



Trustees' Annual Report & Accounts 2020/21



Radio Tyneside is a Charitable Incorporated Organisation registered in England and Wales – No 1174808

Radio Tyneside Trustees' Annual Report and Accounts

Chairman's Report



Radio Tyneside is at the heart of Newcastle and Gateshead and offers a powerful and respected voice within the community by promoting health and well-being along with a great mixture of programming.

Over the past 12 months we have supported our community in a number of ways. Being a station that promotes health and wellbeing, we have supported many organisations to get their message across along with working with both the Newcastle and Gateshead Health Trusts. This year

has been a trying period for everyone, because of the coronavirus epidemic. To be able to continue with our service, we arranged for many of our volunteers to broadcast from home, and were able to broadcast many features and interviews to keep our listeners up to date with Government information and also those local organisations needing to get their messages out into the community, at the same time as keeping our listeners entertained.

In March we won an award at the National Hospital Radio Awards, which were supposed to be held in Bolton, but this year was held virtually.

Also this year we celebrate our 70th birthday and with the hope of life returning to normal, in these uncertain times, we are hoping to hold a few events as part of our celebrations.

We currently have nearly 50 volunteers working for us which allows us to broadcast 24 hours a day both to the hospital wards and to the community and I thank them all for their continued support, especially over the past 12 months. I congratulate everyone involved in the organisation for a year of exceptional achievement and also thank the Newcastle and Gateshead NHS Trusts for their continued support. Thanks also go to those local businesses that have supported us financially which has helped us enormously in these difficult times of fund raising in the charity sector.

Dave Nicholson MBE
Chairman, Radio Tyneside

Radio Tyneside Trustees' Annual Report and Accounts

Introduction

The Trustees of Radio Tyneside are pleased to present their Report and Accounts for the year 1st April 2020 to 31st March 2021.

The Trustees have considered their duties in accordance with the Charity Commission's regulations. The review of activities and achievements is presented below, and the Trustees believe that it gives a true record of the work the charity has done in fulfilling its charitable purposes for public benefit.

Organisation

Radio Tyneside is a Charitable Incorporated Organisation registered in England and Wales on 25th September 2017 and governed by a constitution last amended on 16th December 2020. The constitution is based on model wording agreed between the Hospital Broadcasting Association (HBA) and the Charity Commission.

Radio Tyneside merged with 'Radio Tyneside – The Tyneside Hospitals Broadcasting Service', registered number 500451, in March 2018, and took over the provision of the hospital radio service at the RVI and Freeman hospitals in Newcastle upon Tyne and the Queen Elizabeth hospital in Gateshead. In June 2018, the charity launched its new health and wellbeing community radio service, specifically for older people living in and around the Newcastle and Gateshead area, broadcasting on 93.6FM, and online via its website.

Radio Tyneside is managed by the charity trustees who are elected by the membership in accordance with the published constitution. In the period covered by this review, the charity trustees consist of four members of the CIO. Two of the trustees, Geoff Lisle and Chris Eggett were re-elected by the membership at the 2020 AGM.

As a result of the restrictions related to the COVID-19 pandemic it was not possible to hold in-person General Meetings during the year. Accordingly, the Hospital Broadcasting Association (HBA), advised its incorporated charity members to update their constitutions to allow remote participation in General Meetings, and if necessary, online-only General Meetings. The charity's constitution was, therefore, updated to add an additional sub-clause that permits remote attendance at general meetings and, if necessary, online-only meetings. The change was approved at an Extraordinary General Meeting of the members, held on 16th December 2020.

Throughout the period under review, Radio Tyneside continued to operate with no paid staff, being run entirely by a membership of volunteers.

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its "Receipts and Payments Accounts Pack (CC16)".

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Charitable Objects

Radio Tyneside has two charitable objects:

1. the relief of sickness, poor health and old age amongst people living in Newcastle and Gateshead 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 mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Newcastle and Gateshead.

These charitable objects use the model wording agreed between the Hospital Broadcasting Association (HBA) and the Charity Commission.

In furtherance of the first object, Radio Tyneside provides a hospital radio service to patients at the Royal Victoria Infirmary, Freeman and Queen Elizabeth Hospitals via the bedside entertainment system, also known as Hospedia.

Furthermore, Radio Tyneside streams its service online via the internet and downloadable iOS and Android Apps such as TuneIn Radio and RadioPlayer. This allows hospital patients and listeners in residential homes and similar institutions to listen to the service.

The second of these objects is a localised version of the second model object agreed between the HBA and the Charity Commission, and allows Radio Tyneside to target its services at the local population outside the hospital with the intent of helping and encouraging them to live a healthy and active life in the local community, and thus requiring to make less use of the health services.

To further this object, Radio Tyneside operates a community radio service, broadcasting on 93.6FM to listeners in Newcastle upon Tyne and Gateshead and also through online channels. In addition, Radio Tyneside uses its online and social media presence to disseminate information and messages in support of this object.

In managing the charity, the Trustees have, at all relevant times, had regard to the charity's charitable objects, and the Charity Commission's public benefit guidance.

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Related Organisations

Radio Tyneside is proud to be a member of a number of support organisations, and the trustees wish to extend their thanks and appreciation to them for the information and advice they offer throughout the year.

Radio Tyneside is a member of the Hospital Broadcasting Association (HBA), the national charity that supports and promotes hospital broadcasting in the UK and the Community Media Association, being the UK representative body for the community broadcasting sector, committed to promoting access to the media for people and communities. Our members regularly attend national conferences and events organised by the both organisations.

Radio Tyneside is also a member of Tyne and Wear Community Foundation, a philanthropic organisation that supports good causes and makes grants to hundreds of small charities across North East England and is a member of Connected Voice (formerly Newcastle CVS) supporting voluntary and community action in the North East of England.

Radio Tyneside works closely with The Later Life Audio and Radio Cooperative (LLARC) and one of the trustees is a member of LLARC. The aims of LLARC are to:

- Promote positive views & challenge negative views of age and ageing by providing talk-based audio and radio content created by diverse groups of older adults.
- Strengthen the visibility of content created by older adults in media & encourage the expansion of radio programming related to ageing and relationships between the generations.
- Engage older adults in broadcasting, facilitate skill development & build communities by enabling discussion of a wide range of topics.

A number of Radio Tyneside features and interviews are uploaded to the online Mixcloud service managed by LLARC, thereby making our content available to a wider audience.

Radio Tyneside depends upon the services of Hospedia, the company that owns and runs the bedside entertainment system through which its programmes are delivered to patients at the Freeman, RVI and Queen Elizabeth hospitals.

Review of Activities and Achievements

The Year 2020/21 has been a challenging period, due to the impact and effects of the Coronavirus pandemic. At the outset of the pandemic in March 2020, HM Government imposed lockdown restrictions and our studios in Newcastle were effectively placed out-of-bounds. We successfully implemented arrangements to allow presenters to produce their programmes from home and introduced facilities to allow remote technical access. As a result,

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we were able to continue to meet our regulatory and programming commitments, albeit with an augmented programme schedule.

We achieved this in a cost-effective manner through the purchase of additional equipment and the installation of specialist software, and our thanks are made to our broadcasting software suppliers, Broadcast Radio Ltd for their advice and support in facilitating these arrangements.

The pandemic also provided Radio Tyneside with a number of opportunities. In particular, as a trusted community and hospital radio service we were able to support a number of local agencies, including the local authorities and hospitals in Newcastle and Gateshead, to ensure that their messages and information for vulnerable members of the community were communicated successfully. We also carried HM Government Coronavirus health advertising free of charge. Radio Tyneside registered our services with Newcastle City Lifeline and extended our regular features with Information Now, the advice and information service provided by Newcastle City Council.

We have continued to work closely with local support organisations, including the Newcastle Volunteer Centre, Age UK Gateshead, the Elders Council of Newcastle upon Tyne and both Newcastle upon Tyne and Gateshead councils. We also maintain a good working relationship with both Newcastle and Northumbria Universities. Radio Tyneside has provided volunteer opportunities to a steady number of students from both universities over the years.

During the last 12 months our online audience has doubled and our hospital listenership figures are amongst the best in the UK. Whilst we are unable to measure the audience on 93.6FM, we confidently expect that this will have grown significantly during the last year too, and listener feedback would appear to confirm this.

Once again, Radio Tyneside enjoyed recognition through success at the Hospital Radio Awards which were held as a 'virtual' event this year due to the ongoing Coronavirus pandemic. Radio Tyneside achieved 'Bronze' in the category of Best Speech Package or Special Event for a feature recorded at the People's Kitchen Christmas Street Party in December 2019.



In making the award, the judges commented that: *"They loved the variety of voices in this entry - lots of bustle, noise, warmth and a real sense of community. It was, they said, informative and engaging."*

Because of the pandemic we were unable to attend events, undertake in-person fundraising activities or meet our listeners. A notable exception to this restriction was that Radio Tyneside was once again invited to record and broadcast the annual 'Light up a Life' event held by St Oswald's hospice.

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Acknowledgements

All of Radio Tyneside's activities to help patients, and in providing a community radio service, have only been possible through the contribution of the time and energy of the charity's team of volunteers. Volunteers provide their time in a range of roles to help Radio Tyneside deliver its service to patients and the public, including presenting radio shows, providing technical and engineering support and in fundraising.

The trustees wish to record their thanks to all those volunteering at the charity for their ongoing support and commitment. We estimate that the volunteer team has given over 10,000 hours of their time to the charity during the year. Using the standard Ofcom volunteer rates, this would be worth over £100,000.

The Gordon Brown Memorial Award is presented each year to a volunteer who has made an exceptional individual contribution to Radio Tyneside during the prior 12 months. This year's recipient was Neal Younger, for his outstanding work in developing and supporting our IT and technical infrastructure. In particular, when the pandemic hit us in March 2020, Neal was instrumental in designing and implementing the arrangements to allow presenters and others to work from home.



The trustees also extend their gratitude to Newcastle Upon Tyne Hospitals NHS Foundation Trust for continuing to provide us with accommodation and support.



The trustees would also like to thank some of the businesses that supported us throughout the year:

To Dukes Moor Garage for promoting Radio Tyneside on their vehicles and website.

To local businesses: Robinson's Florists, Bliss in the Sticks and Neutronics for programme sponsorship.

The trustees would also like to extend their gratitude to the Hadrian Trust and the Sir James Knott Trust for providing much needed grant funding.

And finally, thanks are due to the many listeners and supporters that made individual donations throughout the year.

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Going Forward

Radio Tyneside will celebrate its 70th birthday in October 2021. Plans to celebrate this anniversary were put on hold last year because of the pandemic, however, we hope that some limited events can be organised during the second half of 2021, and that our volunteers and supporters can celebrate this fantastic achievement.

We expect Small Scale DAB (SSDAB) to launch in Newcastle and Gateshead in late 2021. We are working closely with other local community radio stations and external organisations to ensure that we are able to secure cost-effective carriage on the service from launch, and to have input into how the service is developed. To broadcast on the SSDAB service, Radio Tyneside will need to apply to Ofcom, the telecommunications regulator, for a Community Digital Sound Programme (C-DSP) licence and work is already underway in this respect. Broadcasting our programmes simultaneously on Small Scale DAB will complement our existing distribution channels (FM, Online and Hospedia) and will expand our audience, thereby enabling us to improve the delivery of our social gain and charitable objects.

To maintain the existing high standard of our audio output and to improve resilience, we have identified a need to replace some of the equipment in our broadcasting centre which has now reached end-of-life. An external consultant has been engaged in this programme and the work has been costed at c.£11k. Efforts are underway to raise the funds that are required to undertake this programme of work and it is hoped that this can commence later in the year to coincide with our birthday celebrations.

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Financial Management

Radio Tyneside manages its finances to ensure compliance with the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities (CC8)".

Accounts have been prepared on a Receipts and Payments basis.

Radio Tyneside aims to maintain a credit balance of unrestricted funds at all times that equates to at least one year's forecasted revenue expenditure, currently set at £10k.

At the end of the year under review, Radio Tyneside is financially stable and has adequate cash reserves. Radio Tyneside had unrestricted funds totalling £16,554 having raised £12,149 and spent £7,708 during the year.

Income

Given the challenges relating to the pandemic, the trustees are pleased that income exceeded outgoings during the accounting period, principally due to a strong performance in securing grant funding for core costs. Fundraising income was significantly reduced as activities were unable to go ahead because of the Coronavirus pandemic. Total donations increased slightly, due in part to a focused campaign during the year that targeted our supporters and we also raised funds through personal donations using a range of available tools, such as Donr and Virgin Money Giving. A donation of £1,250 was received from an anonymous local business.

Grant income included of £500 received from the Newcastle Upon Tyne Hospitals NHS Charity, £500 from Virgin Money and £200 from the Gateshead NHS Charity. We also secured grants of £6,000 from the Sir James Knott Trust and £1,000 from the Hadrian Trust. The trustees would like to extend their thanks to the trustees of these trusts and to John Griffin for his sterling work in securing these funds.

Income through on-air sponsorship remained static at £1,250.

Fundraising income of £526 was achieved through personal subscriptions to some online services that are set up to help raise funds for charities. These included the Giving Lottery, which we launched during 2020, and commission from online shopping through EasyFundraising and Amazon Smile.

Expenditure

The trustees maintained tight control on expenditure during 2020/21.

Expenditure, at £7,708 was lower than in previous years, mainly as a result of the pandemic as equipment purchases and studio maintenance were put on hold.

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Recurring expenditure items included licence fees, at £4,704. This figure includes the cost of licences for music royalties and copyright, news bulletins, television licences and memberships of the HBA and CMA.

The next highest annual expense related to insurance cover at £1,309, representing a small increase over the previous year. The trustees continue to review our insurance cover to ensure that it is appropriate for our needs and provides value for money. The cost of telecommunications, including landline telephone and broadband was steady at £851.

Management of Major Risks

Ensuring that we generate income to cover the running costs of providing a community and hospital radio service is considered a key risk to Radio Tyneside. Historically, our main income streams have been grant funding, personal donations and fundraising, however, the current environment in these areas is challenging and we are now supplementing these sources with some programme sponsorship. All funding streams have associated risks, but with the financial buffer afforded by the current reserves, the trustees are confident that the charity has a long-term future.

As a community radio broadcaster, Radio Tyneside must meet the agreed Key Commitments and must comply with the requirements of the Broadcasting Act and the Ofcom Broadcasting Code.

<http://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/cr102238ba1radiotyneside.htm>

Failure to meet these commitments or other breaches of the Ofcom code could result in fines or other sanctions against the charity.

Operating as a community radio station, with programming heard across Newcastle and Gateshead, rather than just in the hospitals, brings additional risks in the form of libel and the potential for complaints or the causing of offence.

The trustees consider that satisfactory arrangements are in place to minimise these risks, through a careful recruitment policy, presenter training and the monitoring of station output against the key commitments and rules.

The final major risk associated with the community radio service is technical equipment failure, taking the station off-air for a significant period of time, and in breach of its obligations under the Ofcom Broadcasting Act licence. This is compounded by the charity having a small technical team of volunteers, all of whom have full time work commitments. This risk has been mitigated by installing 'standby' equipment, including spares so that, as far as possible, we are able to automatically switch over in case of failure, and by the provision of remote access to the computer systems. The transmitter and antenna were installed professionally, ensuring that the transmissions are technically compliant with the engineering codes.

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A further risk facing the charity is its accommodation. Our premises are currently provided free of charge by the Newcastle Upon Tyne Hospitals NHS Trust. Whilst the Trust has indicated its intention to continue with this arrangement, any future change to this commitment could cause the charity to incur significant additional cost that may be difficult to secure.

As mentioned elsewhere, the COVID-19 pandemic has demonstrated that the charity is very well-prepared for a major disruption. This recent experience has provided the trustees with great comfort in the knowledge that we can adapt quickly to challenging events and stressful circumstances.



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Charity Details

Radio Tyneside

A Charitable Incorporated Organisation, Reg Number 1174808

Trustees

Dave Nicholson MBE (Chairman)
Richard Finch (Treasurer)
Chris Eggett (Secretary)
Geoff Lisle

Principal Address

3 North Terrace
Newcastle Upon Tyne
NE2 4AD

Bankers

The Co-operative Bank
P O Box 101
1 Balloon Street
Manchester
M60 4EP


Signed on behalf of the Trustees:

Dave Nicholson
Chairman

Richard Finch
Treasurer

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Receipts and Payments Account for the Year Ended 31st March 2021

	Radio Tyneside		1174808		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/04/2020	To	Period end date 31/03/2021	

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	2,123	-	-	2,123	1,716
Fundraising	526	-	-	526	2,013
Sales	-	-	-	-	475
Grants	8,200	-	-	8,200	1,074
Sponsorship	1,250	-	-	1,250	1,125
Interest	50	-	-	50	151
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,149	-	-	12,149	6,554
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,149	-	-	12,149	6,554
A3 Payments					
Telecommunications	851	-	-	851	854
Postage	-	-	-	-	27
Maintenance	103	-	-	103	3,618
Insurance	1,309	-	-	1,309	1,260
Equipment purchases	288	-	-	288	1,013
Stationery	130	-	-	130	333
Music purchases	175	-	-	175	299
Licences & Subscriptions	4,704	-	-	4,704	4,952
T,M & A	-	-	-	-	54
Miscellaneous	149	-	-	149	311
Bank Charges	-	-	-	-	160
Sub total	7,708	-	-	7,708	12,879
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	7,708	-	-	7,708	12,879
Net of receipts/(payments)	4,441	-	-	4,441	- 6,326
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,113	-	-	12,113	18,439
Cash funds this year end	16,554	-	-	16,554	12,113

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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	Current Account	7,375	-	-
	Deposit Account	9,178	-	-
		-	-	-
	Total cash funds	16,554	-	-
	(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	Comrex OB Unit		8,000	2,000
	Studio Desks		13,000	4,000
	Broadcasting Equipment		20,000	2,000
	Computers		10,000	500
	FM Transmitter		12,000	4,800
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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The Trustees
Radio Tyneside
3 North Terrace
Newcastle upon Tyne
NE2 4AD

IWC/RTadmin

16th July 2021

Dear Sirs,

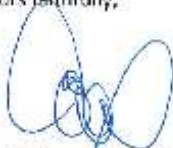
Independent Examiner's Statement

I have completed my examination of the accounting records relating to the year ended 31st March 2021. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 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.

Yours faithfully,



Ian W Cooney ATT (Fellow)
AWS Accountancy Ltd

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Directors: P.T. Wylie I.W. Cooney L. Carr **Company No:** 05905523