

# **Radio Frimley Park**

Charity Number: 1174994

## **Trustees' Annual Report & Financial Statements for the Period 1<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020**

November 2020

# Radio Frimley Park

## Trustees' Annual Report & Financial Statements

*for the Financial Period from 01-Sep-2019 to 31-Aug-2020*

## Reference & Administration Details

### Charity Details:

**Name(s):** Radio Frimley Park

**Number:** 1174994

**Address:** The Studio, Frimley Park Hospital, Portsmouth Road, Frimley, Surrey, GU16 7UJ

### Names of Trustees for the Charity

Name	Office	Appointed	Resigned
Frank Chambers	Media Manager		
Malcolm Treen	Chair / Membership Manager		
Gilly Wood			Dec 2019
Brian Manby		Dec 2019	
Ed Mayne	Secretary / Chair		

### Names & Addresses of Advisors

Role	Name	Address
Bank	Lloyds Bank	Blackheath London Branch, Lloyds Bank plc, PO Box 1000, BX1 1LT
Independent Examiner	TBA	

## Structure, Governance & Management

**Type of Governing Document:** Constitution

**How the Charity is Constituted:** Charitable Incorporated Organisation

**Trustee Selection Methods:**

Request by a member of the Charity to stand as a Trustee, which is voted on at the AGM. Trustees retire by rotation and retiring Trustees may offer themselves for re-election.

**How New Trustees are Inducted and Trained:**

No formal policies have been adopted, but a new Trustee is provided with a copy of the Constitution and the most recent Trustees' Annual Report and Accounts.

## Objects

### Charitable Objects

- *"the relief of sickness, poor health and old age amongst people living in the area served by Frimley Park Hospital by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; and*
- *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 the area served by Frimley Park Hospital."*

### Statutory Declaration on Public Benefit

The trustees declare that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

## Executive Summary

The charity has been proactive in meeting the charitable objects, in ensuring broadcasting to Frimley Park Hospital throughout the year, even whilst remote broadcasting from presenters' homes. This is supported by broadcasting public service announcements, medical-specific features, as well as health and wellbeing-based podcasts.

## Activities, Achievements & Performance

To achieve the charity's objectives and to meet the charity's vision *"Serving Frimley Health, improving wellbeing through entertainment"*, there has been continued broadcasting to the patients at, and visitors to the Hospital throughout the year.

There have also been some specific tasks undertaken in respect to the effects of the Covid-19 pandemic in the year. The largest achievement this term is to enable presenters to broadcast from their homes and in such a way that the listener would not notice much difference. To be able to honour the objective of being the friend by the bedside, whilst not ordinarily in the studio, was a magnificent feat from the engineering team.

Where the direct interactions with the audience via ward visiting was halted even before the studio being shut down during the first lockdown, during the period of home broadcasting, the station could still

honour requests from patients who contacted the station or staff collecting requests from patients when wards were called by presenters.

Additionally, there has been the publishing and broadcasting the regular updates provided by Public Health England, keeping the listener up to date and to promote the health benefits in our objectives.

The launch of 'Radio Rheumatology', a podcast series created and presented in conjunction with the Rheumatology department in the Hospital, has been very successful. It has aided the work of the health professionals in this field to give a wider platform for information and advice to be heard and is available on demand on the charity's website.

## **Financial Review**

### **Statement of the Charity's Policy on Reserves**

The charity has one bank account, into which all monies received are placed. The accounts are available to the management committee to fund ongoing expenditure of the charity, for the purpose of furthering its objectives. Sums committed to future expenditure are shown in the balance sheet.

### **Details of Any Funds Materially in Deficit**

The Trustees declare that the charity had no funds which were materially in deficit at the date of the statement of assets & liabilities.

### **State of the Charity's Finances**

<b>Restricted Funds</b>	£6,000
<b>Designated Funds</b>	£11,947

### **Particulars of Any Outstanding Guarantee Given by the Charity**

The Trustees declare that the charity has given no guarantee where potential liability is outstanding at the date of the statement of assets & liabilities.

### **Particulars of Any Outstanding Debt**

The Trustees declare that the charity has no outstanding debts which are secured by an express charge on any of the assets of the charity at the date of the statement of assets & liabilities.

## **Declaration**

The Trustees declare that they have approved the above report and authorised that it be signed on their behalf.

## INCOME AND EXPENDITURE FOR THE YEAR ENDED 31st August 2020

INCOME	31-Aug-19	31-Aug-20
Lotto Grant/other grants	£0	£0
Donations/collections/sponsorship	£1,658	£4,462
OBs and Events	£4,230	£2,575
Insurance claim/asset sale	£0	£0
Interest	£0	£0
Subscriptions	£230	£260
<b>TOTAL INCOME</b>	<b>£6,118</b>	<b>£7,297</b>

OUTGOINGS	31-Aug-19	31-Aug-20
OB Expenses	£951	£725
BT and Internet Costs	£594	£495
Music Stock	£249	£301
Insurance	£644	£644
Studio Expenses	£1,785	£916
Administration	£916	£39
Licence Fees/Sky News	£1,933	£1,375
<b>TOTAL OUTGOINGS</b>	<b>£7,072</b>	<b>£4,495</b>

<b>SURPLUS/DEFICIT FOR THE YEAR</b>	<b>-£954</b>	<b>£2,802</b>
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CURRENT ASSETS	31-Aug-19	31-Aug-20
Treasurers Bank Account	£15,144	£17,947
Bank Deposit Account	£0	£0
OB Debtors	£0	£0
<b>TOTAL ASSETS</b>	<b>£15,144</b>	<b>£17,947</b>

<b>LESS CREDITORS</b>	<b>£0</b>	<b>£0</b>
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<b>NET ASSETS</b>	<b>£15,144</b>	<b>£17,947</b>
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RESTRICTED FUNDS (a)	31-Aug-19	31-Aug-20
Restricted funds allocated	£6,000	£6,000
Interest earned in current year	£0	£0
Restricted funds received during the period	£0	£0
Expenses incurred against restricted funds	£0	£0
<b>Restricted funds c/f</b>	<b>£6,000</b>	<b>£6,000</b>

BUDGETED INCOME	31-Aug-20	31-Aug-21
OBs	£4,200	£4,200
Bank Interest	£0	£0
Donations/Collections	£3,500	£2,500
Subscriptions	£230	£260
<b>Total</b>	<b>£7,930</b>	<b>£6,960</b>

BUDGETED EXPENDITURE	31-Aug-20	31-Aug-21
Record Library	£250	£300
Administration	£900	£800
OB Running Costs	£2,000	£2,000
Studio Engineering	£2,000	£2,000
Miscellaneous	£250	£250
Emergency Reserves	£2,000	£2,000
Play Out Licence	£2,000	£2,000
<b>Total</b>	<b>£9,400</b>	<b>£9,350</b>

<b>PROJECTED SHORTFALL</b>	<b>-£1,470</b>	<b>-£2,390</b>
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Notes - (a) The restricted funds are to be reviewed by the committee during the financial year.