



Trustees' Annual Report & Accounts 2023/24



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



Once again over the past 12 months we have supported our community in a number of ways. Being a radio station that promotes health and wellbeing, many organisations have been given the opportunity to get their message across. As always, we have worked with both the Newcastle and Gateshead Health Trusts.

We currently have 40 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. 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. A special thanks goes to the Newcastle Hospitals Charity who donated £50,000 to allow us to update our tired studio equipment, to digital and I am pleased, as I write, that we are almost there, giving us the most modern studios around. This new equipment will allow us to do more than we could in the past including getting out, live, into the community.

Radio Tyneside prides itself with the training the volunteers receive which for some of our past members has led to them making a career in the media. Currently we have many now working for both the BBC and ITV in news, sport and entertainment. Talking of sport, I am pleased to say that we still bring our hospital patients commentary on all of Newcastle United's home games from St James Park, something we have done since 1951, when the station was set up.

Finally, after being involved with Radio Tyneside for over 50 years, I am proud to be part of Radio Tyneside and the dedication from our volunteers that has made the station as successful as it is and to the listeners who support us.



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 2023 to 31st March 2024.

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, supported by a Management Team. 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. One of the trustees, Geoff Lisle retired and was re-elected by the membership at the 2023 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.

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

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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 Spark TSL.

Radio Tyneside also 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 and DAB 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.

Key Commitments

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

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.

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Memberships

Radio Tyneside is proud to be a member of a number of community and support organisations, and the Trustees wish to extend their thanks and appreciation 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 (CMA), 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.

We are also a founding Corporate Sponsor of the Gateshead Health Charity.

In furtherance of the charitable objects and Ofcom Key Commitments, Radio Tyneside also maintains membership of the following:

- Later Life Audio and Radio Co-operative (LLARC)
- Gateshead VCSE Alliance
- UK Community Radio Network

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

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Review of Activities and Achievements

In this section we cover some of the achievements and highlights since the TAR for 2022/23 was published in Q3 2023.

During the period under review we undertook two major live outside broadcasts, providing the opportunity to meet some of our listeners and to showcase some great events. In August 2023, we broadcast live from the first North East Wool Show at Gosforth Park. In September we once again provided live coverage from the start of the Great North Run.



We were also present at a number of community events and health and wellbeing initiatives during the period, including the Christmas Lights switch-on at both the Freeman and RVI hospitals. We supported a 'Stop Smoking' event at the RVI and we interviewed Father Christmas in Newcastle City Centre in December. We also provided a PA service for the annual Ponteland Party in the Park

We are very proud of our heritage as a hospital radio service, and this is still at the core of what we do. We first broadcast football commentaries from St James' Park in 1951, and continue to do that to the present day.

The annual Hospital Radio awards were held in March 2024 and Radio Tyneside was recognised in two categories, achieving a Gold award for Best Promotion for the 2023 Great North Run, and the Silver award for 'Station of the Year'.

Following receipt of the first tranche of grant funding awarded last year by the Newcastle Hospitals Charity, we have now also completed the first phase of the studio upgrade, replacing older analogue equipment with 'state of the art' digital studio desks and supporting technology. The second phase of the project is scheduled to commence later in 2024, however, the scope will depend to a large extent on the outcome of a possible studio relocation. Care has been taken in the design of the studios to ensure flexibility and portability in this event.



During the last 12 months our online audience has remained robust and our hospital listenership figures continue to be amongst the best in the UK. Whilst we are unable to measure the audience on 93.6FM or DAB, we receive excellent listener feedback which would appear to confirm that our service is popular and valued. Our success and achievements of the last 12 months have given us real confidence as we look forward to a successful future.

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Acknowledgements

All of Radio Tyneside's activities to help patients, and in providing a community radio service, are only been made 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.

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 the many businesses and organisations that continue to support us:

To the Newcastle Hospitals Charity and to Gateshead Health Charity for their continued encouragement and financial support.

To local businesses: Robinson's Florists, Bliss in the Sticks, Fish Electricals and Neutronics for their continuing on-air sponsorship.

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

Going Forward

We will reach an important milestone in 2026 when we reach our 75th anniversary. To celebrate and acknowledge this occasion, a programme of renewal has been initiated to upgrade our studio and transmission equipment to a digital platform. To support this initiative, the Newcastle Hospitals Charity awarded grant funding of £50,000. The project is underway and the first phase, incorporating the upgrade of the two studios and the transmission suite has been completed. Meanwhile our landlord, the Newcastle Upon Tyne Hospitals NHS Foundation Trust has indicated that they expect to relocate Radio Tyneside at a date yet to be advised. We recognise that this will be a major undertaking, however, the new studio design has been developed with this in mind.

In parallel with this project, the Trustees have commenced a strategic review to ensure that our management structures and governance arrangements are appropriate for the challenges and opportunities that lie ahead. The services of an external consultant have been secured with the support of the Community Foundation; the review is underway and is expected to conclude later this year.

The launch of our service on Small Scale DAB across Tyneside has increased our potential reach and we will continue to address the benefits that this will bring, in particular by allowing Radio Tyneside to increase the delivery of our social gain and charitable objects.

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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 for the year ended 31st March 2024 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 £12k.

At the end of the year under review, Radio Tyneside is financially stable and has adequate cash reserves. Radio Tyneside managed funds totalling £15,548 (including restricted funds of £1,583), having raised £45,507 (including an exceptional income item of £40,000) and has spent £50,652 during the year.

Income

Our ongoing good relationship with the Newcastle Hospitals Charity helped us to secure a significant grant of £40,000. This allowed us to commence a major upgrade of our studio and transmission equipment.

The Trustees consider that a diverse and broad selection of income streams is important to avoid over-reliance on any one source. In the year under review a good spread of funding sources was maintained and operational income totalled £5,507.

Corporate and individual donations were lower than in 2022/23, however the previous year included a significant individual donation.

On-air sponsorship income was stable, reflecting continued support from local businesses and a one-off campaign with a national retailer.

Fundraising efforts generated £1,449, which was a reduction on the previous year's figure. The previous year's figure, however, included a contribution from advertising obtained by a third party that produced a Radio Tyneside branded magazine. Online fundraising such as through EasyFundraising and Amazon Smile brought in around £650.

Expenditure

The Trustees maintained close control on expenditure during 2023/24.

Expenditure during the year totalled £50,652. Excluding costs associated with the studio upgrade, operational expenditure of £11,224 was consistent with the previous year.

Major recurring expenditure items included music royalties, at £3,432. The increase from the previous year (£2,810) was due to the additional full year cost associated with some DAB broadcasts and the impact of inflation-matching price increases. Other licence, subscription

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and membership costs were £3,151. This figure includes the cost of Ofcom broadcasting licences for our FM and DAB channels, the provision of news content, television licences and memberships of the Hospital Broadcasting Association and Community Media Association.

Other major items of expenditure include Insurance at £1,379, covered by a restricted grant from the Newcastle Hospitals Charity made in the previous year. The cost of telecommunications, including landline telephone and broadband reduced to £854 from £964 in the previous year as a result of the migration of our telephone system to an IP-based solution.

Internet costs at £360 included a figure of £316, representing the extension of registration of our web domain for a 5 year period.

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 supplement these sources with some programme sponsorship. All funding streams come with 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.

<https://static.ofcom.org.uk/static/radiolicensing/html/radio-stations/community/cr102238ba2radiotyneside.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, brings the risk of 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.

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 has been compounded by the charity having a small technical team of volunteers, all of whom have full time work commitments. We have initiated a project to replace our studio and transmission facilities with a digital platform. Amongst other things, this will mitigate the risk of equipment failure, reduce the overhead and costs associated with ongoing maintenance and repair and allow remote maintenance and fault correction. Our transmission facilities include the availability of 'standby' equipment, including

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spares so that, as far as possible, we are able to automatically switch over in case of failure. The transmitter and antenna were installed professionally, ensuring that the transmissions are technically compliant with the relevant 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 Foundation Trust. The Trust has indicated its intention to sell the property and to provide us with alternative premises, however, details and timescales are not currently available. Whilst the Trust has indicated its intention to continue to support Radio Tyneside in this way, any future change to this commitment could cause the charity to incur significant additional cost that may be difficult to secure.

Finally, the Trustees recognise the risk associated with reliance on key individuals with the necessary knowledge and skills to manage the charity and its obligations, gained through many years of hands on experience. As a result, the Trustees have initiated a strategic review, supported by an external consultant who is providing their time and expertise on a pro-bono basis. It is expected that this will result in changes going forward, predominantly to the Management Team and the approach to succession planning.

Charity Details**Radio Tyneside****A Charitable Incorporated Organisation, Reg Number 1174808****Trustees**

Dave Nicholson OBE (Chairman)

Richard Finch (Treasurer)

Professor 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

Approved by members at AGM held 12th July 2024**Signed on behalf of the Trustees:**Dave Nicholson
ChairmanRichard Finch
Treasurer

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Receipts and Payments Account For the year ended 31st March 2024

				2023/24	2022/23
		<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	
	<u>Note</u>	£	£	£	
INCOME					
Corporate Donations		1,400	-	1,400	1,400
Personal Donations		369	-	369	1,067
Grants	Note 1		40,312	40,312	4,260
On-air Sponsorship		1,925	-	1,925	1,975
Fundraising Activities		1,449	-	1,449	2,330
Interest		52	-	52	24
		<u>5,195</u>	<u>40,312</u>	<u>45,507</u>	<u>11,056</u>
EXPENDITURE					
Telecommunications	Note 1	542	312	854	964
Postage		-	-	-	-
Equipment/maintenance	Note 1	1,284	39,438	40,722	2,220
Insurance	Note 1	-	1,379	1,379	1,200
Stationery and Consumables		238	-	238	226
Music purchases		96	-	96	40
Music royalties		3,432	-	3,432	2,810
Licences and memberships		3,151	-	3,151	3,655
Internet		360	-	360	42
Marketing		58	-	58	320
Fundraising expenses		-	-	-	-
Miscellaneous		362	-	362	187
		<u>9,523</u>	<u>41,129</u>	<u>50,652</u>	<u>11,664</u>
Surplus of Income over expenditure		- 4,328	- 817	- 5,145	- 608
Funds brought forward		18,293	2,400	20,693	21,301
Funds carried forward	Note 2	<u>13,965</u>	<u>1,583</u>	<u>15,548</u>	<u>20,693</u>

Notes:

Note 1 - Movement in Restricted Funds

	<u>Bal B/ Fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>Bal C/ Fwd</u>
Studio Equipment	-	40,000	39,437	563
Telecommunications	-	312	312	-
Insurance	2,400	-	1,379	1,021
	<u>2,400</u>	<u>40,312</u>	<u>41,128</u>	<u>1,584</u>

Note 2 - Summary of Bank Accounts

	<u>Funds C/Fwd</u>	<u>Funds B/Fwd</u>
Deposit Account	9,267	9,215
Current Account	6,281	11,478
	<u>15,548</u>	<u>20,693</u>

Assets Retained for the Charity's Own Use

IT Equipment	10 personal computers, laptops, accessories and required software
Studio Equipment	2 replacement (digital studio desks), 2 studio mixing desks (in use), microphones, cables, tv sets, amplifiers, and various equipment required to process and distribute audio
Outside Broadcast Equipment	Comrex OB unit, mixing desk, microphones and amplifiers

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Independent Examiner's Report to the Trustees of Radio Tyneside

I report to the trustees on my examination of the accounts of the Radio Tyneside for the year ended 31st March 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

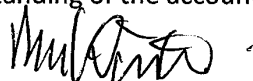
Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

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.

Signed:



Name:

REX WINTER

Relevant professional qualification or membership of professional bodies (if any):

SOLICITOR.

Address:

29 Bernersgate Dr, Newcastle upon Tyne NE2 2EL.

Date:

12th June 2024.

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Radio Tyneside – Review of Key Commitments for the period 2023

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 output 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 2023 was 108

Average number of Locally-Produced Output in 2023 was 150

The studio is located within the licensed coverage area.

This is confirmed.

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,

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- 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 Gateshead, 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, Healthwatch Newcastle and Gateshead, the Newcastle Hospitals Charity and the Gateshead Health Charity.

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 2023 was 135

Total number of volunteers involved, for the year 2023 was 48

Total number of people trained during the year 2023 was 48

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 of negative feedback messages were investigated and actioned by the Programme Director.

Geoff Lisle

Compliance Officer – Radio Tyneside

March 2024