



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	May	2023		31	May	2024

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

The Basement Studio	
Bridge Lane	
York	
Postcode	YO31 8EU

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	Ian Clennan	Chairman		Members
2	Phil Bowers	Treasurer		Members
3	Stevie George	Secretary		Members
4	James Gavigan	Membership		Members
5	Jonathan Brookes	Fundraising		Members

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

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by members

Additional governance issues (Optional information)

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

- 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.

- York Hospital Radio works very closely with the York Hospitals NHS Trust and is grateful for the support they give to allow us to remain in our current premises.
- New members are subject to induction arrangements as agreed by the trustees. In the last 12 months this document has been updated to reflect the changes within the organisation.
- Members under the age of 18 are classed as associates and therefore cannot vote or be a Trustee.
- This was the first year in a number of years we had the maximum number of trustees.

Section C Objectives and activities

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

- (1) The relief of sickness, poor health and old age amongst people living in York by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; and
- (2) The advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal health by (mainly, but not exclusively) the means of broadcasting health messages to people living in York

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)

- York Hospital Radio broadcasts 24 hours a day to the patients of York Hospital. Programming is aimed at a very broad age range and the music policy focuses mainly on the music of the 1960s to the present day. Alongside the main music format, York Hospital Radio broadcasts specialist music e.g. classical, country, show tunes and specific genres of music dependent on the presenters' choice.
- York Hospital Radio broadcasts online and can now be heard via tune-in radio, via app or on the website www.yorkhospitalradio.com In order to be compliant the trustees ensure that we are fully licensed.
- As well as providing music entertainment, York Hospital Radio provides a 24 hour news service and a range of Outside Broadcasts. Outside broadcasts include:
 - o Joseph Rowntree Theatre
 - o York Theatre Royal
 - o York Minster
 - o York Barbican
 - o LNER Community Stadium

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.

- York Hospital Radio is fully reliant on volunteers in order to be successful, this includes fundraising and all aspects of station management. As a result of this, the long term future is always reliant on a range of volunteers who are part of the organisation at any time.
- Fundraising has evolved and we have some much needed financial stability. A small group of volunteers are now part of this group and through their dedication funding is starting to come into the organisation. This has led to a major refurbishment of some of the equipment that keeps the station on air 24 hours per day. This has provided a structural stability to the station.
- Fundraising and sponsorship have been more successful in the last 12 months. However, we need to be mindful that if we move forward with our DAB application running costs will increase. Therefore, we need an increase in income too.

Summary of the main achievements of the charity during the year

- York Hospital Radio continues to broadcast online and also via Spark Media (hard wire) in the hospital.
- We now have the ability to broadcast from any location using Myriad Anywhere. This has been used successfully for Outside Broadcasts from the football and also during our 60th Birthday.
- The main focus of the last 12 months has been the build up and the major event of our 60th birthday. This was a huge occasion and was a success due to all the pre birthday work and the main event itself. We've received lots of positive press interest around this.
- We have also submitted a bid to join the York SSDAB service. We should know the outcome shortly. This will transform all aspects of our station and mean the listenership will be wider than ever before. It also comes with training requirements for Ofcom and the need for some additional technology, along with some cost increases too.
- I have been grateful to the presenters who have turned their hand to presenting or in fact started presenting from home. My thanks to those presenters who continue to come into the studio, as well as those who turned their hand to remote voicetracking. This allows us to effectively be live from 10am until midnight most days.
- Sponsors continue to provide much needed funds for our organisation. There was continued support from the Health Trust, York Gin, Minster Grange, Elcocks, Miller Food Services, Rainbow International, Carefound Home Care, York Roast Co, Dementia Forward, Home Instead, The Hall Care Home, Lavender Fields Care Home and Streamline. Future sponsorship will always be a challenge, but we must be open to what is and isn't achievable. Using the membership and their connections will be the most effective way of fund generation.
- My thanks to the committee of trustees for their continued hard work and support this year. As an organisation we are at risk in terms of the longer-term future. We have a vacancy for a trustee. This means we do need this position to be filled. There will be wider Ofcom needs and one person cannot do all the checks required by Ofcom.
- Outside broadcasts have continued this year. My thanks to all the team involved in making these happen and the editing of the work too.
- York Hospital Radio Ball has continued to go from strength to strength. The money generated and the interest has been high.
- York City commentary has been excellent this year. Providing the commentary for home games for the National League has been a huge step forward.
- The computer system has had an upgrade and the database has been cleansed, meaning moving forward this should be easy for any new member to pick up and will match training videos and other items.
- Training has been slow in the last 12 months. Many new members seem to not get as far as making it to air, due to other pressures, despite us now speeding up the process. Well done to Patrick Skelton for joining the presenting team in the last 12 months.

Brief statement of the charity's policy on reserves

The Charity has a policy of retaining at least 6 months general running costs at any given time.

Details of any funds materially in deficit

The charity does not run 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 Charity's principal sources of funding are,
 Programme Sponsorship, £2850.00 (£2550 -2022/3)
 Donations £1813.00 (£2366 -2022/3)
 Fundraising events £1628.00 (£6228 -2022/3)
 Subscriptions £789.00 (£665 -2022/3)

The aim is to organise at least one major fundraising event each year. It relies on Members taking some responsibility to organise these events. This years figures do not include an Annual Quiz as this took place at the very end of the last Financial Year. We did however have the 60th celebration dinner which raised a significant sum to replace the Quiz.

The Hospital Ball Podcast is also now bringing in a significant amount, each time Dan Tait releases another series, via both 'Justgiving' and sponsorship. Dan also organises occasional 'live events' around past York City FC players.

York's Annual Community Carol Concert is also a significant donation and this year was £1,000.00.

The fundraising income shows a decrease this year, due in the main to there not been a quiz and receipt of a 'one-off' single donation last year.

Sponsorship income continues to be a lifeline. The figure, higher than last year continues to rise as more sponsors join us. We must continue to work hard to maintain and increase those organisations who see the benefits of been with us.

Expenditure has seen an increase in the year. Our general day to day expenses have not risen and in some cases fallen. The main expenditure can be attributed to 2 items, the 60th Dinner and a new Jingle package that was purchased. PPL/PRS and the IRN News licences also increased this year. We have had to face an increase in our Gas costs as our Fixed tariff ran out this year. We do not consume a lot of gas so this has not had a great impact. Our fixed Electric tariff run until 12.2.25. We will have to face an electric increase next year as we will not be able to get a tariff anything close to that we enjoy at present which was fixed long before energy costs started to rise.

Cash at the Bank at the Year end was £33,526.00 This compares to 2022/3 figure of £32,996. The Trustees are extremely satisfied with the figure. We are also looking to invest some of our funds in an Interest earning account.

Section F	Other optional information
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Section G	Declaration
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The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	Ian Clennan	
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Full name(s)	Ian Clennan	
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Position (eg Secretary, Chair, etc)	Chair	
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Date	31/05/2024
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CHARITY COMMISSION
FOR ENGLAND AND WALES

York Hospital Radio

1172587

Receipts and payments accounts

CC16a

For the period
from

01.03.23

To

29.02.24

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	1,813	-	-	1,813	2,366
Programme Sponsorship	2,850	-	-	2,850	2,550
Subscriptions	789	-	-	789	665
Key Card Deposits	50	-	-	50	-
60th Dinner	3,602	-	-	3,602	-
Fundraising Events	1,628	-	-	1,628	6,228
Telephone	-	-	-	-	-
Postage & Stationery	-	-	-	-	-
Sundry	-	-	-	-	-
Hospital Ball Sponsorship	200	-	-	200	100
Just Giving	970	-	-	970	706
Text to Donate	5	-	-	5	-
Clothing sales	-	-	-	-	15
Light & Heat	370	-	-	370	1,124
Sub total (Gross income for AR)	12,277	-	-	12,277	13,754
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,277	-	-	12,277	13,754
A3 Payments					
Council Tax	509	-	-	509	481
Light & Heat	1,889	-	-	1,889	2,656
Insurance	582	-	-	582	605
Repairs & Maintenance	915	-	-	915	1,146
Telephone	447	-	-	447	361
Postage & Stationery	92	-	-	92	124
Sundry	89	-	-	89	-
Subscriptions	50	-	-	50	50
Licences	2,036	-	-	2,036	1,590
Accountancy Fees	180	-	-	180	-
Website Hosting	-	-	-	-	152
Fundraising Events	-	-	-	-	874
Music	-	-	-	-	396
Key Card Deposit	-	-	-	-	-
Just Giving Fee	216	-	-	216	216
Studio Refurb	-	-	-	-	-
60th Dinner	2,336	-	-	2,336	-
New Jingle package	2,340	-	-	2,340	-
Bank Charges	66	-	-	66	65
Sub total	11,747	-	-	11,747	8,716
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,747	-	-	11,747	8,716
Net of receipts/(payments)	530	-	-	530	5,038
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	32,997	-	-	32,997	27,959
Cash funds this year end	33,527	-	-	33,527	32,997

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Premium Bond	1	-	-
	Bank current account	33,526	-	-
		-	-	-
	Total cash funds	33,527	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Studio	Unrestricted funds	-	-
	Studio Equipment	Unrestricted funds	-	-
	Records & CD's	Unrestricted funds	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Key Deposits	Unrestricted	691	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Ian Clennan	
	Philip Bewers	