

# HOSPITAL RADIO BASINGSTOKE

England & Wales · Charity number 1191302

## Details

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**Status** Registered

**Legal form** CIO

**Registered** 2020-09-15

**Register** [View on the Charity Commission register](#)

## Contact

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**Address** North Hampshire Hospital  
Aldermaston Road  
Basingstoke  
RG24 9NA

**Phone** +441256313521

**Email** [mail@hrbasingstoke.co.uk](mailto:mail@hrbasingstoke.co.uk)

**Website** <https://www.hrbasingstoke.co.uk>

## Activities

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**Objects:** THE RELIEF OF SICKNESS, POOR HEALTH AND OLD AGE AMONGST PEOPLE LIVING IN BASINGSTOKE AND THE SURROUNDING AREA BY PROVIDING A LOCAL BROADCASTING SERVICE FOR HOSPITALS, RESIDENTIAL HOMES AND SIMILAR INSTITUTIONS, AND FOR PATIENTS RECEIVING COMMUNITY CARE, AND THE ADVANCEMENT OF HEALTH AND PREVENTION OR RELIEF OF SICKNESS FOR THE PUBLIC BENEFIT THROUGH THE PROMOTION OF THE BENEFITS OF LIVING A HEALTHY LIFESTYLE, AND THE IMPORTANCE OF MAINTAINING GOOD PERSONAL MENTAL AND PHYSICAL HEALTH BY (MAINLY, BUT NOT EXCLUSIVELY) THE MEANS OF BROADCASTING HEALTH EDUCATION MESSAGES TO PEOPLE LIVING IN BASINGSTOKE AND THE SURROUNDING AREA.

**Activities:** Hospital radio station

## Classification

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- **How:** Provides Services
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** The General Public/mankind

## Geography

- Hampshire

## Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£5,575	£6,218	-	-
2023-12-31	£4,923	£5,249	-	-
2022-12-31	£4,690	£4,269	-	-
2021-12-31	£2,476	£10,829	-	-

## Trustees

Name	Role	Appointed
ELLIOT DAVID LUKE MOYLE		2020-09-15
Inga Adomaviciute		2023-03-13
MARGOT TERTIA KONITZER		2022-03-10
NEIL OGDEN		2020-09-15
Scott Rawlings		2020-09-15

**HOSPITAL RADIO BASINGSTOKE**

England & Wales - Charity number 1191302

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# Accounts

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**Trustees' Report and Annual Review 2024**  
**1 January – 31 December 2024**

**A Charitable Incorporated Organisation registered in England  
and Wales, no. 1191302**

**Hospital Radio Basingstoke**

Basingstoke and North Hants Hospital,  
Aldermaston Road  
Basingstoke  
Hants  
RG24 9NA

[www.hrbasingstoke.co.uk](http://www.hrbasingstoke.co.uk)

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## Trustees' Report

The trustees of Hospital Radio Basingstoke present their annual report and accounts for the year ended 31 December 2024.

Hospital Radio Basingstoke is a Charitable Incorporated Organisation governed by a constitution as agreed by the members of the organisation on 1 September 2020.

## Charitable Objectives (as per constitution)

The objects of the CIO are:

The relief of sickness, poor health and old age amongst people living in Basingstoke and the surrounding area by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care, and the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Basingstoke and the surrounding area.

## Organisation

HRB is run entirely by volunteers, who pay an annual membership subscription. It is governed by a constitution and managed by an Executive Committee (the charity's Trustees), which is elected annually by the membership.

## Charity Trustees

Chairman	Scott Rawlings (from April 2024)
Station Manager	
Treasurer	Inga Adomaviciute
Secretary	Margot Konitzer
Programme Controller	Neil Ogden
Public Relations Officer*	
Fundraising Officer**	
Training Officer	Elliot Moyle
Engineer	
Committee Member without Portfolio	
Committee Member without Portfolio	
Committee Member without Portfolio	

\*Role carried out by Scott Rawlings / \*\* Role carried out by Elliot Moyle

**Related Organisations**

HRB is a member of the Hospital Broadcasting Association, the national charity that supports and promotes hospital broadcasting in the UK. HRB's members have in the last twelve months attended their national conference and their monthly Zoom social meetings which discuss issues and subjects of interest to member stations.

HRB also receives notifications of events run by the Basingstoke Voluntary Association and advertises for volunteers on the BVA's website.

Hampshire Hospitals NHS Foundation Trust manages the hospital where HRB's studio is based. Basingstoke and North Hampshire Hospital is one of 3 hospitals managed by the trust. Members of HRB's committee have liaised with the management of the trust, the communications team and the voluntary services team of the trust on a regular basis.

HRB depends upon the services of Hospedia Limited who provide and maintain the bedside entertainment units. They supply headphones which HRB's members regularly distribute to patients during ward rounds.

From March 2023 until October 2023, HRB also depended on the services of UK DAB Networks (Operations) Ltd, the original operator of the Basingstoke Small Scale DAB multiplex for its DAB service. This company went into liquidation in October 2023 and since then a new operator, Basingstoke DAB Ltd, has taken over the licence and now runs the SSDAB multiplex for Basingstoke from a new transmitter site at St Andrew's Church in Farleigh Wallop. The new transmitter site went live on November 30<sup>th</sup> 2024.

Each station with a SSDAB licence at the time of the formation of the company put forward a volunteer to be a Non-Executive Director of the new company.

**Review of Activities and Achievements**

Having started broadcasting on SSDAB in 2023, HRB was unable to continue to do so throughout much of 2024 due to the operator of the Basingstoke multiplex going into liquidation and the new company taking longer than envisaged to find and set up a new transmitter site.

However, even though the station was not broadcasting on DAB, it was still an Ofcom licensed station and continued to fulfil all that it said it would do under the terms of that C-DSP licence.

The reasoning for being on SSDAB broadcasting around Basingstoke is promoting health and wellbeing and a healthy lifestyle to the people of

Basingstoke and the local area, to try and keep people out of hospital. This is in line with the future aims of the NHS and also very much at the heart of the thinking of how the new hospital in Basingstoke will work with more treatment being undertaken at home and in the community.

More and more hospital radio stations are looking to go down this route with SSDAB licences being advertised around the country. This follows stations who have already become health and wellbeing and community stations on FM frequencies.

Our application form stated our listeners would be able to expect a *“great selection of music chosen from the past six decades as well as becoming involved in our speech content. Our advice on health, wellbeing and lifestyle issues will be produced and presented in an accessible and engaging way and in a subtle manner, encouraging listeners into living a healthier and fulfilling life.”*

*We will continue to broadcast our popular request shows and our varied programme schedule will extend to the community outside of our existing listenership providing an ‘easy listening’ mix of music.”*

In 2024 we continued to broadcast our usual large range of programming although this continued to prove a challenge at times due to the continued low number of volunteers. Syndicated shows were utilised to fill many of the gaps, but it was recognised that recruiting new volunteers was very important to not only produce more locally focused shows but to take the station out and about and be seen around the community.

Our application stated that we would provide *“local news plus our event guide will give the community the information that will keep them up to date alongside information on recreational activities in the area which will encourage people to participate.”* And we continued to do this every day with around 8 local news bulletins per day on weekdays and 5 – 6 per day at weekends. The station has an ongoing and long standing agreement with the Basingstoke Gazette to use stories from their website which we continued to do as well as making use of press releases that we received direct.

Our HRB Diary feature and our “Mix” shows promoted local events, the latter also offering a range of local news, features, interviews and information.

The “Mix” shows also include The Word on Health, a regular feature profiling a different illness or medical condition. We also featured various hospital

health related campaigns throughout the year with interviews with the staff from various departments.

The team were ever mindful of the everyday pressures that the NHS has been facing and promoted through our programmes ways that the public could help the hospital deal with those pressures. Wherever we could we broadcast messages or promotions made by the hospital communications team to help get their various messages across.

We also presented a show from the Pathology department at the hospital. Presenter Scott Rawlings interviewed staff working in the department to find out more about what they do and to then play their requests. The three and a half hour show was a great success and there are plans to do more shows like that in the future.

Ward visiting continued to be seen as a very important part of what the station does and all live shows continue to be “Music on Demand” request shows. With the low number of volunteers though, collecting requests in the same numbers as previous years was more challenging, limiting the number collected to 3340, the first time the number had been below 4000 apart from during COVID since 2014. The number of hours of new local programmes was slightly lower than 2023 though.

We reached several “milestone” requests during 2024.

Request No. 122,000 – Westlife – Amazing played by April Haywood on Saturday 6 January 2024

Request No. 123,000 – The Seekers – Morningtoun Ride played by Neil Ogden on Sunday 7 April 2024

Request No. 124,000 – Everly Brothers – Devoted to You played by Neil Ogden on Sunday 14 July 2024.

Request 125,000 – REM – Everybody Hurts played by Neil Ogden Sunday 24 November 2024.

It is also worth noting that we received more requests by email, phone and WhatsApp than ever before, so our interaction with our listeners seemed to grow significantly.

### **Out and About**

As a community radio station, we feel it is very important to be seen out and about locally. Events attended in 2024 included the Basingstoke Transport Festival, Old Basing Carnival, Bartons Mill Duck Race, Alton Lions Safari in the Park, Alton Lions Classic Car Show, Odiham Raft Race, Bark in the Park, Tadley

Fire Station Open Day, Basingstoke Fire Station Open Day, and several performances at the Basingstoke Festival including the opening parade.

The station was also at the Basingstoke Half Marathon from where we broadcast on the day itself and a highlights show the following weekend, the Armed Forces Flag Raising Ceremony, the D Day Flag Raising Ceremony and the Remembrance Day event. As well as recording these events in various different ways for later broadcast, videos were also produced and made available via the station's website to encourage further engagement with our listeners.

Our coverage of outside events fulfilled another of our commitments made in our C-DSP application: *"We will showcase the work of various health/care services and broadcast live from local charity and cultural events and encourage listeners to contact us to talk about events that they are involved in."*

At all the events visited during the year, station publicity leaflets and business cards were handed out. Our listening hours were slightly down on 2023 but were still greater than 2022 and started to increase in December when HRB was back on DAB once again.

Our Christmas schedule each year starts with Neil Ogden's Sound of Sunday BIG Christmas Show, which, in 2024 was a six hour live show of special guests, competitions and requests, plus live from around the wards the Great Christmas Cracker Dash. The staff competition to win a family ticket to the Anvil's Christmas panto generated many entries from around the hospital trust. We took Christmas Crackers out and about to Cherry Blossom Manor in Bramley and Bishopswood Court in Tadley, two of the venues that continued to have requests as part of Residents' Requests.

There were live shows throughout Christmas, as well as a comprehensive selection of special shows for the festive period.

### **Residents' Requests**

Making programmes for local care homes is something that we have been doing for 8 years and continued throughout 2024. We believe that this is an important part of our programme schedule. Monthly programmes for Cherry Blossom Manor, Oak Lodge and Rowan Lodge continued throughout the year with the homes involved valuing the playing of residents' favourite songs and hearing their name mentioned on the radio.

HRB also continued to work with Basingstoke Neighbourcare and went along regularly to the Tadley Community Social Group. For this and the shows for Cherry Blossom Manor, presenter Neil Ogden has been going in person to meet the residents and record them talking on air to introduce their favourite songs.

### **“Showing Off” Open Day**

Following the success of the open day held for NHS75 day in 2023, HRB once again opened its doors for another open day which was held as part of National Volunteers Week in June. The original intention had been to celebrate being back on DAB, but that process was more prolonged than envisaged.

The day was still a success though with a visit from the Mayor of Basingstoke Councillor Dan Putty, staff from the hospital, and residents from Oak Lodge and Rowan Lodge. The Mayor spent over an hour at the station taking part in the shows and talking to the visitors from the two care homes.

The other aim of the day was to promote HRB itself to hospital staff and the local community and promote volunteering opportunities available. There was a steady stream of visitors throughout the day including some interest in volunteering.

### **Awards Nominations**

Every year, the Hospital Broadcasting Association organises the National Hospital Radio Awards as part of its annual conference to celebrate the thousands of hours of volunteering by hospital radio volunteers across the UK and the high standard of programming they produce.

HRB has had consistent success at the awards over the years and in 2024 added four more nominations in Best Station promotion, Best Newcomer, Best Special Event and Station of the Year. None of the nominations won an award but HRB did nominate the winner of the John Witney Award for Contribution to Hospital Radio, Richard Smith, who has been contributing to the station since 2004. That was the station’s 14<sup>th</sup> win since 1992.

The awards ceremony was held at the end of a one-day conference at Winchester University, and because of the short distance from Basingstoke, a larger than usual delegation of members was present at both events.

**Generating Income**

Generating income continued to be a challenge throughout the year, and despite the reduced licence costs to PPL due to not being on DAB for most of the year, the station was still £643.83 in deficit at the end of the year although due to the grants received for the studio refit, the cash balance looks much healthier.

We continued to raise money through “tin rattles” at supermarkets, with the one held just before Christmas being particularly successful. We restarted the tin rattles at the front of the hospital, which are seen as good promotion in particular as well as for fundraising.

We also have several supporters through the Basingstoke Community Lottery who select us as their good cause to support with 50% of their weekly £1 ticket.

Just before Christmas we had a one-off donation to purchase a year’s worth of prizes for a weekend prize draw, something we have been trying to bring back regularly for several years.

We had some success just before Christmas with new advertising with one full advertising campaign and some small Christmas greeting advertisements coming on air to coincide with being back on DAB.

We have teamed up with a local businessman to produce a new magazine which will produce a projected income of around £2000 in 2025 when it is published. That was being worked on throughout much of the second half of the year.

The increased costs of being on DAB mean our running costs are higher and we know that the cost of being on the Basingstoke multiplex has increased significantly. The amount raised by advertising and sponsorship in 2025 will need to be greater in order to meet those increased costs.

**Volunteers**

HRB’s activities would, of course, not be possible without a dedicated team of volunteers working hard to provide the service for our audience.

These include those who present, most of whom regularly visit the wards to collect requests, and those whose primary role is to visit the wards to collect requests for later shows.

Throughout the first half of the year the number of members hovered at around 24, but from August onwards, there was a steady influx of new recruits that took the total number of members to 38.

This caused a problem in its own right though as training resources were limited meaning that none of the new recruits had made it on air before the end of the year. The ward visiting team had increased substantially though.

### **Acknowledgements**

HRB recognises and thanks the hospital's trust for their support throughout the year. They provide the station with power and phone and allow us to continue to be in the modular building on the site behind the Sherborne Building.

### **Future Plans**

At the end of the year, the plans for the new hospital were effectively on hold whilst the new Labour government conducted a review of the New Hospitals Programme. The opening of the new hospital was planned to be sometime around 2032, but the result of the review will be known in early 2025. If a move to a new hospital is going to be needed, the Trustees will have to start thinking about how that will affect future fundraising needs.

The increased running costs are one of the major risks to the charity. There are enough reserves to cover some of this for a period of time but the trustees will need to develop a plan during the coming months to increase future income to cover those costs longer term, most notably the increased licence costs of being on SSDAB. It should also be noted that good though it is having more listeners online, that will also potentially bring with it extra costs.

The Trustees aspire to refurbish both broadcast studios to bring them up to modern digital standards. By the end of the year significant progress had been made to achieve this with a total of £34,000 being raised from grants. Another £8000 will be needed to cover the rest of the project in 2025 with a time limit to spend the money of around the middle of the year.

Finally there remains only a small amount of engineering capability within the station which can limit the ability to deal with technical issues. The Trustees will continue to look for more engineering and technical expertise in future recruitment.

### **Financial Review and Accounts**

The financial results presented in the Annual Review 2024 reflect the financial activity from 1 January to 31 December 2024.

Excluding the grants received for the studio refit which are restricted funds, HRB made a loss of £643.83 although the total cash balance in the bank is £42,489.87.

There are 3 other items of restricted funds, Internet Radios, a grant towards DAB costs and a donation to cover the cost of providing a prize in a weekly prize draw which will start in January 2025.

Our main costs were for licences, insurance and building costs.

Our main sources of income were from membership subs, On Show (tin rattles) and from supporters taking part in the Basingstoke Community Lottery.

We also ran a quiz night once again although income from this was slightly down on the year before.

The trustees recognise that being back on DAB for 2025 means higher costs and therefore increased effort will be needed to cover expenditure.

### **Reserves Policy**

The Trustees have decided on a reserves policy of setting aside £5000

**EXPENDITURE**

Internet Radios	0.00
Studio refit costs	0.00
Advertising Production	192.00
Studio / computer equip	5.00
Engineering and maintenance in studio	29.95
Air Conditioning	0.00
Building costs - alarms, fire extinguishers etc.	372.00
Computer software	37.97
Publicity / Promotions	182.40
Licences / HBA subs	3,766.76
BT / Wifi / Tablet Mobile	409.65
Furniture & buildings maintenance	0.00
Insurance	421.55
Website	270.93
Branded Clothing	140.70
Outside events/raffles	100.00
Bank charges	0.00
On Air imaging (jingles & liners)	120.00
Music	51.34
Stationary/sundries	118.18
Grant Funding return	0.00
HRB Conference Bursary / Training	0.00

**TOTAL EXPENSES****6,218.43****INCOME**

Grant Funding - Internet Radios	0.00
Sale of studio equipment	0.00
Membership	605.50
Gift Aid	0.00
Lottery / Amazon / Easy Fundraising	572.19
Branded Clothing	135.00
On Show/Collection tins in shops	1,430.86
Quiz Night	400.62
Fashion Show	0.00
Sponsorship and Advertising	1,088.00
Magazine	0.00
Other income	0.00
Other donations	150.11
Refunds	0.00
Bank interest	142.32
Grant for DAB costs RESTYRICTED FUNDS	750.00
Donation for Prize Draw RESTRICTED FUNDS	300.00

**SUB-TOTAL****5,574.60****OTHER RESTRICTED FUNDS:**

Net of receipts / (payments) (excludes grants for new studio)	<b>-643.83</b>
Cash funds brought forward	9,133.70
plus grants received for new studio	34,000.00
<b>Total funds carried forward</b>	<b>42,489.87</b>


### Analysis of funds

Unrestricted (general expenses)	7,399.67
Restricted - DAB	750.00
Restricted Prize Draw	300.00
Restricted - Internet Radio	115.30
Restricted -Grants for new studio	34,000.00
<b>Total Funds</b>	<b>42,564.97</b>

### Bank Accounts

DEPOSIT	41,957.26
CURRENT	597.71
100 CLUB	10.00
<b>Total Cash at bank</b>	<b>42,564.97</b>
Net outstanding	75.10
<b>Total Cash and Monies due</b>	<b>42,489.87</b>

Signed



**Inga Adomaviciute (Treasurer)**

Signed



**Scott Rawlings (Chairman)**

**HOSPITAL RADIO BASINGSTOKE**

England & Wales - Charity number 1191302

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# Accounts

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**Trustees' Report and Annual Review 2023**  
**1 January – 31 December 2023**

**A Charitable Incorporated Organisation registered in England  
and Wales, no. 1191302**

**Hospital Radio Basingstoke**

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## Trustees' Report

The trustees of Hospital Radio Basingstoke present their annual report and accounts for the year ended 31 December 2023.

Hospital Radio Basingstoke is a Charitable Incorporated Organisation governed by a constitution as agreed by the members of the organisation on 1 September 2020.

## Charitable Objectives (as per constitution)

The objects of the CIO are:

The relief of sickness, poor health and old age amongst people living in Basingstoke and the surrounding area by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care, and the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Basingstoke and the surrounding area.

## Organisation

HRB is run entirely by volunteers, who pay an annual membership subscription. It is governed by a constitution and managed by an Executive Committee (the charity's Trustees), which is elected annually by the membership.

## Charity Trustees

Chairman	Dave Leonard (until September 2023)
Station Manager	
Treasurer	David Ravenhill (until March 2023) Inga Adomaviciute (from March 2023)
Secretary	Margot Konitzer
Programme Controller	Neil Ogden
Public Relations Officer	Scott Rawlings
Fundraising Officer	April Haywood (until November 2023)
Training Officer	Elliot Moyle
Engineer	
Committee Member without Portfolio	Anna Heath (from March 2023)

**Related Organisations**

HRB is a member of the Hospital Broadcasting Association, the national charity that supports and promotes hospital broadcasting in the UK. HRB's members have in the last twelve months attended their national conference.

HRB also receives notifications of events run by the Basingstoke Voluntary Association and advertises for volunteers on the BVA's website.

Hampshire Hospitals NHS Foundation Trust manages the hospital where HRB's studio is based. Basingstoke and North Hampshire Hospital is one of 3 hospitals managed by the trust. Members of HRB's committee have liaised with the management of the trust, the communications team and the voluntary services team of the trust on a regular basis.

HRB depends upon the services of Hospedia Limited who provide and maintain the bedside entertainment units. They supply headphones which HRB's members regularly distribute to patients during ward rounds.

Since March 2023, HRB also depended on the services of UK DAB Networks (Operations) Ltd, the operator of the Basingstoke Small Scale DAB multiplex for its DAB service.

This company went into liquidation in October 2023 and since then a new operator, Basingstoke DAB Ltd, has taken over the licence and is in the process of finding a new site for the transmission equipment to resume the SSDAB service.

**Review of Activities and Achievements**

Since HRB was awarded a C-DSP licence in May 2021, we were working towards launching on SSDAB soon after the Basingstoke Multiplex went on air. The date for this was set at 31 March 2023.

The station purchased new imaging and refreshed its programme schedule to aim at the wider audience that it was hoped the station would attract, as well as continuing to broadcast around the wards of the hospital.

The reasoning for being on SSDAB broadcasting around Basingstoke is promoting health and wellbeing and a healthy lifestyle to the people of Basingstoke and the local area, to try and keep people out of hospital. This is in line with the future aims of the NHS and also very much at the heart of the thinking of how the new hospital in Basingstoke will work with more treatment being undertaken at home and in the community.

More and more hospital radio stations are looking to go down this route with SSDAB licences being advertised around the country. This follows stations who have already become health and wellbeing and community stations on FM frequencies.

Our emphasis would be on promoting health and wellbeing with the following programming commitments made to Ofcom in the C-DSP licence application form.

*Our application form stated our listeners would be able to expect a “great selection of music chosen from the past six decades as well as becoming involved in our speech content. Our advice on health, wellbeing and lifestyle issues will be produced and presented in an accessible and engaging way and in a subtle manner, encouraging listeners into living a healthier and fulfilling life.*

*We will continue to broadcast our popular request shows and our varied programme schedule will extend to the community outside of our existing listenership providing an ‘easy listening’ mix of music.”*

Our programme schedule continued to deliver this throughout 2023 with more hours of in house produced shows than recent years alongside the use of syndicated shows to further enhance our programme output. We tried to use presenter-led shows as much as possible.

A review was undertaken of the music library and how the music is scheduled. Whilst not wanting to reduce the huge range of music that is played, it was thought that concentrating on the more well known artists and songs during daytime hours would help to attract new listeners to the station on DAB.

Our application stated that we would provide *“local news plus our event guide will give the community the information that will keep them up to date alongside information on recreational activities in the area which will encourage people to participate.”* And we continued to do this every day with around 8 local news bulletins per day on weekdays and 5 – 6 per day at weekends. The station has an ongoing and long standing agreement with the Basingstoke Gazette to use stories from their website which we continued to do as well as making use of press releases that we received direct.

Our HRB Diary feature and our “Mix” shows promoted local events, the latter also offering a range of local news, features, interviews and information.

The “Mix” shows also include The Word on Health, a regular feature profiling a different illness or medical condition. We also featured various hospital health related campaigns throughout the year with interviews with the staff involved e.g. Stop Smoking Day.

The team were ever mindful of the everyday pressures that the NHS has been facing and promoted through our programmes ways that the public could help the hospital deal with those pressures. Wherever we could we broadcast messages or promotions made by the hospital communications team to help get their messages across.

As COVID pressures eased throughout the year, we were able to get fully back to normal with visiting the wards for our Music on Demand shows. Visiting patients around the hospital is at the centre of what hospital radio does and in 2023 we played more requests than we have done for several years; it was our 4<sup>th</sup> highest request total ever.

We reached several “milestone” requests during 2023 and established the format of asking members of staff to reveal them on air.

Request No. 118,000 – Royal Philharmonic Orchestra – Rule Britannia played by Jon Perkin on Friday 17 February 2023

Request No. 119,000 – Louis Armstrong – Wonderful World played by Neil Ogden on Sunday 7 May 2023

Request No. 120,000 – Majesty and Glory Performers – Great is Thy Faithfulness played on Friday 14 July 2023 by Jon Perkin

Request No. 121,000 – Duran Duran – Ordinary World played on Tuesday 3 October 2023 by Hugh Higgins

We did also receive requests from outside the hospital, mostly via WhatsApp, and we certainly intend to build on this when we are back on DAB in 2024.

### **Out and About**

Just as the easing of COVID restrictions led to ward visiting getting back to normal, so many events around Basingstoke were back up and running too and the station aimed to get out and about at as many of them as possible during the summer months.

We were at the Basingstoke Transport Festival, the opening of Tadley Skate Park, Tadley Treacle Fair, Basingstoke Fire Station Open Day, and the Old

Basing Carnival, plus various events that formed part of The Basingstoke Festival including live coverage of the opening parade through the town.

We also offered extensive coverage of the Basingstoke Half Marathon.

We have covered many events in nearby Alton over the years due to the fact that residents of Alton will more than likely come to Basingstoke should they need hospital treatment, meaning that Alton is very much part of our area. We have met residents of Alton on many occasions around the wards. In 2023 we were at the annual Alton Classic Car Show, something that we have been going to for many years.

Our coverage of outside events fulfilled another of our commitments made in our C-DSP application: *“We will showcase the work of various health/care services and broadcast live from local charity and cultural events and encourage listeners to contact us to talk about events that they are involved in.”*

The final event of the year that we covered was Abseil Into Christmas which was a fundraising event for Hampshire Hospitals Charity that involved fundraisers abseiling down the side of the main hospital building. We covered the event live on air in 6 hours of special live shows, interviewing the organisers and some of those who took part, as well as two of our members, Scott Rawlings and Daisy Redford, actually doing the abseil themselves. Scott was live on the air at the time.

At all the events visited during the year, station magazines and business cards were handed out and this seemed to lead to more listening as the highest number of listening hours ever was recorded for online listening. Taking both online listening and listening around the hospital together, we achieved 10,000 hours or more each month during most of the year and the number of unique listeners recorded as listening online also grew throughout much of the year.

Our Christmas schedule each year starts with Neil Ogden’s Sound of Sunday BIG Christmas Show, which, following the easing of restrictions, was back to its full length from the studio with a five and a half hour live show of special guests, competitions and requests, plus the return live around the wards of the Great Christmas Cracker Dash. Guests included Alan Fletcher (Karl Kennedy from Neighbours) and singer Alexander O’Neal. The staff competition to win a family ticket to the Anvil’s Christmas panto generated the most entries ever and overall the show achieved its highest online listening ever.

There were live shows throughout Christmas, including Christmas Day and Boxing Day, as well as a comprehensive selection of special shows for the festive period.

### **NHS75 Day**

In July 2023, the NHS celebrated 75 years with many events around the country. To mark the occasion, the station ran a day of special live shows presented from both inside and outside the studio. A gazebo was set up outside the studio with staff coming to see us throughout the day to have a chat, make a request or just sit and listen to the music.

The local care homes who take part in Residents' Requests were invited to come along and Rowan Lodge took up the invitation, sitting outside listening to the music and choosing their favourites themselves. Other guests came along during the day including Basingstoke's Mayor.

As part of NHS75 we also asked staff to tell us why they enjoyed working for the NHS, with the results being played out during the summer and in a compilation programme at Christmas.

The day was also to promote the fact that it was 3 months of broadcasting on DAB.

### **Residents' Requests**

Making programmes for local care homes is something that we continued to do throughout the year and we believe that this is an important part of our programme schedule. Monthly programmes for Cherry Blossom Manor, Oak Lodge and Rowan Lodge continued throughout the year with the homes involved valuing the playing of residents' favourite songs and hearing their name mentioned on the radio.

HRB also started working with Basingstoke Neighbourcare and going along regularly to the Tadley Community Social Group. For this and the shows for Cherry Blossom Manor, presenter Neil Ogden has been going in person to meet the residents and record them talking on air to introduce their favourite songs. Special editions of Residents' Requests were recorded to coincide with the Coronation and Local Radio Day at Magnolia Court assisted living in Basingstoke.

### **Awards Nominations**

Every year, the Hospital Broadcasting Association organises the National Hospital Radio Awards as part of its annual conference to celebrate the

thousands of hours of volunteering by hospital radio volunteers across the UK and the high standard of programming they produce.

HRB has had consistent success at the awards over the years and in 2023 added four more nominations to the previous 51. A programme promo for Neil Ogden's Sound of Sunday was nominated in Best Station Promotion, Neil Ogden was nominated in Best Male Presenter, an edition of Residents' Requests for the Platinum Jubilee was nominated in Best Special Event and the station was once again shortlisted in Station of the Year.

Two members of the station were present at the conference weekend in Bolton in March, although there were no wins this time around.

### **Generating Income**

As our promotion and awareness on DAB increased throughout the summer, it was very frustrating that we should find out that the company running the Basingstoke DAB multiplex had gone into liquidation in October. We had just started to explore new funding opportunities with advertising and sponsorship and just before Christmas secured our first paid advertiser. However we felt that we needed to put the rest of our search for sponsors and advertisers on hold until we were back on DAB so that we could offer the maximum potential publicity.

The rest of our income was generated through producing a magazine, a quiz night, and several tin rattles. We also have several supporters through the Basingstoke Community Lottery who select us as their good cause to support with 50% of their weekly £1 ticket and we have had some one-off donations.

We also benefitted from commission earning site EasyFundraising and as an Amazon Associate.

The increased costs of being on DAB mean our running costs are higher and we know that the cost of being on the Basingstoke multiplex will be increasing significantly when things are back up and running. Advertising and sponsorship in 2024 will be more significant in order to meet those increased costs.

### **Volunteers**

HRB's activities would, of course, not be possible without a dedicated team of volunteers working hard to provide the service for our audience.

These include those who present, most of whom regularly visit the wards to collect requests, and those whose primary role is to visit the wards to collect requests for later shows.

Throughout the year, the number of members hovered at between 20 and 25 with some new recruits, but also others who decided to leave the station. Recruitment was slow and with so few volunteers, it is often hard work to train new members.

In fact only one person made their presenting debut in 2023 but there were several new members going through their training process at the end of the year.

### **Acknowledgements**

HRB recognises and thanks the hospital's trust for their support throughout the year. They provide the station with power and phone and allow us to continue to be in the modular building on the site behind the Sherborne Building.

### **Future Plans**

At the end of the year, the consultation was announced for the new hospital in Basingstoke, which could involve a new hospital being built at a site next to junction 7 of the M3, which would mean that the station would have to be relocated at some stage as part of that building process. The opening of the new hospital would be sometime around 2032, but it is believed we will know where it will be built sometime in the middle of 2024, after which the station will have to start planning for that eventual move.

The increased running costs are one of the major risks to the charity. There are enough reserves to cover much of this for a period of time but the trustees will need to develop a plan during the coming months to increase future income to cover those costs longer term, most notably the increased licence costs of being on SSDAB. It should also be noted that good though it is having more listeners online, that will also bring with it extra costs.

The Trustees aspire to refurbish both broadcast studios to bring them up to modern digital standards, and that will require significant fundraising and investment.

Finally there is only a small amount of engineering capability within the station which can limit the ability to deal with technical issues. The Trustees will continue to look for more engineering and technical expertise in future recruitment.

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## Financial Review and Accounts

A new treasurer Inga Adomaviciute joined the organisation in the first quarter of 2023, replacing predecessor David Ravenhill formally at the Annual General Meeting in March.

The financial results presented in the Annual Review 2023 reflect the financial activity from 1 January to 31 December 2023.

HRB's expenditure exceeded income in 2023 with a loss of £326.09 mainly because of the increased licence costs of DAB.

HRB managed its expenses and income and looked at options to reduce spending and increase revenue where possible.

Insurance costs were reduced thanks to a new provider in Policy Bee.

Although the membership fees remained the same, £10 for non-presenters and £25 for presenters, HRB improved its income from membership fees by nearly a third between 2022 and 2023.

Lottery / Amazon / Easy Fundraising income increased by nearly a third from 2022 to 2023, however, revenue from On Show/Collection tins in shops decreased due to less tin collections in the supermarkets.

Quiz Night income slightly decreased due to lower attendance than expected. A one-off income injection came from our magazine produced by Smile publications for £1,000.

The cash balances on 31 December 2023 totalled £9,133.70 which includes restricted funds of £115.90 allocated to the purchase of internet radios.

Overall, in 2023, the financial year has seen the charity maintain a steady balance sheet.

## EXPENSES AND INCOME FOR THE PERIOD 1 JANUARY to 31 DECEMBER 2023

	Notes:	2023 ACTUAL
<b>EXPENDITURE</b>		
Internet Radios	A	0.00
Studio refit costs	B	0.00
Studio / computer equip		58.07
Engineering and maintenance in studio		0.00
Air Conditioning		0.00
Building costs - alarms, fire extinguishers etc.		240.00
Computer software		38.72
Publicity / Promotions		21.79
Licences / HBA subs		3,673.38
BT / Wifi / Tablet Mobile		395.48
Furniture & buildings maintenance		0.00
Insurance		425.60
Website		156.68
T shirts		150.00
Outside events/raffles		0.00
Bank charges		0.00
On Air imaging (jingles & liners)		540.00
Music		18.25
Stationary/sundries		162.15
Grant Funding return		0.00
HRB Conference Bursary / Training		0.00
	<b>TOTAL EXPENSES</b>	<b>5,880.12</b>
	<b>less refunds</b>	<b>630.64</b>
		<b>5,249.48</b>
<b>INCOME</b>		
Grant Funding - Internet Radios	A	0.00
Grant Funding - for Station Refit	B	0.00
Sale of studio equipment		0.00
Membership		591.00
Gift Aid		0.00
Lottery / Amazon / Easy Fundraising		688.56
T-SHIRTS		75.00
On Show/Collection tins in shops		1,107.17
Quiz Night		591.64
Fashion Show		0.00
Sponsorship and Advertising		0.00
Magazine		1,000.00
Other income		30.00
Other donations		768.13
Bank interest		71.89
	<b>TOTAL INCOME</b>	<b>4,923.39</b>

Net of receipts / (payments)	-326.09
Cash funds brought forward	9,459.79
<b>Total funds carried forward</b>	<b>9,133.70</b>

<b><u>Analysis of funds</u></b>	
Unrestricted (general expenses)	9,203.60
Restricted - Internet Radio	A 115.30
Restricted - Lottery Grant	B -
<b>Total Funds</b>	<b>9,318.90</b>

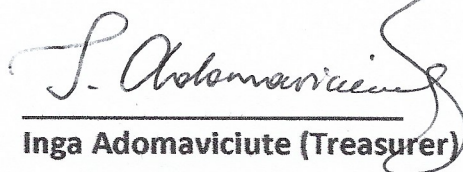
<b><u>Bank Accounts</u></b>	
DEPOSIT	8,919.94
CURRENT	388.96
100 CLUB	10.00
<b>Total Cash at bank</b>	<b>9,318.90</b>
Net outstanding	185.20
<b>Total Cash and Monies due</b>	<b>9,133.70</b>

**Notes:**

A: Grants received to be spent specifically on Internet Radios

B: National Lottery £9790 rec'd Dec '19 and returned Dec '21

C: PRS and PPL licence refunds during change of licence for SSDAB

**Signed**


**Inga Adomaviciute (Treasurer)**

**Signed**


**Margot Konitzer (Secretary)**

**HOSPITAL RADIO BASINGSTOKE**

England & Wales - Charity number 1191302

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# Accounts

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## **Trustees Reports and Annual Review 2022**

**1<sup>st</sup> January to 31<sup>st</sup> December 2022**

**CIO charity number: 1191302**

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**9. Charity Trustees**

## **1. OVERVIEW**

### **Trustees Report**

The name of the Charitable Incorporated Organisation (“the CIO”) is Hospital Radio Basingstoke. The Trustees of Hospital Radio Basingstoke are pleased to submit their reports and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2022.

### **Charitable Objectives (as per constitution)**

The objectives of the charity shall be to promote the relief of sickness, poor health and old age amongst people living in Basingstoke and the surrounding area by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care, and the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Basingstoke and the surrounding area.

### **Organisation**

HRB is run entirely by volunteers, who pay an annual membership subscription. It is governed by a constitution and managed by an Executive Committee (the charity’s trustees), which is elected annually by the membership.

### **Related Association**

HRB is a member of the Hospital Broadcasting Association (HBA, the national charity that supports and promotes hospital broadcasting in the UK.)

## 2. INTRODUCTION

### **Dave Leonard - Chairman**



Welcome to the Annual Report 2022 of Hospital Radio Basingstoke.

The past 12 months have seen some welcome stability on the radio station after the past few years trying to operate with the cloud of Covid hanging over our lives and existence. Despite some periods of restriction, we managed to get back on the wards and reach our audience that resulted in us playing more requests than either 2020 or 2021.

After several years of members exiting the station for a variety of reasons, we managed to finish the year by surprisingly, not having one member leave and recruited four new members over this period. Unfortunately, recruiting dedicated volunteers is not an easy task and there were seven potential members who, for one reason or another, failed to complete our process.

I am pleased to report that financially, HRB's income exceeded its expenditure in 2022. This was primarily down to some excellent fundraising initiatives such as the Family Fun day at the Fox Inn in Oakley, a fashion show held at the Basingstoke Golf Club, a tin rattle at Tesco's in Chineham and an excellent quiz night at the Irish club.

There were low key celebrations as the milestone of 50 years of hospital radio broadcasting in Basingstoke was passed. On the 28th April, we had an afternoon and evening of special programmes including a documentary looking back over the past 50 years. That programme was repeated throughout the year.

UK DAB Networks launched the small-scale DAB multiplex in Basingstoke just before the cut off point set by Ofcom, on 30th November 2022. The company has dithered all year and there were points when it looked as though they would not achieve their objective. This left us very much in limbo and the radio station could not financially commit to new promotional materials, a new magazine and new on air jingles until the multiplex was operating. We are now aiming to start broadcasting on DAB in the Spring. It will be a learning curve over the next year, but I am confident that in the longer term the radio station will flourish and ultimately will provide a better service for our listeners.

I wish to thank the hard work and dedication of its members who devote their time and effort on a voluntary basis. and all of our supporters within the Basingstoke and North Hampshire Hospital and outside who generously donate money to keep Hospital Radio Basingstoke on air 24 hours a day.



### 3. PROGRAMMES

#### Neil Ogden - Programme Controller

2022 began as it had done for most of the last decade – with Richard Smith presenting his annual BIG Broadcast on HRB and over 50 hospital radio stations around the UK. On this occasion, the show had started at 6pm on New Year's Eve and it included the usual popular array of entertainment including special guests, participation from stations around the country and, most importantly, the opportunity for lots of listener participation, bringing hospital radio around the UK and Ireland together.

Christmas 2021 saw us start working with Cherry Blossom Manor in Bramley, with the residents choosing their favourite songs for us to play in a monthly request show and this continued throughout 2022.

In April, the station celebrated 50 years of hospital radio in Basingstoke. On the day itself we had an afternoon and evening of special programmes including a special documentary telling the story of the last 50 years. That programme got repeated throughout the year. We also added some moments from the archives to the website in both audio and video.

In June, we took part in the Platinum Jubilee with some special programmes including a special edition of Residents' Requests featuring the residents of Cherry Blossom Manor recalling their memories of The Queen and the Royal Family. This programme was played out over the Jubilee weekend, and some of the clips were used once again in September following the announcement of the death of Her Majesty.

As COVID restrictions eased, so we were gradually able to get back on the wards more and more. We played more requests than either 2020 or 2021 although we still had to work with extra restrictions at various times. Elvis Presley was the most requested artist for the 2nd time in 3 years and we passed more request milestones, reaching the 117,000th request in November.

In the summer we were able to get out and about to the Basingstoke Transport Festival We also visited the Cherry Blossom Manor summer fete. The aim for 2023 is to get back out and about to many more local events especially those promoting health and well being.

We continued to promote health awareness campaigns and events during the year such as the Mental Health Minute and where possible interviewed hospital staff in relation to those campaigns e.g. Clinical Trials Week and Organ Donor Week. We also covered the Health Hero Awards.

The nominations for the National Hospital Radio Awards had been announced in February but it wasn't until August that we learned that one of our two shortlisted entries had won an award (I won Bronze in Best Male Presenter).

Christmas came around again with The Sound of Sunday Big Christmas Show launching the Christmas schedule with special guests, competitions and the Great Christmas Cracker Dash with 4 local care homes. There were lots of live shows throughout the festive schedule with requests and plenty of Christmas and festive specials rounding off another successful year for the station.



## 4. FUNDRAISING

### April Haywood - Fundraising Officer

Overall 2022 was a successful year for fundraising. We planned some key events for the second part of the year, which included the following events:

#### **Family fun day at The Fox Inn (Oakley) - July**

The event was successful and thanks to Scott for organising the event. We raised £1,588,00 net of costs, which was a great result. The evening event was sold out and the sales of raffle tickets and silent auction made a significant contribution to the final total raised.

#### **Supermarket Tin rattle - Tesco (Chineham)- August**

We raised £345.23. We were disappointed as it was almost 50% less than we have raised on previous occasions.

#### **Sherfield Village Fete - September**

As this was the first time that we had taken part in this event, we were unsure of how successful it would be. The golf challenge went well with two young children winning £5.00 each. The lucky dip didn't generate as much interest and had some impact on the funds. However, the event created awareness and we event managed to secure a photo with the Mayor. The outlay for the stall was only £15.00 the final profit was £52.43.

#### **Fashion Show at Basingstoke Golf Club with Sola Mia - October**

The event was a success, even though we raised less than our last fashion show, we still raised £812.00 after paying £40.00 for corkage. The ticket sales were very last minute and thanks go to Scott for his efforts with ticket sales as this helped us to reach our target to allow the event to take place. There was no room hire charge for the venue and the golf club team were very helpful and supportive.

#### **Quiz at The Irish Club - October**

This was a very successful night as we raised £595.00 and a large part of the success was due to Paul's efforts with putting together the quiz, being our Quiz master and his network of friends who he actively sold tickets to and therefore, made up a large majority of the teams!

Over 60 people attended with one group cancelling with a refund of £25.00. There was room for at least 20 more people and we hope to have more members and friends at the next event. The raffle generated £320.00 and also thanks to Paul's friends who donated additional raffle prizes. We paid out £50.00 to the Irish Club for the bar staff, which was less than originally agreed as there was only one bar staff member to pay.

#### **Basingstoke and Deane Lottery Fund**

This has greater potential to raise funds by growing our supporters and ticket sales. At the end of 2022 the status was: 19 tickets sold and 13 supporters, which has reduced from 20 tickets and 14 members and the approximate funds raised was £450.00.

Going forward into 2023, we will organise the key events quiz night and supermarket tin rattles as they generate good revenue. With the transition to DAB, we will explore opportunities for sponsorship, which will also create marketing opportunities.

## 5. TRAINING

### Elliot Moyle



I started to look after the training in March 2022 for Hospital Radio Basingstoke and some further positive progress was made, including a rewrite of the Induction material, as well as the Welcome Guide. I look forward to continuing to assist with training in 2023.

We had 4 new starters in 2022: Margot, Scott, Anna and Lena C

Margot and Scott were already part-way through their training when I took over. They both successfully completed their demos and first solo shows and have both now taken a slot on Monday evenings to broadcast a Music on Demand show.

Anna and Lena are the first 2 trainees to complete their full training with me.

Lena managed to complete all her training and presented her first solo show on the 8th December. Lena has now taken a Music on Demand slot on a Wednesday evening.

Anna finished 2022 in the process of completing her first Demo show and we will aim to finish her training in the early part of 2023. Anna has also expressed an interest in taking over the other vacant time slot on a Wednesday evening.

Further applications have been received in 2022, meaning more new starters expected in 2023 once interviews have been completed.

Mark P and Jon P both agreed to assist with maintenance of the AutoTrack database. Initial training has been given to both of them on adding new tracks and editing existing tracks on the database.

I plan to create an easy to use guide for both of these tasks to assist them both whilst they get used to the system and to assist with future training.

As the new schedule once we start broadcasting on SSDAB will rely more than ever on the ability to Voice Track shows, the aim is to have every presenter trained on how to Voice Track.

An initial list of all presenters who require the training has been created and training for those that require it will be arranged at the start of 2023

## 6.PUBLICITY

### Scott Rawlings - Public Relations Officer



#### Marketing

Posters - Recruitment posters created and put up across various wards across the hospital.

Permanent Display boards – April has gathered pricing information for permanent boards to be placed around the hospital. Waiting on approval from the Communications Team at the hospital.

DAB – lots planned for DAB launch including:

Pre launch article with Gazette, post launch article with Observer, Facebook/ Twitter/ Instagram teaser ad campaign in weeks leading up to launch, flyers that hang over Hospedia terminals.

#### Press

Gazette – Articles featured for fashion show, family fun day, awards, 50 year anniversary. Each article featured several photos.

Observer – Also ran articles featured for fashion show, family fun day, awards, 50 year anniversary.

Radio 2 – a shout out for Hospital Radio Basingstoke but also picked up by HBA on their Facebook. Scott was featured in the 5'oclock rock segment of OJ Borgs show and involved him picking 3 songs but also being interviewed by OJ about Hospital Radio Basingstoke. HBA thought it was great publicity for hospital radio and OJ praised the work we all do.

#### Communications at HHFT

A good relationship has now been formed with Vicky and her communications team. I now have direct access to share content on the HHFT digest. A twice weekly email broadcast. Vicky provided a number of articles for the new magazine. I am in discussion with team re interviewing key personnel in line with dab launch.

#### Interviews

Various interviews undertaken and broadcast by Scott including organ donation week, national healthcare worker day, clinical trials day and patient safety week. Liaising with Vicky to obtain a full list of these days in advance so more interviews can be properly co-ordinated.

#### 2023 Plans

Plans to publish a new Patient Magazine in March 23, a new website is in production and to be completed by April 2023. Purchase of new Pop up banners – currently gathering best and final prices for new set of banners to include updated logo, DAB station details etc. Anna will assist in getting HRB live on Instagram.

## 6. FINANCE

### Position vacant - Treasurer

This has been the first full year of accounts since Hospital Radio Basingstoke (HRB) became a charitable incorporated organisation (CIO).

The financial results presented in the Trustees Reports and Annual Review 2022 reflect the financial activity for the period from 1 January to 31 December 2022.

I am pleased to report that financially, HRB's income exceeded its expenditure in 2022 and achieved a small net surplus of £420.73.

This was primarily down to some excellent fundraising initiatives such as the Family Fun day at the Fox Inn in Oakley that raised an impressive £1,588.

Another fashion show in October, held at the Basingstoke Golf Club raised £812.00 and an excellent quiz night at the Irish club in Basingstoke brought in £595.00.

The tin rattle held at Tesco's in Chineham in September resulted in a less than expected £345.23.

Some members and their friends continue to support the Basingstoke and Deane Community Lottery which provides us with a regular income and raises the profile of HRB. Over the 12 months, the radio station has benefited from the weekly draw that has raised approximately £450.

The overall expenditure remained broadly consistent with previous years with costs such as licences and insurance being the main expenditure during the period.

The cash balances on 31 December totalled £9,459.79. Overall in 2022, the financial year has seen the radio station maintain a steady balance sheet.

1. Expenses and Income for the period 1 January to 31 December 2022

	ACTUAL £
<b>EXPENDITURE</b>	
Internet Radios	54.90
Building costs - alarms, fire extinguishers etc.	868.47
Publicity / Promotions	15.00
Licences / HBA subs	1,487.66
BT / Wifi / Tablet Mobile	454.62
Furniture & buildings maintenance	9.99
Insurance	880.00
T shirts	231.00
Bank charges	2.77
Music	18.07
Stationary/sundries	81.29
<b>TOTAL EXPENSES</b>	<b>4,268.73</b>
<b>INCOME</b>	
Membership	462.00
Lottery / Amazon / Easy Fundraising	540.60
T-SHIRTS	271.00
On Show/Collection tins in shops	1,998.68
Quiz Night	606.77
Fashion Show	690.00
Other donations	116.40
Bank interest	4.10
	<b>TOTAL INCOME 4,689.55</b>
<b>Net of receipts / (payments)</b>	<b>420.82</b>
<b>Cash funds brought forward</b>	<b>9,038.97</b>
<b>Total funds carried forward</b>	<b>9,459.79</b>

CHAIRMAN: Dave Leonard.....

*John* 20.5.2023

SECRETARY: Margot Konitzer.....

*Margot T. Konitzer* 20/05/2023

## 7. CHARITY TRUSTEES

<b>CHAIRMAN</b>	<b>Dave Leonard</b>
<b>SECRETARY</b>	<b>Margot Konitzer</b>
<b>TREASURER</b>	<b>Vacant</b>
<b>PROGRAMME CONTROLLER</b>	<b>Neil Ogden</b>
<b>FUNDRAISING OFFICER</b>	<b>April Haywood</b>
<b>PUBLIC RELATIONS OFFICER</b>	<b>Scott Rawlings</b>
<b>MEMBER WITHOUT PORTFOLIO</b>	<b>Elliot Moyle</b>
<b>STATION MANAGER</b>	<b>Vacant</b>

**ADDRESS:** Basingstoke and North Hampshire Hospital, Aldermaston Road, Basingstoke, RG24 9NA

**BANK:** Lloyds Bank PLC, Basingstoke

**CHARITY NUMBER: 1191302**

**HOSPITAL RADIO BASINGSTOKE**

England & Wales - Charity number 1191302

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# Accounts

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## **Trustees Reports and Annual Review 2021**

**1<sup>st</sup> January to 31<sup>st</sup> December 2021**

**Registered charity number: 1272046**

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**9. Charity Trustees**

## **1. OVERVIEW**

### **Trustees Report**

The name of the Charitable Incorporated Organisation (“the CIO”) is Hospital Radio Basingstoke. The Trustees of Hospital Radio Basingstoke are pleased to submit their reports and accounts for the year 1<sup>st</sup> January to 31<sup>st</sup> December 2021.

### **Charitable Objectives (as per constitution)**

The objectives of the charity shall be to promote the relief of sickness, poor health and old age amongst people living in Basingstoke and the surrounding area by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care, and the advancement of health and prevention or relief of sickness for the public benefit through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages to people living in Basingstoke and the surrounding area.

### **Organisation**

HRB is run entirely by volunteers, who pay an annual membership subscription. It is governed by a constitution and managed by an Executive Committee (the charity’s trustees), which is elected annually by the membership.

### **Related Association**

HRB is a member of the Hospital Broadcasting Association (HBA, the national charity that supports and promotes hospital broadcasting in the UK.)

## 2. INTRODUCTION

### Dave Leonard - Chairman



Welcome to the Annual Report 2021 of Hospital Radio Basingstoke.

The past 12 months has continued to be a challenging period for everyone and at HRB we have faced numerous obstacles as we try to maintain a hospital radio service through Covid restrictions. We started the year under lockdown restrictions and again, we took the hard decision to stop live broadcasts from the studio to protect our membership from transferring the virus. Unfortunately, it was not until early April that we returned to live broadcasts, but managed to voice track request shows during the first quarter of the year.

For the vast majority of 2021, we have solely relied on the assistance of the nursing staff who have kindly collected requests on our behalf as all volunteers had been asked not to visit the wards. In the meantime, our members were asked to comply with the Trust's Covid health guidelines. This inability to collect requests and engage with patients and nursing staff by visiting the wards has undoubtedly resulted in fewer requests taken over the 12 months.

In July, HRB successfully changed its charity status to a CIO, (Charitable Incorporated Organisation) thus creating a new charity with a new constitution, transferring all assets across and then winding up the existing charity. A few weeks earlier, we received the exciting news that our application for a C-DSP licence to Ofcom to broadcast on DAB had been granted and we hope to start transmissions in late 2022.

Due to various reasons, many presenters left during the year depleting our ability to broadcast 2 live request shows during weekdays with fewer live shows at the weekend. Even once our current trainee presenters complete their respective training, this will still leave us with a shortfall of presenters and further recruitment will be necessary.

It is the 50th year of hospital radio broadcasting in Basingstoke and it would be fitting that the station marks this milestone by commencing broadcasts on DAB around the town. There is however, a significant amount of work still to be achieved before this is a reality.

A more detailed explanation can be found in each committee members' reports inside covering promotion, programming, training, fundraising and the station accounts.

I wish to thank the hard work and dedication of its members who devote their time and effort on a voluntary basis and all of our supporters within the Basingstoke and North Hampshire Hospital and outside who generously donate money to keep Hospital Radio Basingstoke on air 24 hours a day.



### 3. PROGRAMMES

#### Neil Ogden - Programme Controller

2021 continued with the same challenges that the station had encountered throughout much of the previous 12 months but it was still a busy year with lots going on.

In March we received recognition for everyone's hard work with the Bronze award in the Station of the Year category at the National Hospital Radio Awards. It was the second time in three years that we won this prestigious award and the third time overall.

- With 2021 starting in lockdown, the studio was once again closed which meant we were once again completely reliant on remote broadcasting, either live or with recorded shows. More of our volunteers than before felt they were able to try remote broadcasting though.
- The Sound of Sunday celebrated 30 years on the air in February and March with a series of highlights specials and a live 30th birthday show described as "wonderful" by one listener.
- The death of the Duke of Edinburgh in April tested our Major Story Procedure with programmes being changed accordingly. Thanks to IRN, we were also able to broadcast his funeral the following weekend.
- Live shows returned to the studio at the start of April but requests continued to be collected by phoning the wards, a process that's very hit and miss.
- Most days had live shows, but when cover was needed, a low overall number of volunteers meant that we struggled to fill shows.
- "The Community Hour" was trialled to promote local charities and non profit organisations, and events they were running. The show attracted interest via various Facebook groups. The initial run was for 4 monthly shows, but it needs more volunteers for it to return regularly in the future.
- Broadcast of the weekly service at St Michael's Church in Basingstoke continued as the hospital Chapel only offered limited access. The hospital Chaplaincy team have continued to promote it during their limited time around the wards.
- Events and campaigns run by the NHS and Hampshire Hospitals were promoted throughout the year including the Junior Doctor Awards in June.
- National Thank You Day on 4th July was marked by a special programme recorded for hospital and NHS staff and volunteers by HRH Prince of Wales.
- We only went to two outside events to record shows during the year. The Sound of Sunday Summer Show came from the Alton Lions Party in the Park in August and the Boxing Day edition of The Sound of Sunday was recorded at the Alton Classic Car Show in September.
- Residents Requests continued for much of the year, playing requests for the staff and residents at St Thomas Care Home in Basingstoke. A change of staff at the home led to contact being somewhat sporadic towards the end of the year but hopefully that will be restored in 2022.
- In 2021 we played fewer requests than in 2020 and about half the number of requests that we would expect to play in a normal year. Elvis was confirmed as the most requested artist of the year and all our request data contributed to the annual National Hospital Radio Request Chart compiled in early 2022.
- In 2021 we welcomed Alfie Macken, Ashton Kirby and Jon Perkin who all made their on air debuts in 2021 but said goodbye and thank you to Mark Adams and Jonathan Alden and also to Alfie and Ashton who both moved away and thus left after a short time with us.



## 4.FUNDRAISING

### April Haywood - Fundraising Officer

At the beginning of 2021, the Covid-19 pandemic presented HRB with many challenges as restrictions were still in place. This impacted our planning and organisation for fundraising events and activities. Visiting restrictions were still in place at the hospital and we were unable to carry out 'On Show' tin collections in the hospital and supermarkets and this impacted opportunities not only to raise funds, but also build awareness of HRB. We decided to organise some key events towards the end of the year and these key events were:

#### October - Fashion Show

This was the second time that this was hosted at the Holiday Inn Basingstoke in collaboration with local independent women's fashion company Sola Mia, and raised we £1393.08 for this event. We were fortunate to secure 36 bottles of Prosecco sponsored by Bidfoods for the welcome drinks and a good selection of raffle prizes, which contributed towards the final total money raised.

#### November - Quiz night

We held a quiz night at The Portsmouth Arms, Hatch Warren and this was hosted by their General Manager, Richard Curtis who had achieved a success and recognition for his on-line quizzes during lock down. Tickets were sold at £5.00 per person and we raised £305.49, which was less than we had anticipated, as we had hoped to have raised at around £500.00.

#### December - Tesco Tin rattle

This took place on Sunday 12th December and proved to be very successful with the use of two 'Sumup' machines enabling us to take card payments along with cash we raised £581.44.

In addition to these events, it was important to source other means of funding and this included:

#### Basingstoke and Deane Lottery Fund

The lottery has 14 supporters and with this status we will raise £520.00 annually. At this stage we have raised £262.00 between August 2021 to February 2022. There is potential to raise more money with a target of 50 tickets sales and we can achieve this by increasing awareness and utilising the lottery's marketing tools and flyers and promoting this across all social media platforms.

#### Other Adhoc funds

Tin Collection - Ex Member's Tin collection from his Odiham Shop £6.90

**HRB Patient magazine** - We received £1,000 in July from Smile Magazine for advertising from the magazine.

#### Funding applications

We submitted two applications and unfortunately both were unsuccessful.

Ofcom Community Radio Fund 2021-22, this submitted in July for £4,000 towards our running costs.

National Lottery Fund, this submitted in August for £3,150 for a marketing project with costs associated to launching and promoting DAB within the hospital and local community.



## **4. TRAINING**

### **John McKay - Training Officer**

During 2021 the Covid-19 pandemic was still causing a reduced ability to train new members due to the lack of consistent live programmes where potential new presenters can shadow presenters and practice the practical side of training outside of the Training Studio. However, some Training did take place.

During 2021 four new members began their training sessions and 3 have completed the formal training modules but still require to complete practical familiarisation (shadowing in a live studio environment and the completion of a demonstration track “final audition”). These are all in process as we end this year and should complete in the coming weeks/months.

The fourth prospective member was unable to complete any training due the pressures of work and location preventing completion. There is a possibility that this potential member could return in the future.

It is becoming clear that the Station is badly in need of considerable numbers of new presenters to ensure we can meet our aim to broadcast live programmes every day of the week.

A new Training Officer will be taking full responsibility for all training from the beginning of the 2022 year when it is hoped that recruiting and training will fill all of the currently unfilled slots in our weekly Programmes.

## **6.PUBLICITY**

### **Position vacant - Public Relations Officer**

From January to March 2021, April Haywood held the post and Ashton Kirby was elected to take over in March. However, Ashton only remained in this role for a short period after leaving HRB in June and the role has since remained vacant for the remainder of the year.

Key actions were as follows:

#### **Marketing**

The patient brochure was renewed in March and we received a cheque for £1,000 in July.

Display posters for internal display at the hospital - discussions took place to update the outdated display in the display cupboard and around the hospital. but this remains outstanding.

Website - quotes were secured to update our current website, but any updates have been put on hold. Our application to the National Lottery to cover costs for the DAB marketing launch was unsuccessful.

#### **Interviews**

Ark Cancer Charity - April spoke with Mark Jones, Director of Fundraising and Communications. Mark talked about the successful fundraising over the past year where nearly £63,000 was raised despite the Covid-19 pandemic. Junior Doctor Awards (HHFT) - Ashton Kirby spoke to Junior Doctors Avneet Shahi and Amanda Stafford about the event and nominations.

#### **Press releases**

HRB featured in the Basingstoke Gazette following the fundraising Fashion show in October.

#### **Communications at HHFT**

We continue to have challenges with the Communications Team at the hospital. There is a complete lack of cooperation and response from the team. This is very frustrating and disruptive, as it does not enable us to build upon the relationship within the hospital and throughout the various departments, which is ultimately a key objective to allow us to build upon key stories and provide updates via our radio broadcast channel at HRB.

HHFT Volunteers week (1st - 4th June) - An overview of how HRB continued to broadcast during Covid-19 was sent to the volunteers team at HHFT, but without the support from the Communications team, we missed a key opportunity to have built upon this as a key feature to broadcast.

As HRB plans to move to DAB in the near future, there will more emphasis on the promoting of the service that we provide to the hospital and to reach a wider audience in Basingstoke and surrounding areas. We hope that with a major change in the support and collaboration that we currently have from the Communications team at HHFT, that there is a bright future for HRB.

## 5. FINANCE

### David Ravenhill - Treasurer



On 13 July 2021, Hospital Radio Basingstoke (HRB) became a charitable incorporated organisation (CIO) with the previous unincorporated charity being closed. At the time of closure, HRB was holding £17,391 of cash assets which were transferred to the CIO.

The financial results presented in the Trustees Reports and Annual Review 2021 therefore reflect the financial activity for the period from 13 July to 31 December 2021. There are no comparative financials as 2021 was in effect the first year of HRB operating as a CIO. The "Combined" annual view of expenditure and income is presented as a note for interest (see beside).

In 2020, COVID-19 had a significant impact on the financial resources of HRB with a net deficit of £1,185 given the inability to perform fundraising through On Air donations and cash tins placed with local retail organisations. This was further

compounded with very limited receipts through the Gift Aid small donations scheme given the low level of cash donations. Since July 2021, HRB has achieved a net surplus of £1,437 largely due to some fantastic fund-raising initiatives in the 2<sup>nd</sup> half of the year through the Quiz Night, Fashion Show and Tesco "Tin rattle". HRB has also joined the Basingstoke and Deane Community Lottery in 2021 which is expected to provide a regular income going forward and further raise the profile of HRB.

The £9,790 of National Lottery funds being held for the Studio refurbishment was returned to the National Lottery given this project was placed on hold and the time limit for retaining the monies had expired. This explains the net deficit of £8.352 on the Expenses and Income statement presented below. The overall expenditure remained broadly consistent with previous years with the only extraordinary item of note being the expenditure incurred in applying to OFCOM for the Small-Scale DAB license (this was incurred in the unincorporated charity pre-July 2021). The cash balances on 31 December totalled £9.039 (previously £17,254 on 31 December 2020 but this included £9,790 of funds being retained in respect of the National Lottery grant). So overall in 2021, the financial year has seen a strong result bouncing back from a COVID affected 2020.

NOTE: COMBINED VIEW OF EXPENDITURE & INCOME FOR 2021	ACTUAL	ACTUAL	ACTUAL
	1 Jan - 13 July '21 # 272046 £	14 July - 31 Dec '21 # 1191302 £	COMBINED £
<b>EXPENDITURE</b>			
Studio / computer equip	198.46	43.98	242.44
Air Conditioning	100.00	0.00	100.00
Building costs - alarms, fire extinguishers etc.	125.00	153.48	278.48
Licences / HBA subs	774.90	390.65	1,165.55
BT / Internet / Tablet Mobile	342.42	247.75	590.17
Furniture & buildings maintenance	19.96	0.00	19.96
Insurance	798.00	0.00	798.00
Website	25.18	127.20	152.38
Music	8.40	0.69	9.09
Stationary/sundries	36.45	30.92	67.37
Grant Funding return	0.00	9,790.00	9,790.00
<b>TOTAL EXPENSES</b>	<b>2,428.77</b>	<b>10,828.60</b>	<b>13,257.37</b>
<b>INCOME</b>			
Membership	490.00	12.00	502.00
Gift Aid	148.63	0.00	148.63
Commission from Amazon / Easy Fundraising	99.13	197.17	296.30
On Show/Collection tins in shops	0.00	581.44	581.44
Quiz Night	810.00	292.03	1,102.03
Fashion Show	0.00	1,393.08	1,393.08
Magazine	1,017.50	0.00	1,017.50
Bank interest	0.95	0.67	1.62
<b>TOTAL INCOME</b>	<b>2,566.21</b>	<b>2,476.39</b>	<b>5,042.60</b>
<b>Net of receipts / (payments)</b>	<b>137.44</b>	<b>(8,352.21)</b>	<b>(8,214.77)</b>
<b>Cash funds last year end</b>	<b>17,253.74</b>	<b>17,391.18</b>	<b>17,253.74</b>
<b>Total funds carried forward</b>	<b>17,391.18</b>	<b>9,038.97</b>	<b>9,038.97</b>

1. Expenses and Income for the period 1 January to 31 December 2021

	ACTUAL £
<b>EXPENDITURE</b>	
Studio / computer equip	43.98
Building costs - alarms, fire extinguishers etc.	153.48
Computer software	18.81
Publicity / Promotions	25.12
Licences / HBA subs	390.65
BT / Internet / Tablet Mobile	247.75
Website	127.20
Music	0.69
Stationary/sundries	30.92
Grant Funding return	9,790.00
<b>TOTAL EXPENDITURE</b>	<b>10,828.60</b>
<b>INCOME</b>	
Membership	12.00
Commission from Amazon / Easy Fundraising	197.17
On Show/Collection tins in shops	581.44
Quiz Night	292.03
Fashion Show	1,393.08
Bank interest	0.67
<b>TOTAL INCOME</b>	<b>2,476.39</b>
<b>Net payments</b>	<b>(8,352.21)</b>
<b>Cash funds transferred on 13 July 2021</b>	<b>17,391.18</b>
<b>Total funds carried forward</b>	<b>9,038.97</b>

CHAIRMAN: Dave Leonard..... *Dave Leonard* ..... 21.5.22

SECRETARY: Margot Konitzer..... *Margot T. Konitzer* .....

## 7. CHARITY TRUSTEES

<b>CHAIRMAN</b>	<b>Dave Leonard</b>
<b>SECRETARY</b>	<b>Margot Konitzer</b>
<b>TREASURER</b>	<b>David Ravenhill</b>
<b>PROGRAMME CONTROLLER</b>	<b>Neil Ogden</b>
<b>FUNDRAISING OFFICER</b>	<b>April Haywood</b>
<b>PUBLIC RELATIONS OFFICER</b>	<b>Vacant</b>
<b>MEMBER WITHOUT PORTFOLIO</b>	<b>Elliot Moyle</b>
<b>STATION MANAGER</b>	<b>Vacant</b>

**ADDRESS:** Basingstoke and North Hampshire Hospital, Aldermaston Road, Basingstoke, RG24 9NA

**BANK:** Lloyds Bank PLC, Basingstoke

**CHARITY NUMBER: 1272046**