRN/Sky News license</i>	391	386
<i>TV License</i>	159	158
<i>Radio Cherwell App</i>	144	144
<i>Streaming Provider – Internet Radio</i>	216	216
<i>PPL – Hard Disk Music</i>	82	60
<i>PPL - Hospedia</i>	240	169
<i>PPL - Webcasting</i>	630	677
<i>AWS Website</i>	38	34
BT broadband + Telephone Line	618	1161
Studio Relocation	842	0
Office Supplies / Postage	52	71
Insurance	1246	1207
Repairs and Maintenance	0	1057
Publicity	43	0
Library	0	66
<b>TOTAL EXPENDITURE</b>	<b>4882</b>	<b>5456</b>
<b>BALANCE</b>	<b>-£807</b>	<b>2650</b>

## **1. Notes and Comments**

### **Income**

1. Donations were down from the previous year. Last year we received a large single donation and undertook a number of fund raising activities.
2. Public Address income increased as the easing of Covid restrictions resulted in more events taking place.
3. Beverages. The drinks money box was emptied when the old studio was vacated.

### **Expenditure**

1. BT Bill. Our telephone and internet bill reduced as a result of a new contract.
2. Relocation. A new category to reflect the spending on this project.

## **2. Current Financial Assets at 31/05/2021**

Bank Current Account	£348
Business Reserve 1	£11102
Petty Cash	£5
<b>Total</b>	<b>£11455</b>

### **Annual Running Costs of the Organisation**

For the financial year 2021/22, the approximate running costs for the organisation were approximately **£5000**.

### **Relocation Fund is a Separate Account**

The studio relocation started this year. This is covered in a separate set of accounts set up for this purpose.

#### **Relocation spending this year:**

Balance 01/06/2021	£12511
Interest	£17
Expenditure 2021/22	-£842
<b>Balance 31/05/22</b>	<b>£11686</b>

The **Relocation Fund bank account balance** currently stands at **£12528**. When spending on the project is complete the money will be transferred from the high interest account. Transferring the money in individual amounts would incur a larger loss of interest

#### **Prize Fund:**

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



### **3. Assets and Liabilities**

#### **Assets**

##### **Fixed Assets**

These comprise the equipment of the organisation, including the trailer and the depreciation of existing assets. **No additional new equipment was purchased during this financial year.** At the end of the financial year these total **£10106**

#### **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 31<sup>st</sup> May 2022 was **£307.**

#### **Creditors and Debtors**

At the end of the financial year Radio Cherwell owed and was owed the following :

1. Money yet to be received from services provided by Radio Cherwell in the financial year 2021/22. This is the donation from Magdalen College for the Public Address on 1<sup>st</sup> May. (£750)
2. Money donated in advance to Radio Cherwell for services to be provided in the financial year 2022/23. Harwell Feat made a donation for their public address in the May and the PA took place in June. (£400)
3. Money owed by Radio Cherwell for services provided in the financial year 2021/22. At the end of the financial year the invoice from PPL had not been received. It arrived in July (£952)

Richard Gosling, Treasurer, August 2022

## 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 Philip Green

Position (eg Secretary, Chair,  
etc)

Secretary

Date

24<sup>th</sup> January 2023