



TALKING NEWS FEDERATION CIO

REPORT AND FINANCIAL STATEMENTS

PERIOD FROM 21 OCTOBER 2019 TO 31 MARCH 2021

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Legal and administrative information

| | | |
|---|--|--|
| Registered office and principal address | 145 Victoria Road Swindon SN1 3BU | |
| Charity number | 1185913 | |
| Trustees | Michael Lewington (Chair) Richard Black (Treasurer) Catherine Sexton (Secretary) Alan Dunderdale Heather Bolton (appointed 26 September 2020) Helen McIntosh (resigned 7 September 2020) Paul Ramsden Amanda Reed | |
| Independent Examiner | Gerald Bygraves GB Accounting Solutions Limited Millennium Studios Bedford Technology Park Bedford MK44 2YA | |
| Bankers | CAF Bank Limited 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ | Shawbrook Bank Limited Lutea House, Warley Hill Business Park The Drive, Great Warley Brentwood, Essex CM13 3BE |
| | NatWest Bank Plc 30 High Street Chippenham SN15 3HB | |
| Contact details | Telephone Email Website | 01793 497555 enquiries@tnf.org.uk www.tnf.org.uk |

“From the Chair”

Once again I must pick up my pen – or grapple with the keyboard - to reflect on the past year and the issues facing the delivery of Talking Newspapers (TNs). Regrettably the last 12 months has understandably been very difficult due to the pandemic. Recording studios had to be vacated, volunteers unable to get together to edit the newspaper, record articles and post the finished product to listeners. Many local TNs have been forced to suspend all activity. For many listeners their local Talking Newspaper is a lifeline particularly important as they faced isolation through social distancing and lockdown. However, as the lockdown periods increased many turned to innovative solutions by working from home recording using smart phones, laptops, with central co-ordination of their output uploaded to websites and delivered through the British Wireless for the Blind App meeting the needs of listeners. Thankfully with the increased knowledge of the pandemic and safety precautions some TNs were able in early 2021 to resume their postal service to listeners.

Sadly, TNs will have lost listeners and volunteers through this period and for some their ability to continue is dependent on recruiting new volunteers to help run and administer their TN and marketing to new listeners.

About Talking News Federation:

Talking News Federation is a voluntary association and a registered charity. In order to fulfil its charitable objectives, the Trustees are elected every three years sitting as a committee.

Our Objects are:

- to promote good practice and the efficiency and effectiveness of our member organisations for the benefit of blind or partially sighted people or those labouring under some temporary or permanent incapacity or disability that makes reading a strain:
- to support, represent and develop the work of Talking News organisations within the United Kingdom which undertake the systematic provision of news and other material by digital or analogue transmissions throughout the United Kingdom.
- To promote and assist the formation of Talking News Organisations throughout the United Kingdom.

In 2020, the delivery of our strategy was severely curtailed. We had to cancel our regional and National Conference holding a virtual AGM. TNF did:

- Develop, set up and launch TNF Soundings
- Continue the schedule of TN Independent reviews
- Continue to operate a Grants Scheme for Members

TNF Soundings

This service provides free, high quality audio content for Talking Newspapers, Talking Magazines and Hospital & Community Radios to broadcast to people living with sight loss or other disabilities that make reading difficult. Our content is split into two categories, information and Time Out.:

The Strategy Sub-Group

This consists of four trustees and the TNF Vice President. In 2021-22, TNF will continue to deliver our strategy:

- **Technology:** TNF to act as the focal point in researching, developing and promoting new delivery/communication options for TNs.
- **Communications and Marketing:** To market the service provided by TNs externally to increase awareness, recruit listeners and volunteers.
- **TNF Marketing:** The aim is to increase engagement with local TNs to encourage members to be open to creative new styles/ideas, promote local info exchange and peer to peer groups and promote the Independent Review.
- **Conferences:** To deliver regional conferences in 2022. .
- **Content:** TNF to continue to develop and expand TNF Soundings to provide copyright free articles and interviews for TNs. To continue to publish content submitted by Talking Newspapers in Editors content in the website members' area.
- **Website:** TNF will develop and launch a new website to facilitate a greater resource for TNs and launch a central document "Wiki" outside of the Members area that will be accessible to everyone.



Michael Lewington
Chair

Our service

The Talking News Federation exists to support and assist over 300 local Talking Newspapers throughout the United Kingdom to deliver local news and information in audio to blind, partially sighted and print disabled people.

Our impact

Local TNs and their listeners are at the heart of everything we do at the TNF. We endeavour to ensure the best quality service is delivered to our members.

The diagnosis of a print disability, such as macular degeneration, can be disempowering. Many sufferers speak of the condition as isolating and upsetting, similar to a bereavement. Listeners regard the service provided by TNs as a way to counter loneliness and an opportunity to continue to keep in touch with local news and information. The TN service impact across the UK can be summarised as:

- 1,054 newspapers and magazines are recorded
- 25,000 listeners receive a local TN or magazine every week.
- 15,000 volunteers deliver the service.

Independent Review

A TNF Independent Review is a friendly review of a TN's selected recording. The experienced review panel comprises the TNF administrator, an audio technician, and two teams of four visually impaired listeners. TNF's aim is to support TNs to provide consistently interesting and engaging local audio news to a growing number of listeners.

An Independent Review provides feedback on a TN's recording, and also ideas and examples of great practice gained from reviewing other TN's. Working together in this way contributes to the achievement of TNF's aim.

Governance and Management

The charity was formed as a CIO (Charitable Incorporated Organisation) numbered 1185913 on 21 October 2019 and the Activities, Assets and Liabilities of the Unincorporated Registered Charity number 1108294 were transferred with effect from 1 April 2020. This Report covers the period from Incorporation to 31 March 2021 for the CIO and the charity activities from 1 April 2020 to 31 March 2021.

The TNF Trustees currently consists of 7 members who meet at least quarterly to administer the charity. Every year one third of the Trustees are required to resign. However, Trustees may be nominated and elected for a subsequent term.

The Trustees are responsible for the process of succession planning to ensure that the Committee is always composed of members with the requisite experience and skills necessary to contribute to the life of the Charity and with the interests of Charity always in mind.

None of the Trustees has any beneficial interest in the Charity, nor receives any remuneration. The Trustees have assessed the major risks to which the charity is exposed,

in particular those related to the operations and finances of the charity, and is satisfied that systems are in place that offer reasonable mitigation of the major risks.

Trustee indemnity insurance is included in our insurance policies and has been in place throughout the year.

Social investment

All income received by the Charity is used solely for the benefit of members. The Trustees do not provide any social investment loans to individuals, charities or organisations.

Grant Making

No grants were awarded, one grant was applied for in March 2021 and was undergoing assessment at the end of the year.

Remuneration Policy for Trustees

The Charity's Trustees give of their time freely and none received remuneration in the year. Details of Trustees' expenses are in accordance with the TNF Allowances Policy on the TNF website.

Fundraising Statement

TNF does not conduct any fundraising activity. We have never employed third party fundraisers nor engaged with commercial participators, bought or sold lists of personal data or mailing lists from any source.

Public Benefit

The Charities Act 2011 requires all charities to meet the legal requirement that its aims are for the public benefit. Two key principles should be met in order to demonstrate that an organisation's aims are for the public benefit: firstly, there must be an identifiable benefit and secondly that the benefit must be for the public or a section of the public.

The guidance lists "promoting the relief of those in need by reason of disability, financial or other hardship" and "the provision of leisure-time occupation in the interests of social welfare with the object of improving the conditions of life for the persons for whom they are intended".

The Trustees confirm they have given due consideration to the Charity Commission's guidance on public benefit and are confident that the Charity has complied with these. The Federation charitable objects fall within subsection 3 (1) of the Charities Act 2011 relating to the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage. The Trustees ensure these are carried out for the public benefit, through delivery of the Talking Newspaper service delivered by over 300 local Talking Newspapers for print disabled people within the United Kingdom.

Conflicts of Interest

As part of our governance process, Trustees are required at the end of our accounting year to confirm whether they or any close member of their family has any business interests in

any company, where an expenditure in excess of £1,000 is incurred, which may result in a conflict of interest.

Reserves Statement

The Annual Conference which includes the Annual General Meeting is the major financial commitment. The maximum liability could be up to £25,000.

To meet this potential liability a designated fund of £10,000 is held alongside a similar level fund relating to the development/rescue of Talking Newspapers in the UK.

The Trustees consider a level of unrestricted reserves amounting to 50% of annual expenditure is realistic. The reserves level as calculated has increased substantially this year because of increased Legacy income and the reduction in expenditure on trustee meetings, Conferences, promoting TNs at trade/charity events and hands-on TN support. TNF currently has over 2½ years Reserves. The level which will decline as many items of Expenditure return to pre-pandemic levels.

Risk Management

The Trustees have a risk management strategy which comprises:

- an annual review of the principal risks and uncertainties that the charity faces
- the establishment of policies, systems and procedures to mitigate or remove those risks identified in the annual review; and
- the implementation of procedures designed to minimise or manage any potential impact on the charity should those risks materialise

Major risks are:

- a loss of confidence in the Federation resulting in a reduction in membership.
- the continued closure of local and regional print newspapers (43 in 2018 and the pandemic has certainly increased the decline).
- the closure of local TNs as a result of either/or the demise of the print newspaper or the difficulties of recruiting volunteers.

The risk is managed by maintaining close links with TNs, the provision of a federation website to attract listeners and volunteers and contributing to the TN chat forum where questions on technical, governance, copyright and related subjects may be posted and advice sought.

Financial Review

The accounts for the year under report 1 April 2020 to 31 March 2021 have been Independently Examined and the Certificate confirms that the Accountant was satisfied with our record keeping and transaction evidence.

The Trustees Report for 2020-2021

The period under report started with the Incorporation of the Charitable Incorporated Organisation (CIO) on 21 October 2019 and covers the period to 31 March 2021. By a Deed of Transfer all assets and Liabilities of Talking News Federation Unincorporated Registered Charity Number 1108294 were transferred to Talking News Federation CIO Registered Charity Number 1185913 with effect from 1 April 2020.

In the period from Incorporation to 31 March 2020 the only transactions were transfers of £500.00 to the CIOs new bank accounts with CAF Bank and NatWest Bank plus the receipt of subscriptions from member TNs for the CIO Membership year 1 April 2020 to 31 March 2021.

As the CIO is a new organisation, there are no comparative figures for 2019-2020. The figures shown for the year 2019-2020 are those of the previous unincorporated Talking News Federation, Charity Number 1108294, and are included for information only.

Income is mainly derived from Membership Subscriptions from local Talking Newspaper organisations in the UK. This year, several fewer TNs renewed their membership than for the previous year. This reflects closure/mergers of TNs but the National Lockdown around Covid-19 disrupted administrative and financial procedures for many TNs and they failed to complete the renewal procedure.

Other income was a very welcome unrestricted legacy of £10,000, Commission from the Brokers handling the TNF Insurance Scheme and Bank Interest.

Total Income for the Year was £26,320.74 including £2,050 advance subscriptions for the 2021-22 Membership Year.

Expenditure reflected the cancellation of physical Trustee and Strategic Planning Meetings and replacement by Zoom Meetings which saved almost £2,500. Expenditure supporting TNs fell by 42% due to Covid-19 travel restrictions and the temporary closure of many TNs. Sheffield Royal Society for the Blind delivered first-class support both to TNF and to TN members during the period.

In 2019 it was decided to hold three Regional Conferences instead of a single National Conference in 2020. The AGM would be incorporated into one of the Regional Events. Clearly this did not happen although costs of £845 were incurred as it was felt reasonable to continue to plan for the Regional Conferences through the year in case Covid-19 restrictions were lifted.

No awards were made under the TNF Member's Grant scheme as the only application arrived at the end of March and was still under consideration at the end of the year. Total Expenditure for the Year was £12,391.11, including the Conference expenditure, leading to a surplus of £13,929.63.

Looking forward, it is probable that several TNs have not survived the Covid-19 Closures and Subscription Income for 2021-2022 may be impacted adversely.

A National Conference is being planned to take place in Cardiff in October 2021. The location reflects the early development of the UK TN movement in Wales, with Members now celebrating 50 years of service to VIP communities.

Talking News Federation Accounts 2019-2021

The period covered is from Incorporation on 21 October 2019 to 31 March 2021

21 October 2019 - 31 March 2021

2019-2021

£

Receipts

Membership

Membership Subscriptions for the year 2019-2020

Membership Subscriptions for the year 2020 - 2021 13,188.00

Membership Subscriptions for the year 2021 - 2022 2,050.00

Donations

Donations - General 10,046.21

Other Income

Service Income 550.00

Bank Interest 486.53

Total Receipts

26,320.74

Payments

Administration

Office Administration Costs 2,809.12

TNF Insurance 1,366.89

Finance Charges 130.00

Trustees Meetings 67.50

Outsource Costs 1,200.00

5,573.51

Services

Direct TN Support 2,100.00

TNF Soundings 1,640.55

TNF Website and Social Media 1,458.00

TN Development and Training 680.30

5,878.85

National/Regional Conferences

844.65

Governance

Independent Examination 2019-20 94.10

94.10

Total Payments

12,391.11

Surplus for the year

13,929.63

| | | 2019-2021 | | |
|------------------------------------|-------------------------------|--------------|-----------------|-----------------|
| | | £ | £ | £ |
| | | General Fund | Designated Fund | Restricted Fund |
| | | Total Funds | | |
| Total incoming resources | | | | |
| | Membership Activities | 26,320.74 | | 26,320.74 |
| | National/Regional Conferences | 0.00 | | 0.00 |
| | | 26,320.74 | | 26,320.74 |
| Total Resources expended | | | | |
| | Membership Activities | 9,225.61 | | 2,320.85 |
| | National/Regional Conferences | 844.65 | | 844.65 |
| | | 10,070.26 | | 2,320.85 |
| | | | | 12,391.11 |
| Net incoming/outgoing resources | | 16,250.48 | | (2,320.85) |
| | | | | 13,929.63 |
| Fund Balances B/fwd 1st April 2020 | | 18,785.27 | 20,000.00 | 26,072.63 |
| | | | | 64,857.90 |
| Fund Balances C/fwd 31 March 2021 | | £35,035.75 | £20,000.00 | £23,751.78 |
| | | | | £78,787.53 |

Summary Balance Sheet as at 31st March 2021

| | | | | | 2021 £ |
|--------------------|------------------------|--------|-----------|-----------|-----------|
| Funds | | | | | |
| Unrestricted funds | | | 35,035.75 | | 35,035.75 |
| Designated Funds | | Note 1 | | 20,000.00 | 20,000.00 |
| Restricted | - Ronald Sturt Fund | | | 11,319.96 | 11,319.96 |
| Restricted | - TNF Development Fund | Note 2 | | 12,431.82 | 12,431.82 |
| | | | | | |
| Accumulated Funds | | | 35,035.75 | 20,000.00 | 23,751.78 |
| | | | | | 78,787.53 |

Represented by:

| | 2021 £ |
|-------------------------------|------------|
| Cash at Bank | |
| CAF Bank Cash | £900.49 |
| CAF Bank Gold | £8,001.44 |
| NatWest Bank | £3,536.67 |
| Shawbrook Bank 60 Days Notice | £66,348.93 |
| Prepayments | |
| Conference in advance | £0.00 |
| | 78,787.53 |

Note 1

Designated Funds

- a) £10,000 to underwrite the National Conference as large deposits are now demanded by the hotels.
- b) £10,000 to support our TN development / rescue role.

Note 2

Restricted Funds

The Trustees have clarified the potential uses of the Ronald Sturt Fund with the Donors and used it to support the establishment of TNF Soundings and Training delivered to member TNs.
The TNF Development Fund was created from donations by the Sussex Coast Talking News and Wigan Metro Talking News to fund the creation/rebuilding of TNs in areas where there is a need but where there is no local TN.

Trustee



Date: 15 August 2021



Trustee

Date: 17 August 2021

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF TALKING NEWS FEDERATION CIO

I report on the accounts for the period from 21 October 2019 to 31 March 2021, which are set out on pages one to twelve.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

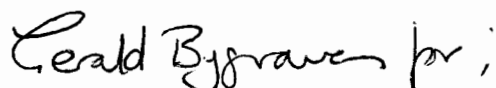
Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
- have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

 Gerald Bygraves for;

GB Accounting Solutions Limited
Millennium Studios
Bedford Technology Park
Thurleigh
Bedford
Bedfordshire
MK44 2YA

5 June 2021