



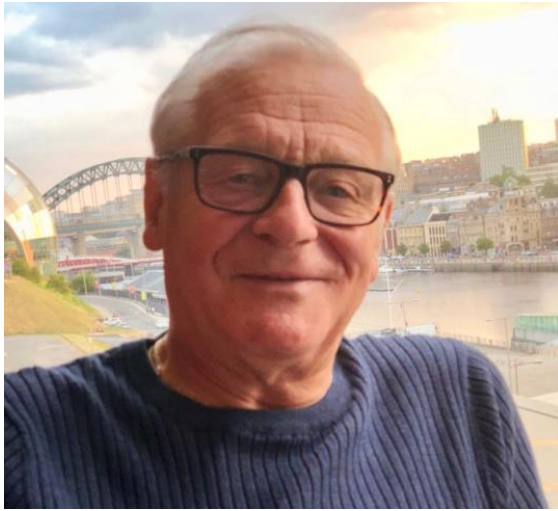
Trustees' Annual Report & Accounts 2021/22



Radio Tyneside is a Charitable Incorporated Organisation registered in England and Wales – No 1174808
Principal Address: 3 North Terrace, Newcastle upon Tyne NE2 4AD

Radio Tyneside Trustees' Annual Report and Accounts

Chair'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.

After the period of Covid and the restrictions put upon us, which included many of our team working from home, we are pleased to be getting back to some sort of normality.

Last October we celebrated our 70th birthday and we were delighted to have a get together with the volunteers past and present.

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 would like to thank the Newcastle and Gateshead NHS Trusts for their continued support. Thanks also go to the local businesses in the area who have supported us financially which has helped us enormously in these difficult times of fund raising in the charity sector.

Finally, I was delighted to learn in October that I was to be awarded the OBE in the 2022 Queen's New Year Honours List. Obviously, I felt proud that my work with the station had been honoured this way and I believe it would not have happened without the dedication from our volunteers that has made the station as successful as it is.



Dave Nicholson OBE
Chair, 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 2021 to 31st March 2022.

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. In the period covered by this review, four of the charity trustees were elected by the membership in accordance with the rules and procedures set out in the published constitution. Two of the trustees, Dave Nicholson and Richard Finch retired and were re-elected by the membership at the 2021 AGM.

One of the trustees, Yvonne Bell is an Appointed Trustee, appointed by the trustees on 12th July 2021. Yvonne was appointed and inducted in accordance with the rules and procedures set out in the published constitution.

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)".

Radio Tyneside Trustees' Annual Report and Accounts

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, delivered by WiFi Spark (formerly 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.

Ofcom Key Commitments

The Trustees are responsible for ensuring that Key Commitments agreed with the telecommunications regulator, Ofcom, are met.



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Delivery against these Commitments is monitored by the Compliance Officer and an annual summary report is presented to the trustees for review. This summary is attached as an annex to this report.

The trustees consider that the Key Commitments have been met during the period under review.

Radio Tyneside Trustees' Annual Report and Accounts

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 the 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 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. 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 works closely with WiFi Spark, 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 2021/22 was once again a challenging period, due to the impact and effects of the Coronavirus pandemic. We continued to use many of the arrangements put in place during the previous year to allow presenters to produce their programmes from home where required. By the end of the year, following relaxation of most restrictions, our programming had largely returned to normal and we were able to continue to meet our regulatory and programming commitments.

Five of our members left us during the year, but we were unable to secure immediate replacements due to the constraints imposed as a result of the pandemic. Following the relaxation of restrictions, we have embarked on a campaign to recruit and train new presenters and other volunteers.

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

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communicated successfully. We also carried HM Government Coronavirus health advertising free of charge.

We have continued to work closely with local support organisations, including InformationNOW, the advice and information service provided by Newcastle City Council, the Newcastle Volunteer Centre, Our Gateshead, Age UK Gateshead, the Elders Council of Newcastle upon Tyne, the Newcastle Hospitals Charity 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.

Radio Tyneside celebrated its 70th birthday in October 2021 with a day of special programmes and an anniversary event held at the Newcastle Cricket Club, attended by many Radio Tyneside members old and new. We were delighted to see so many friends throughout the year and to reflect on just how far our service has developed since launch in 1951.

We were naturally delighted that our Chair, Dave Nicholson, was awarded an OBE in the New Year Honours List for services to Hospital Radio Broadcasting and to the community in Newcastle upon Tyne. This award recognises not only the outstanding contribution made by Dave since he joined Radio Tyneside 49 years ago, but also to the tremendous efforts of volunteers past and present. The trustees extend their warmest congratulations to Dave, and look forward to celebrating his personal achievement of 50 years with Radio Tyneside in 2023.

During the last 12 months our online audience has remained robust and our hospital listenership figures are amongst the best in the UK. Whilst we are unable to measure the audience on 93.6FM, we receive excellent listener feedback on the whole which would appear to confirm that our service is popular and valued.

Because of the pandemic we were unable to attend many events, undertake in-person fundraising activities or meet our listeners. A notable exception to this restriction was that Radio Tyneside was invited to assist information Now in co-hosting an event at the City Library in Newcastle upon Tyne at which a number of council employees and guests were present.

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.

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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 Yvonne Bell, for her outstanding work in providing interviews and features during the pandemic. By providing these features, we were able to support many local and national agencies and individuals to deliver their messages to a wide audience and to let our listeners know of services and events of interest during a very challenging period.



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 and Bliss in the Sticks for programme sponsorship.

The trustees would also like to extend their gratitude to Brian Burnie for making a significant personal donation.

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

Going Forward

Following the challenges of the last 24 months, the trustees expect the near-term future to focus on consolidation. Recruitment and training has started and work continues on replacing and repairing some of the equipment in our broadcasting centre which requires maintenance or is due to reach end-of-life.

We now expect Small Scale DAB (SSDAB) to launch in Newcastle and Gateshead in the summer of 2022. We are working closely with other local community radio stations and external organisations to ensure that we are ready to launch when the service becomes operational. To broadcast on the SSDAB service, Radio Tyneside applied to Ofcom, the telecommunications



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regulator, for a Community Digital Sound Programme (C-DSP) licence which has since been approved. Furthermore, we have also successfully applied to operate via a C-DSP licence on the recently launched Tynemouth and South Shields SSDAB service and are awaiting the technical arrangements to be deployed for this to happen. Costs to operate both DAB services are low, since carriage costs are minimal, music royalties are covered by existing arrangements and our technical infrastructure is already able to handle the requirement.

Broadcasting our programmes simultaneously on Small Scale DAB will complement our existing distribution channels (FM, Online and WiFi Spark) 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 much of our broadcasting equipment in the medium term. The trustees have initiated a strategic review to agree the best way forward and to secure the future of Radio Tyneside for the next 70 years.

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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 £21,301 having raised £15,956 and spent £11,209 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 significant personal donation of £8,000 from a long-term supporter of Radio Tyneside. A further donation of £1,250 was received from an anonymous local business. The total of small personal donations, including Gift Aid, exceeded £2,300. Fundraising income was reduced as we were unable to organise events because of the Coronavirus pandemic.

Grant income included £800 received from the Rothley Trust to replace and repair some of our transmission equipment. The trustees would like to extend their thanks to the trustees of the Rothley Trust and to John Griffin for his sterling work in securing these funds.

Income through on-air sponsorship increased to £1,950 as a result of securing two new campaigns.

Fundraising income of £1,365 was achieved through personal subscriptions to online services that are set up to help raise funds for charities. These included the Giving Lottery, and commission from online shopping through Easyfundraising and Amazon Smile. This figure also includes £695 raised through commission from the production of our Radio Tyneside magazine.

Expenditure

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

Expenditure, at £11,209 was higher than the previous year (£7,709), mainly as equipment purchases and studio maintenance put on hold during the pandemic were revisited.

Recurring expenditure items included licence fees, at £5,903. This figure includes the cost of licences for music royalties and copyright, news bulletins, television licences and memberships

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of the HBA and CMA. The increase in expenditure for this category is mainly due to the licence fees paid to Ofcom for our two Digital Community Radio applications (£700), the impact of two years' subscriptions to the HBA being paid in the same financial year (£125) and the cost of licences associated with web site hosting (£288).

The next highest annual expense related to insurance cover at £1,376, 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 £858.

Fundraising Expenses and some of the Miscellaneous Expenses were incurred as a result of our 70th Anniversary activities, including room hire, catering and the purchase of commemorative mugs.

This expenditure was covered by income resulting from a number of small personal donations included within the relevant income figure.

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 being available to listeners across Tyneside, 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.

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A 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.

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.

Charity Details

Radio Tyneside

A Charitable Incorporated Organisation, Reg Number 1174808

Trustees

Dave Nicholson OBE (Chairman)

Richard Finch (Treasurer)

Chris Eggett (Secretary)

Yvonne Bell

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:

A handwritten signature in black ink, appearing to be 'DN' or similar initials, followed by a horizontal line.


Dave Nicholson
Chairman

A handwritten signature in black ink, appearing to be 'Richard Finch' in a cursive style.

Richard Finch
Treasurer

Radio Tyneside Trustees' Annual Report and Accounts

Receipts and Payments Account for the Year Ended 31st March 2022

 CHARITY COMMISSION FOR ENGLAND AND WALES	Radio Tyneside		1174808		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022	
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	11,854	-	-	11,854	2,123
Fundraising	1,365	-	-	1,365	526
Sales	-	-	-	-	-
Grants	-	800	-	800	8,200
Sponsorship	1,925	-	-	1,925	1,250
Interest	12	-	-	12	50
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	15,156	800	-	15,956	12,149
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	15,156	800	-	15,956	12,149
A3 Payments					
Telecommunications	858	-	-	858	851
Postage	69	-	-	69	-
Maintenance	586	400	-	986	103
Insurance	1,376	-	-	1,376	1,309
Equipment purchases	260	400	-	660	288
Stationery	159	-	-	159	130
Music purchases	138	-	-	138	175
Licences & Subscriptions	5,903	-	-	5,903	4,704
Fundraising Expenses	680	-	-	680	-
Miscellaneous	380	-	-	380	149
Bank Charges	-	-	-	-	-
Sub total	10,409	800	-	11,209	7,709
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,409	800	-	11,209	7,709
Net of receipts/(payments)	4,747	-	-	4,747	4,440
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	16,554	-	-	16,554	12,113
Cash funds this year end	21,301	-	-	21,301	16,553

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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	12,110	-	-
	Deposit Account	9,191	-	-
		-	-	-
	Total cash funds	21,301	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name		Date of approval
Radio Tyneside 2022				Page 15 of 18

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Radio Tyneside – Review of Key Commitments for the period 2021-22

Description of character of service

Radio Tyneside offers a service primarily for listeners aged over 50 in the Newcastle and Gateshead area and aims to improve their health and wellbeing. The station encourages lifestyle improvements amongst listeners and supports the people and organisations that provide relevant services.

The service broadcasts:

- Music. The main type of music broadcast over the course of each week is: easy listening from the 1950s to the present day. Specialist music also features.
- Speech. The main types of speech output broadcast over the course of each week are: news, information, features and advice, including content designed to encourage and promote good health and wellbeing.
- The service provides original output¹ for a minimum of 84 hours per week.
- The service provides locally-produced output for a minimum of 133 per week.

Our current programme schedule allows us to engage with our community across the day. Music policy ensures an 'easy listening' mix of music to attract an audience of mainly over 50s.

Our advice on health, wellbeing and lifestyle issues continues to be produced and presented in an accessible and engaging way and in a subtle manner, encouraging listeners into living a healthier and fulfilling life. We signpost recreational activities and events in the area which encourage people to attend and participate. Relevant features were included in daily programmes and presenters have included lifestyle and wellbeing items in their shows, including the Event Guide. We broadcast hourly pre-recorded 'Public Service Information' promotions which highlight important services available to our listeners as well as items provided by Radio Fillers and Public Health England.

An hourly news bulletin is broadcast from Sky/IRN. Local news features included within general programming between 6am and 6pm weekdays and at weekends.

We also maintain our social media as important channels for us to promote our service and to signpost the work of the organisations and people that we are promoting.

Average number of Original Hours programming per week in 2021 was 98

Average number of Locally-Produced Output in 2021 was 140

The studio is located within the licensed coverage area.

This is confirmed.

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The service provides a range of community benefits (social gain objectives mandated by statute) for the target community, both on-air and off-air, and in doing so, achieves the following objectives:

- the facilitation of discussion and the expression of opinion,
- the provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and
- the better understanding of the particular community and the strengthening of links within it.

Regular contributions from members of the community made via on-air interviews and contributions plus acting on feedback received.

We have engaged with a wide range of local organisations and agencies, to support our programming – including InformationNOW, Age UK, Newcastle Volunteer Centre, Our Gateshead.

Local organisations have written and presented their own short messages for inclusion in our programmes, with our guidance and assistance (PSAs) – examples include: InformationNOW, Newcastle Hospitals Charity.

We supported and co-presented the 'InformationNOW' anniversary event at Newcastle City library, introducing local guests to the public.

Members of the target community contribute to the operation and management of the service.

Radio Tyneside continues to be 100% volunteer-operated. As such, there is a large variety of roles open to members of the target community (and others), including on-air presentation, production, programme scheduling, journalism, fundraising, engineering and technical, membership management, administration, finance, and promotion. Volunteering is open to all individuals aged 18 or over, subject to satisfactory completion of standard volunteer recruitment checks, induction processes and appropriate training.

Volunteer roles provide opportunities for members to develop technical skills and experience, build confidence and improve interpersonal skills, enhance skills in management, customer services and communication.

Average number of Volunteer hours per week in 2021 was 128

Total number of volunteers involved, for the year 2021 was 58

Total number of people trained during the year 2021 was 15

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The service has mechanisms in place to ensure it is accountable to its target community.

Regular feedback has been received by telephone, SMS, email and social media. Most has been positive, however, a small number (2) negative feedback messages were fully investigated and actioned by the Programme Director.

The impact of the pandemic has limited opportunity for face to face interaction during the period, however, it is intended that we organise 'open days' and attend community events and activities during the next period.

Geoff Lisle
Compliance Officer – Radio Tyneside
June 2022