



Trustees' Annual Report for the period

From	Period start date			To	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				
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)

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 (reviewed April 2022), Policy and Procedures (reviewed April 2021), Privacy (reviewed April 2021), and a GDPR Statement (reviewed April 2021).

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

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.	
Full name(s)	Ian R Hanks	Wendy H Roskilly
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	13 June 2022	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Stevenage and North Herts Talking News

1184417

Receipts and payments accounts

For the period from	Period start date	To	Period end date
	02.04.21		01.04.22

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 £
A1 Receipts				
Donations	2,590	-	-	2,590
Grants	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	2,590	-	-	2,590
A2 Asset and investment sales, (see table).				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	2,590	-	-	2,590
A3 Payments				
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
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	1,071	-	-	1,071
A4 Asset and investment purchases, (see table)				
	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total payments	1,071	-	-	1,071
Net of receipts/(payments)	1,519	-	-	1,519
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	4,161	-	-	4,161
Cash funds this year end	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 £
B1 Cash funds	Closing balance	5,680	-
		-	-
		-	-
	Total cash funds	5,680	-
	(agree balances with receipts and payments account(s))	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

	Details	Fund to which asset belongs	Cost (optional)
B3 Investment assets			-
			-
			-
			-
			-

	Details	Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use	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	-
			-
			-
			-

	Details	Fund to which liability relates	Amount due (optional)
B5 Liabilities			-
			-
			-
			-
			-

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

Signature	Print Name

CC16a



Last year
to the nearest £

5,178
3,656
-
-
-
-
-
-
8,834

-
-

8,834

-
-
-
-
-
-
-
-
-
5,517

-

5,517

3,317
-
844
4,161



**Endowment
funds**

to nearest £

-
-
-
-

OK

**Endowment
funds**

to nearest £

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-
-
-
-
-

**When due
(optional)**

**Date of
approval**
