



CHARITY COMMISSION
FOR ENGLAND AND WALES

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">• 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

		<p>recordings, and keep in touch with them to ensure the service is meeting their needs.</p> <ul style="list-style-type: none"> • maintain a confidential register of listeners, having regard to GDPR guidelines; • 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.
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	<p>All our members are volunteers, we do not have any paid employees.</p> <p>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.</p>
Other		

Achievements and Performance

	SORP reference	
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.	Para 1.20	<ul style="list-style-type: none"> • Our established team of 28 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 relevant organisations. • 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, 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.

		<ul style="list-style-type: none"> • 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. • We recently learned that the media player we have been supplying to our listeners, Synapptic 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 Synapptic in part exchange of our remaining stock of Version 2 players, and will supply Version 3 players in future.
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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	N/A
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

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	Wendy Roskilly	Treasurer		
3	Neil Dodds	Committee Member		
4	Colin Blake	Committee Member		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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

Signature(s)

Shared with all trustees in draft form via email, and agreed by them all via email.

Full name(s)

Ian R Hanks

Wendy H Roskilly

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

Chair

Treasurer

Date

10 July 2025



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
02.04.24

To

Period end date
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 £
A1 Receipts					
Donations and grants	2,000				99
					-
					-
					-
					-
					-
					-
Sub total (Gross income for AR)	2,000	-	-	2,000	99
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	2,000	-	-	2,000	99
A3 Payments					
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	-
Sub total	1,599	-	-	1,599	1,282
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,599	-	-	1,599	1,282
Net of receipts/(payments)	401	-	-	401	- 1,183
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	5,378	-	-	4,195	5,378
Cash funds this year end	5,779	-	-	4,595	4,195

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	4,595	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Ian R Hanks Wendy H Roskilly		