

# STEVENAGE AND NORTH HERTS TALKING NEWS

England & Wales · Charity number 1184417

## Details

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Status	Registered
Legal form	CIO
Registered	2019-07-15
Register	<a href="#">View on the Charity Commission register</a>

## Contact

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Address	8 Chambers Lane Ickleford Hitchin Hertfordshire SG5 3YA
Phone	07856736108
Email	<a href="mailto:snhtnews@gmail.com">snhtnews@gmail.com</a>
Website	<a href="http://www.snhtalkingnews.co.uk">[www.snhtalkingnews.co.uk]</a>

## Activities

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**Objects:** THE OBJECT OF THE CIO IS TO RELIEVE BLIND, PARTIALLY SIGHTED PEOPLE OR THOSE LABOURING UNDER SOME TEMPORARY OR PERMANENT INCAPACITY OR DISABILITY WHICH MAKES READING A STRAIN BY THE PROVISION OF A WEEKLY NEWSPAPER AND MAGAZINE ("THE NEWSPAPER") THROUGH A RECORDED DEVICE.

**Activities:** Our team of volunteers produces a weekly audio recording of local news and magazines which is copied onto memory sticks and provided free of charge, by post, to the blind or partially sighted, or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, in the Stevenage and North Hertfordshire areas. We also loan them a player to listen to the stick.

## Classification

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- **How:** Provides Services
- **What:** Disability
- **Who:** People With Disabilities, Other Defined Groups

## Geography

- Central Bedfordshire
- Hertfordshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-04-01	£2,000	£1,599	-	-
2024-04-01	£99	£1,282	-	-
2023-04-01	£1,393	£1,695	-	-
2022-04-01	£2,590	£1,071	-	-
2021-04-01	£8,834	£5,517	-	-

## Trustees

Name	Role	Appointed
Ian Hanks Mr	Chair	2019-01-09
Colin Geoffrey Blake		2023-04-01
Neil MacQuarrie Smith Dodds		2021-09-20
Wendy Helen Roskilly		2019-01-09

**STEVENAGE AND NORTH HERTS TALKING NEWS**

England & Wales - Charity number 1184417

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# Accounts

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## Trustees' Annual Report for the period

From 02/04/2024                      Period start date  
To 01/04/2025                        Period end date

**Charity name: Stevenage and North Herts Talking News**

**Charity registration number: 1184417**

### Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	To provide to the blind or the partially sighted or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, a weekly newspaper and magazine through a recorded device.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>To achieve our objects we:</p> <ul style="list-style-type: none"><li>• recruit, train and organise a team of volunteers as readers, article writers, editors, technicians and dispatchers;</li><li>• gather articles and items from our local papers and other sources;</li><li>• distribute these to the volunteer readers who record in their own homes using their own smartphones;</li><li>• obtain recordings of articles from a variety of national magazines by subscription to the RNIB;</li><li>• compile and adjust the sound on all the audio recordings to produce a master copy;</li><li>• duplicate on to the required number of memory sticks;</li><li>• distribute these to the listeners each week via the 'Articles for the Blind' postal service;</li><li>• attract and recruit new blind and partially sighted listeners, introduce them to the service, loan them a suitable media player to listen to their</li></ul>

		<p>recordings, and keep in touch with them to ensure the service is meeting their needs.</p> <ul style="list-style-type: none"> <li>• maintain a confidential register of listeners, having regard to GDPR guidelines;</li> <li>• seek funds as needed to meet annual running costs and to pay for equipment needed to maintain the service, through grants from funding bodies and donations.</li> </ul>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	We confirm that the trustees have had regard to the Charity Commission's guidance on public benefit.

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	Our charity does not make any grants.
Policy on social investment including program related investment	Para 1.38	Our charity does not make any social investments
Contribution made by volunteers	Para 1.38	All our members are volunteers, we do not have any paid employees. Our volunteers are at the core of what we do, working together as readers, committee members or technical support on a weekly rota to produce the Talking News for our listeners each week.
Other		

## Achievements and Performance

	SORP reference	
<p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.</p>	<p>Para 1.20</p>	<ul style="list-style-type: none"> <li>• Our established team of 28 volunteers has been consistently supportive and reliable, with many proactively helping to promote our service.</li> <li>• While a number of our listeners have stopped using the service over the year, often due to worsening health, others have joined and our average number of listeners remains consistent.</li> <li>• We continue to maintain our website which allows potential new listeners and their families to learn more about the service we offer.</li> <li>• We have advertised and promoted our service through local publications and libraries, and by visits to relevant organisations.</li> <li>• We continue to maintain a dedicated phone account for our charity manned by a rota of committee members.</li> <li>• The number of new listeners joining the service fluctuates but continues to be affected by the closure of many clubs and support groups where potential listeners might previously have heard about us.</li> <li>• We continued to use our system of remote working so that readers, editors, compilers and dispatchers could work independently from home using their own smartphones and email. This means that we avoid the cost of expensive equipment or premises, and allows our volunteers to manage their own work within a set time frame.</li> <li>• In addition to distributing our weekly editions to our listeners via memory sticks, we continued to publish them on the BWBF Talking News platform, and also through this onto our website. This allows our volunteer readers to hear the finished product and monitor their own performance, and also enables our weekly editions to be available to potential new listeners or their families wishing to understand what we offer.</li> </ul>

		<ul style="list-style-type: none"> <li>• We have continued to extend the content of our editions beyond the local papers and the RNIB magazine recordings, by finding, and encouraging our volunteers to find, items from other sources which will be of interest to our listeners.</li> <li>• We have continued to liaise with other talking news groups and shared material with a number of them.</li> <li>• We recently learned that the media player we have been supplying to our listeners, Synaptic Version 2, has been updated to a Version 3 which is much better adapted for use by our visually impaired listeners. Although the new machine is more expensive the committee decided to use this new player in future. We were able to negotiate the return to Synaptic in part exchange of our remaining stock of Version 2 players, and will supply Version 3 players in future.</li> </ul>
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**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	At the end of the period our cash funds were £4,595, well above the minimum of £3,000 as stated in our policy on reserves. We also hold a good stock of equipment available to be sent out to new listeners.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	We need to hold reserves of unrestricted available funds which are sufficient to allow us to operate for a full year without any new income. Taking into account annual running costs currently totalling around £730, and equipment and consumables for loan to up to 20 new listeners per year currently totalling around £75 per listener, the minimum amount of unrestricted reserves we should hold at any time is £3,000, which can however include the value of equipment and consumables held in stock. We do not hold reserves other than our cash funds.
Amount of reserves held	Para 1.22	<b>N/A</b>
Reasons for holding zero reserves	Para 1.22	We do not need to hold reserves provided we have sufficient cash funds, as stated above.
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	In 2024/5 we applied for and received a grant from the Stevenage Community Fund. We have received generous donations this year and in the past from the Masonic Foundation. We also receive from time to time small donations from listeners or their families, which while they are not solicited are nevertheless very welcome.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution (dated February 2020)
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO (Foundation)
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	Elected by members at Annual General Meeting

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The charity is managed by a committee which is made up of the trustees and other committee members elected at the AGM.</p> <p>Stevenage and North Herts Talking News is a member of the Talking News Federation.</p> <p>We have written policies on Safeguarding, Policy and Procedures, Privacy and a GDPR Statement.</p>
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Stevenage and North Herts Talking News
Other name the charity uses	
Registered charity number	1184417
Charity's principal address	8 Chambers Lane Ickleford SG5 3YA



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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### Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Shared with all trustees in draft form via email, and agreed by them all via email.
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<b>Full name(s)</b>	Ian R Hanks	Wendy H Roskilly
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<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
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<b>Date</b>	10 July 2025
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CHARITY COMMISSION  
FOR ENGLAND AND WALES

Stevenage and North Herts Talking News

1184417

## Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	02.04.24		01.04.25

### 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 £
<b>A1 Receipts</b>					
Donations and grants	2,000				99
					-
					-
					-
					-
					-
					-
<b>Sub total (Gross income for AR)</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>99</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>2,000</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>99</b>
<b>A3 Payments</b>					
Royal Mail (PO box annual fee)	353	-	-	353	-
Talking News Federation subscription	42	-	-	42	-
Website and phone	155	-	-	155	-
Players for listener use	644	-	-	644	-
USB sticks, consumables and sundries	325	-	-	325	-
Travel expenses	29	-	-	29	-
Roller banner (publicity)	51	-	-	51	-
<b>Sub total</b>	<b>1,599</b>	<b>-</b>	<b>-</b>	<b>1,599</b>	<b>1,282</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,599</b>	<b>-</b>	<b>-</b>	<b>1,599</b>	<b>1,282</b>
<b>Net of receipts/(payments)</b>	<b>401</b>	<b>-</b>	<b>-</b>	<b>401</b>	<b>- 1,183</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,378	-	-	4,195	5,378
<b>Cash funds this year end</b>	<b>5,779</b>	<b>-</b>	<b>-</b>	<b>4,595</b>	<b>4,195</b>

## 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>4,595</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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
		Ian R Hanks Wendy H Roskilly		

**STEVENAGE AND NORTH HERTS TALKING NEWS**

England & Wales - Charity number 1184417

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	02	04	2023		01	04	2024

## Section A Reference and administration details

<b>Charity name</b>	Stevenage and North Herts Talking News
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1184417
<b>Charity's principal address</b>	8 Chambers Lane
	Ickleford
	<b>Postcode</b> SG5 3YA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Hanks	Chair		
3	Wendy Roskilly	Treasurer		
5	Neil Dodds	Committee member		
6	Colin Blake	Committee member		
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (dated February 2020)
How the charity is constituted (eg. trust, association, company)	CIO (Foundation)
Trustee selection methods (eg. appointed by, elected by)	Elected by members at Annual General Meeting

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li>• policies and procedures adopted for the induction and training of trustees;</li> <li>• the charity's organisational structure and any wider network with which the charity works;</li> <li>• relationship with any related parties;</li> <li>• trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The charity is managed by a committee which is made up of the trustees and other committee members elected at the AGM.</p> <p>Stevenage and North Herts Talking News is a member of the Talking News Federation.</p> <p>We have written policies on Safeguarding (reviewed April 2024), Policy and Procedures (reviewed April 2023), Privacy (reviewed April 2023), and a GDPR Statement (reviewed April 2023).</p>
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**Section C Objectives and activities**

<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>To provide to the blind or the partially sighted or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, a weekly newspaper and magazine through a recorded device.</p>
<p><b>Summary of the main activities undertaken for the public benefit in relation to</b></p>	<p>To achieve our objects we:</p>

**these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- recruit, train and organise a team of volunteers as readers, article writers, editors, technicians and dispatchers;
- gather articles and items from our local papers and other sources;
- distribute these to the volunteer readers who record in their own homes using their own smartphones;
- obtain recordings of articles from a variety of national magazines by subscription to the RNIB;
- compile and adjust the sound on all the audio recordings to produce a master copy;
- duplicate on to the required number of memory sticks;
- distribute these to the listeners each week via the 'Articles for the Blind' postal service;
- attract and recruit new blind and partially sighted listeners, introduce them to the service, loan them a suitable media player to listen to their recordings, and keep in touch with them to ensure the service is meeting their needs.
- maintain a confidential register of listeners, having regard to GDPR guidelines;
- seek funds as needed to pay for equipment needed to maintain the service, through grants from funding bodies and donations.

#### **Additional details of objectives and activities (Optional information)**

All our members are volunteers, we do not have any paid employees.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Our established team of 27 volunteers has been consistently supportive and reliable, with many proactively helping to promote our service.
- While a number of our listeners have stopped using the service over the year, often due to worsening health, others have joined and our average number of listeners remains consistent.
- We continue to maintain our website which allows potential new listeners and their families to learn more about the service we offer.
- We have advertised and promoted our service through local publications and libraries, and by visits to organisations including a Macular Society group and OPALS meetings for older residents.
- We continue to maintain a dedicated phone account for our charity manned by a rota of committee members.
- The number of new listeners joining the service fluctuates but continues to be affected by the closure of many clubs and support groups where potential listeners might previously have heard about us.
- We continued to use our system of remote working so that readers, editors, compilers and dispatchers could work independently from home using their own smartphones and email. This means that we avoid the cost of expensive equipment or premises, and allows our volunteers to manage their own work within a set time frame.
- In addition to distributing our weekly editions to our listeners via memory sticks, we continued to publish them on the BWBF Talking News platform. This allows our volunteer readers to hear the finished product and monitor their own performance.
- We have continued to extend the content of our editions beyond the local papers and the RNIB magazine recordings, by finding, and encouraging our volunteers to find, items from other sources which will be of interest to our listeners.
- We have continued to liaise with other talking news groups and shared material with a number of them.
- Through online searches and forums we researched different media players as possible replacements for the Sonic 2 which is no longer available. We bought three players to assess, and decided on one of them, the Synapptic V2, as the best available machine at present, although not ideal. We bought six of these players and have already distributed five to new listeners.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We need to hold reserves of unrestricted available funds which are sufficient to allow us to operate for a full year without any new income. Taking into account annual running costs currently totalling £731, and equipment and consumables for loan to up to 20 new listeners per year currently totalling around £75 per listener, the minimum amount of unrestricted reserves we should hold at any time is £3,000, which can however include the value of equipment and consumables held in stock.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We received modest donations from listeners and their families which were used to partially offset our running costs. We did not undertake any fundraising during 2023/4, meaning that our payments exceeded our receipts, so we plan to seek funding from granting bodies during 2024/5.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Circulated to all trustees via email and agreed at an online committee meeting.	
<b>Full name(s)</b>	Ian Hanks	Wendy H Roskilly
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	29 August 2024	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name	No (if any)
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## Receipts and payments accounts

CC16a

For the period from	Period start date 02.04.23	To	Period end date 01.04.24
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### 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 £
<b>A1 Receipts</b>					
Donations	99	-	-	99	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>99</b>	<b>-</b>	<b>-</b>	<b>99</b>	<b>1,393</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>99</b>	<b>-</b>	<b>-</b>	<b>99</b>	<b>1,393</b>
<b>A3 Payments</b>					
RNIB magazine subscription	170	-	-	170	-
Royal Mail (PO Box annual fee)	330	-	-	330	-
Talking News Federation subscription	42	-	-	42	-
TNF conference online access	25	-	-	25	-
Website and phone	83	-	-	83	-
Players to be assessed to replace Sonic2	73	-	-	73	-
7 x Synapptic players for listener use	283	-	-	283	-
Memory sticks	52	-	-	52	-
Consumables and sundries	143	-	-	143	-
Travel expenses	81	-	-	81	-
<b>Sub total</b>	<b>1,282</b>	<b>-</b>	<b>-</b>	<b>1,282</b>	<b>1,695</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,282</b>	<b>-</b>	<b>-</b>	<b>1,282</b>	<b>1,695</b>
<b>Net of receipts/(payments)</b>	<b>- 1,183</b>	<b>-</b>	<b>-</b>	<b>- 1,183</b>	<b>- 302</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,680</b>
<b>Cash funds this year end</b>	<b>4,195</b>	<b>-</b>	<b>-</b>	<b>4,195</b>	<b>5,378</b>

# 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval

**STEVENAGE AND NORTH HERTS TALKING NEWS**

England & Wales - Charity number 1184417

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	02	04	2022		01	04	2023

## Section A Reference and administration details

**Charity name** Stevenage and North Herts Talking News

**Other names charity is known by**

**Registered charity number (if any)** 1184417

**Charity's principal address**

8 Chambers Lane  
Ickleford

**Postcode** SG5 3YA

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Hanks	Chair		
2	Rachael McLaughlan	Secretary	Until 31.03.23	
3	Wendy Roskilly	Treasurer		
5	Neil Dodds			
6	Colin Blake		From 01.04.23	
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year

## Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution (dated February 2020)
How the charity is constituted (eg. trust, association, company)	CIO (Foundation)
Trustee selection methods (eg. appointed by, elected by)	Elected by members at Annual General Meeting

### Additional governance issues (Optional information)

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"><li>• policies and procedures adopted for the induction and training of trustees;</li><li>• the charity's organisational structure and any wider network with which the charity works;</li><li>• relationship with any related parties;</li><li>• trustees' consideration of major risks and the system and procedures to manage them.</li></ul>	<p>The charity is managed by a committee which is made up of the trustees and other committee members elected at the AGM.</p> <p>Stevenage and North Herts Talking News is a member of the Talking News Federation.</p> <p>We have written policies on Safeguarding (reviewed April 2023), Policy and Procedures (reviewed April 2023), Privacy (reviewed April 2023), and a GDPR Statement (reviewed April 2023).</p>
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## Section C Objectives and activities

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

### Summary of the main activities undertaken for the public benefit in relation to

To provide to the blind or the partially sighted or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, a weekly newspaper and magazine through a recorded device.

To achieve our objects we:

**these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

- recruit, train and organise a team of volunteers as readers, article writers, editors, technicians and dispatchers;
- gather articles and items from our local papers and other sources;
- distribute these to the volunteer readers who record in their own homes using their own smartphones;
- obtain recordings of articles from a variety of national magazines by subscription to the RNIB;
- compile and adjust the sound on all the audio recordings to produce a master copy;
- duplicate on to the required number of memory sticks;
- distribute these to the listeners each week via the 'Articles for the Blind' postal service;
- attract and recruit new blind and partially sighted listeners, introduce them to the service, loan them a suitable media player to listen to their recordings, and keep in touch with them to ensure the service is meeting their needs.
- maintain a confidential register of listeners, having regard to GDPR guidelines;
- seek funds as needed to pay for equipment needed to maintain the service, through grants from funding bodies and donations.

#### **Additional details of objectives and activities (Optional information)**

All our members are volunteers, we do not have any paid employees.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Our established team of 24 volunteers has been consistently supportive and reliable, with many proactively helping to promote our service.
- While a number of our listeners have stopped using the service over the year, often due to worsening health, others have joined and our average number of listeners remains consistent.
- We continue to maintain our website which allows potential new listeners and their families to learn more about the service we offer.
- We have advertised and promoted our service through local publications and libraries, and by visits to organisations including a Macular Society group and a local health centre.
- We continue to maintain a dedicated phone account for our charity manned by a rota of committee members.
- The number of new listeners joining the service is slowly increasing but continues to be affected by the closure of many clubs and support groups where potential listeners might previously have heard about us.
- We continued to use our system of remote working so that readers, editors, compilers and dispatchers could work independently from home using their own smartphones and email. This means that we avoid the cost of expensive equipment or premises, and allows our volunteers to manage their own work within a set time frame.
- In addition to distributing our weekly editions to our listeners via memory sticks, we continued to publish them on the BWBF Talking News platform. This allows our volunteer readers to hear the finished product and monitor their own performance.
- We have continued to extend the content of our editions beyond the local papers and the RNIB magazine recordings, by finding, and encouraging our volunteers to find, items from other sources which will be of interest to our listeners.
- We have continued to liaise with other talking news groups and shared material with a number of them.
- In common with other talking newspaper groups, a major challenge this year has been the withdrawal from the market of the simple media player, designed for use by the visually impaired, which we previously bought to lend to our listeners. We have been researching other players and expect to decide on a replacement shortly.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We need to hold reserves of unrestricted available funds which are sufficient to allow us to operate for a full year without any new income. Taking into account annual fees and subscriptions currently totalling £589, and equipment and consumables for loan to up to 20 new listeners per year currently totalling around £1500 per year, the minimum amount of unrestricted reserves we should hold at any time is £3,000, which can however include the value of equipment and consumables held in stock.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We received donations from a charitable organisation, a local business and from the family of a former listener; these have enabled us to continue to meet our ongoing running costs and supply listeners with the equipment they need to listen to our Talking News.

**Section F Other optional information**

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	Circulated to all trustees via email and agreed at an online committee meeting.	
<b>Full name(s)</b>	Ian R Hanks	Wendy H Roskilly
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	03 August 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name No (if any)

## Receipts and payments accounts

CC16a

For the period from	Period start date 02.04.22	To	Period end date 01..04.23
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### 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 £
<b>A1 Receipts</b>					
Donations	1,393	-	-	1,393	2,590
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>1,393</b>	<b>-</b>	<b>-</b>	<b>1,393</b>	<b>2,590</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>1,393</b>	<b>-</b>	<b>-</b>	<b>1,393</b>	<b>2,590</b>
<b>A3 Payments</b>					
RNIB magazine subscriptions	169	-	-	169	-
Royal Mail (PO Box annual fee)	300	-	-	300	-
Talking News Federation subscription x 2	84	-	-	84	-
Website and phone	77	-	-	77	-
Plastic wallets	578	-	-	578	-
Memory sticks	234	-	-	234	-
Consumables and sundries	146	-	-	146	-
Travel expenses	82	-	-	82	-
Online access to TNF training workshop	25	-	-	25	-
<b>Sub total</b>	<b>1,695</b>	<b>-</b>	<b>-</b>	<b>1,695</b>	<b>1,071</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>1,695</b>	<b>-</b>	<b>-</b>	<b>1,695</b>	<b>1,071</b>
<b>Net of receipts/(payments)</b>	<b>- 302</b>	<b>-</b>	<b>-</b>	<b>- 302</b>	<b>1,519</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>5,680</b>	<b>-</b>	<b>-</b>	<b>5,680</b>	<b>4,161</b>
<b>Cash funds this year end</b>	<b>5,378</b>	<b>-</b>	<b>-</b>	<b>5,378</b>	<b>5,680</b>

# 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 £
<b>B1 Cash funds</b>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>5,378</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval

**STEVENAGE AND NORTH HERTS TALKING NEWS**

England & Wales - Charity number 1184417

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# Accounts

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# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	02	04	2021		01	04	2022

## Section A Reference and administration details

**Charity name** Stevenage and North Herts Talking News

**Other names charity is known by**

**Registered charity number (if any)** 1184417

**Charity's principal address** St Hilda's Church

9 Breakspear

Stevenage

**Postcode** SG2 9SQ

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Ian Hanks	Chair		
2	Rachael McLaughlan	Secretary		
3	Wendy Roskilly	Treasurer		
4	Catherine Tollington		Until 07.09.21	
5	Neil Dodds		From 20.09.21	
6				
7				
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year


**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

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

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**Section B Structure, governance and management**

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution (dated February 2020)
How the charity is constituted (eg. trust, association, company)	CIO (Foundation)
Trustee selection methods (eg. appointed by, elected by)	Elected by members at Annual General Meeting

**Additional governance issues (Optional information)**

<p>You <b>may choose</b> to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> policies and procedures adopted for the induction and training of trustees;</li> <li><input type="checkbox"/> the charity's organisational structure and any wider network with which the charity works;</li> <li><input type="checkbox"/> relationship with any related parties;</li> <li><input type="checkbox"/> trustees' consideration of major risks and the system and procedures to manage them.</li> </ul>	<p>The charity is managed by a committee which is made up of the trustees and other committee members elected at the AGM.</p> <p>Stevenage and North Herts Talking News is a member of the Talking News Federation.</p> <p>We have written policies on Safeguarding (reviewed April 2022), Policy and Procedures (reviewed April 2021), Privacy (reviewed April 2021), and a GDPR Statement (reviewed April 2021).</p>
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**Section C Objectives and activities**

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

To provide to the blind or the partially sighted or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, a weekly newspaper and magazine through a recorded device.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To achieve our objects we:

- recruit, train and organise a team of volunteers as readers, article writers, editors, technicians and dispatchers;
- gather articles and items from our local papers and other sources;
- distribute these to the volunteer readers who record in their own homes using their own smartphones;
- obtain recordings of articles from a variety of national magazines by subscription to the RNIB;
- compile and adjust the sound on all the audio recordings to produce a master copy;
- duplicate on to the required number of memory sticks;
- distribute these to the listeners each week via the 'Articles for the Blind' postal service;
- attract and recruit new blind and partially sighted listeners, introduce them to the service, loan them a suitable media player to listen to their recordings, and keep in touch with them to ensure the service is meeting their needs.
- maintain a confidential register of listeners, having regard to GDPR guidelines;
- seek funds as needed to pay for equipment needed to maintain the service, through grants from funding bodies and donations.

**Additional details of objectives and activities (Optional information)**

All our members are volunteers, we do not have any paid employees.

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

- Our established team of 26 volunteers has been consistently supportive and reliable, with many proactively helping to promote our service.
- While a number of our listeners have stopped using the service over the year, often due to worsening health, others have joined and our average number of listeners has increased slightly.
- We have developed and launched our website which we hope will allow potential new listeners and their families to learn more about the service we offer.
- We have established a dedicated phone account for our charity manned by a rota of committee members.
- The number of new listeners joining the service is slowly increasing but continues to be affected by the closure of many clubs and support groups where potential listeners might previously have heard about us.
- We continued to use our system of remote working so that readers, editors, compilers and dispatchers could work independently from home using their own smartphones and email. This means that we avoid the cost of expensive equipment or premises, and allows our volunteers to manage their own work within a set time frame. It has also allowed us to continue to produce our Talking News every week throughout the pandemic safely and without interruption.
- In addition to distributing our weekly editions to our listeners via memory sticks, we continued to publish them on the BWBF Talking News platform so that they are available publicly. This allows our volunteer readers to hear the finished product and monitor their own performance.
- We have continued to extend the content of our editions beyond the local papers and the RNIB magazine recordings, by finding, and encouraging our volunteers to find, items from other sources which will be of interest to our listeners.
- We have continued to liaise with other talking news groups and shared material with a number of them.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

We need to hold reserves of unrestricted available funds which are sufficient to allow us to operate for a full year without any new income. Taking into account annual fees and subscriptions currently totalling £558, and equipment and consumables for loan to up to 20 new listeners per year currently totalling around £1320 per year, the minimum amount of unrestricted reserves we should hold at any time is £2,500, which can however include the value of equipment and consumables held in stock.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We sought and obtained donations from a funding organisation, and also received a number of unsolicited donations from listeners or their families; these have enabled us to continue to meet our ongoing running costs and supply listeners with the equipment they need to listen to our Talking News.

**Section F Other optional information**

Empty box for optional information.

**Section G Declaration**

The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>	Document has been read and agreed by all trustees via email.	
<b>Full name(s)</b>	Ian R Hanks	Wendy H Roskilly
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	13 June 2022	



## Receipts and payments accounts

<b>For the period from</b>	Period start date 02.04.21	<b>To</b>	Period end date 01.04.22
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### 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 £
<b>A1 Receipts</b>				
Donations	2,590	-	-	2,590
Grants	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	2,590	-	-	2,590
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total receipts</b>	2,590	-	-	2,590
<b>A3 Payments</b>				
RNIB magazine subscription x 2	320	-	-	320
Royal Mail (PO Box annual fee)	284	-	-	284
Website	79	-	-	79
Phone	42	-	-	42
Memory sticks	248	-	-	248
Consumables and sundries	98	-	-	98
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	1,071	-	-	1,071
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	-	-	-	-
<b>Total payments</b>	1,071	-	-	1,071
<b>Net of receipts/(payments)</b>	1,519	-	-	1,519
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	4,161	-	-	4,161
<b>Cash funds this year end</b>	5,680	-	-	5,680

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Closing balance	5,680	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>5,680</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

Categories	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	14 media players in stock, available for loan to listeners	Unrestricted	-
	Consumables (memory sticks, padded wallets, labels, batteries) in stock	Unrestricted	-
	Media players already on loan to listeners	Unrestricted	-
	Consumables in circulation	Unrestricted	-
	PC and laptop	Unrestricted	-
	Memory stick duplicator	Unrestricted	-
			-
			-

Categories	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

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

Signature	Print Name

**CC16a**



**Last year**  
**to the nearest £**

<b>5,178</b>
<b>3,656</b>
-
-
-
-
-
-
<b>8,834</b>

-
-
-

<b>8,834</b>
--------------

-
-
-
-
-
-
-
-
-
-
<b>5,517</b>

-
-
-

<b>5,517</b>
--------------

<b>3,317</b>
-
<b>844</b>
<b>4,161</b>



**Endowment funds**

to nearest £

-
-
-
-

OK

**Endowment funds**

to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-
-

**When due (optional)**


**Date of approval**


**STEVENAGE AND NORTH HERTS TALKING NEWS**

England & Wales - Charity number 1184417

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# Accounts

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## Trustees' Annual Report for the period

Period start date

**From**

Period end date

**To**

02  
04  
2020

01  
04  
2021

Section A

Reference and administration details

**Charity name**

Stevenage and North Herts Talking News

**Other names charity is known by**

**Registered charity number (if any)**

1184417

**Charity's principal address**

St Hilda's Church

9 Breakspear

Stevenage

**Postcode**

**SG2 9SQ**

**Names of the charity trustees who manage the charity**

**Trustee name**

**Office (if any)**

**Dates acted if not for whole year**

**Name of person (or body) entitled to appoint trustee (if any)**

Ian Hanks  
Chair

1

Rachael McLaughlan  
(formerly Baker)  
Secretary

2

Wendy Roskilly  
Treasurer

3

Catherine Tollington

4

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

**Name**

**Dates acted if not for whole year**

**Names and addresses of advisers (Optional information)**

**Type of adviser**

**Name**

**Address**

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

## **Section B                      Structure, governance and management**

### **Description of the charity's trusts**

	Type of governing document (eg. trust deed, constitution)
Constitution (dated 12 February 2020)	
	How the charity is constituted (eg. trust, association, company)
CIO (Foundation)	
	Trustee selection methods (eg. appointed by, elected by)
Elected by members at Annual General Meeting	

### **Additional governance issues (Optional information)**

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

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The charity is managed by a committee which is made up of the trustees and other committee members elected at the AGM.

Stevenage and North Herts Talking News is a member of the Talking News Federation.

We have written policies on Safeguarding Policy and Procedures (reviewed May 2021), Equality (reviewed April 2021), Privacy (reviewed April 2021), and a GDPR Statement (reviewed April 2021).

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

To provide to the blind or the partially sighted or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, a weekly newspaper and magazine through a recorded device.

### **Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

To achieve our objects we:

- recruit, train and organise a team of volunteers as readers, article writers, editors, technicians and dispatchers;
- gather articles and items from our local papers and other sources;
- distribute these by email to the volunteer readers who record in their own homes using their own smartphones;
- obtain recordings of articles from a variety of national magazines by subscription to the RNIB;
- compile and adjust the sound on all the audio recordings to produce a master copy;
- duplicate on to the required number of memory sticks;
- distribute these to the listeners each week via the 'Articles for the Blind' postal service;
- upload each week's edition to the British Wireless for the Blind Fund (BWBF)'s app;
- attract and recruit new blind and partially sighted listeners, introduce them to the service, loan them a suitable media player to listen to their recordings, and keep in touch with them to ensure the service is meeting their needs;
- maintain a confidential register of listeners, having regard to GDPR guidelines;
- seek funds as needed to pay for equipment and subscriptions required to maintain the service, through grants from funding bodies and donations.

## **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All our members are volunteers, we do not have any paid employees.

**Summary of the main achievements of the charity during the year**

- In late 2020 we had a very good response to an appeal for volunteers via our local paper. As a result we were able to more than double our number of volunteers which allowed us to divide our news readers into two teams reading on alternate weeks; introduce teams of volunteers to compile and read non-news items; recruit and train an additional volunteer for our team of technicians; and recruit a volunteer to take on the role of listener liaison.
- We had an average of 28 volunteers during the year, including trustees and committee, and distributed recordings on memory sticks to an average of between 40 and 50 listeners every week throughout the year.
- We introduced some new listeners during the year, but sadly also lost some listeners who were no longer able to take advantage of our service due to worsening health. The great majority of our listeners are older people who are losing their sight due to macular degeneration.
- Our ability to attract new listeners was impacted by the pandemic, as many of the groups or agencies by which listeners typically hear about us were no longer functioning.
- We continued to use our system of remote working so that readers, editors, compilers and dispatchers could work independently from home using their own smartphones and email. This means that we avoid the cost of expensive equipment or premises, and allows our volunteers to manage their own work within a set time frame.
- In addition to distributing our weekly editions to our listeners via memory sticks, we continued to publish them on the BWBF Talking News platform so that they are available publicly. This allows our volunteer readers to hear the finished product and monitor their own performance.
- We have gradually extended the content of our editions beyond the local papers and the RNIB magazine recordings, by finding, and encouraging our volunteers to find, items from other sources which will be of interest to our listeners.
- We have liaised with other talking news groups and shared material with a number of them.
- We submitted an edition of our Talking News to the Talking News Federation for review. The resulting report was very favourable and made just a couple of suggestions for improvement which we have acted on.

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**Brief statement of the charity's policy on reserves**

We need to hold reserves of unrestricted available funds which are sufficient to allow us to operate for a full year without any new income. Taking into account annual fees and subscriptions currently totalling £480, and equipment and consumables for loan to up to 20 new listeners per year currently totalling around £1,280 per year, the minimum amount of unrestricted reserves we should hold at any time is £2,000, which can however include the value of equipment and consumables held in stock.

**Details of any funds materially in deficit**

**Further financial review details (Optional information)**

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

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We sought and obtained grants from two local funding bodies in order to replace a key piece of equipment.

We also sought and obtained grants from two other local funding bodies; received four unsolicited donations from listeners or their families; one donation from a local employer; and two donations from local clubs. These have enabled us to continue to meet our ongoing running costs.

**Section G Declaration**

**The trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Signature(s)**

Document has been read and agreed by all trustees via email and at a committee meeting.

**Full name(s)**

Ian R Hanks  
Wendy H Roskilly

**Position (eg Secretary,  
Chair, etc)**

Chair  
Treasurer

07 September 2021

**Date**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name <b>Stevenage and North Herts Talking News</b>	No (if any) <b>1184417</b>
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## Receipts and payments accounts

<b>For the period from</b>	Period start date 02.04.20	<b>To</b>	Period end date 01.04.2021
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	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £
<b>A1 Receipts</b>				
Grants	5,178	-	-	5,178
Donations	3,656	-	-	3,656
	-	-	-	-
	-	-	-	-
	-	-	-	-
<b>Sub total</b> (Gross income for AR)	<b>8,834</b>	<b>-</b>	<b>-</b>	<b>8,834</b>
<b>A2 Asset and investment sales, (see table).</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>8,834</b>	<b>-</b>	<b>-</b>	<b>8,834</b>
<b>A3 Payments</b>				
Zip wallets and address labels	780	-	-	780
24 x media players for loan to listeners	1,137	-	-	1,137
Replacement USB duplicator	3,009	-	-	3,009
Memory sticks	112	-	-	112
Annual subscriptions and charges	479	-	-	479
<b>Sub total</b>	<b>5,517</b>	<b>-</b>	<b>-</b>	<b>5,517</b>
<b>A4 Asset and investment purchases, (see table)</b>				
	-	-	-	-
	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>5,517</b>	<b>-</b>	<b>-</b>	<b>5,517</b>
<b>Net of receipts/(payments)</b>	<b>3,317</b>	<b>-</b>	<b>-</b>	<b>3,317</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>844</b>	<b>-</b>	<b>-</b>	<b>844</b>
<b>Cash funds this year end</b>	<b>4,161</b>	<b>-</b>	<b>-</b>	<b>4,161</b>

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B1 Cash funds</b>	Cash	4,161	-
		-	-
		-	-
	<b>Total cash funds</b>	<b>4,161</b>	<b>-</b>
(agree balances with receipts and payments account(s))		OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
<b>B2 Other monetary assets</b>		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
<b>B3 Investment assets</b>			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
<b>B4 Assets retained for the charity's own use</b>	31 x media players in stock, available for loan to listeners	Unrestricted	
	Consumables (memory sticks, padded wallets, labels, batteries) in stock	Unrestricted	
	Media players already on loan to listeners	Unrestricted	
	Consumables in circulation	Unrestricted	
	PC and laptop	Unrestricted	
	Memory stick duplicator	Unrestricted	
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
<b>B5 Liabilities</b>			-
			-
			-
			-
			-

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

Signature	Print Name
Read and approved by all trustees via email and at a committee meeting	Ian R Hanks
	Wendy H Roskilly

**CC16a**

**Last year  
to the nearest £**

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**Endowment funds**

to nearest £

-
-
-
-

OK

**Endowment funds**

to nearest £

-
-
-
-
-
-

**Current value (optional)**

-
-
-
-
-

**Current value (optional)**

-
-
-
-
-
-
-
-
-

**When due (optional)**


Date of approval

07.09.21
07.09.21