

Radio Clatterbridge Charity Trustee Annual Report

**Year ending
31st December 2023**



Charitable Incorporated Organisation 1193513

Charity Trustee Annual Report

Year ending 31st December 2023

Charity Name		RADIO CLATTERBRIDGE	
Registration number		1 193513	
Address		RADIO CLATTERBRIDGE THE STUDIOS WIRRAL UNIVERSITY TEACHING HOSPITAL NHS FOUNDATION TRUST CLATTERBRIDGE HEALTH PARK WIRRAL CH63 4JY	
Telephone		(0151) 334 4980	
Text		SMS (07743) 404 052	
Email		studios@radioclatterbridge.co.uk	
Website		radioclatterbridge.co.uk	
Trustee names and executive committee positions held in the charity as at 31 st December 2023		Steve Evans Paul Size Mike Shepherd Ron Berkeley	Chairperson Treasurer Station Manager / Programme Controller Station Engineer



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1.0 Structure and details on how it is managed, including how we recruit trustees

The organisation is run entirely by volunteers, our diverse team currently consists of 33 full members. Full Membership of the Organisation shall be, at the discretion of the Executive Committee, open to persons aged 18 years or over. Careful consideration will be given to volunteers willing to dedicate their services and talents in any way to further the aims and objectives of the Organisation.

Members of the Organisation are subject to Wirral University Teaching Hospital NHS Foundation Trust recruitment requirements and undergo full Disclosure and Barring Service (DBS) checks. Our members complete an Occupational Health questionnaire and a range of core training modules as part of The Trust recruitment process. New volunteers are required to undertake a 3 month probationary period, before full membership is granted. In the case of a person transferring membership from another Hospital Radio Service which is affiliated to the Hospital Broadcasting Association (HBA), the Executive has the right to waive the probationary period.

The management of the Organisation shall be in the hands of an Executive Committee consisting of a Chairperson, Treasurer and Station Manager / Programme Controller, who will be Trustees of the Organisation. Only Full members of the Organisation, having given at least 12 months service to the station, may serve on this Executive.

The Chairperson shall be responsible for the overall direction of the station. The duties shall include conducting all meetings in accordance with the rules of procedure; presiding over all discussions regarding the management of the Organisation, and ensuring that the objectives are met adequately. The Treasurer shall be responsible for all financial management, administering all incoming and outgoing monies; maintain accurate and up to date financial accounts. The Treasurer will present the charity financial report at the Annual General Meeting of the Organisation. As a member of the Executive Committee, the Treasurer must ensure that the objectives of the Organisation are met adequately. The Station Manager / Programme Controller shall be responsible for the broadcast service; ensuring that the sound of the station continues to evolve, and identifying opportunities for listener interaction and special programmes in tune with the audience. As a member of the Executive Committee, the Station Manager / Programme Controller must ensure that the objectives of the Organisation are met adequately.

The Executive Committee shall be elected once a year, at an AGM (Annual General Meeting) held not later than the 31st March. To ensure the validity of this meeting, the AGM must be attended by a quorum. It shall be deemed that a quorum consists of at least one third of the number of Full Members.



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2.0 Activities and objectives for the year

RADIO CLATTERBRIDGE – is a hospital community radio station and registered charity, broadcasting to Clatterbridge Health Park, Wirral. It is run by a team of dedicated volunteers, supported by fundraising, donations and programme sponsorship from local businesses.

Founded in 1951, Radio Clatterbridge remains one of the oldest hospital radio stations in the world and a member of the UK national Hospital Broadcasting Association (HBA).

We are a Charitable Incorporated Organisation (CIO) run entirely by volunteers dedicated to providing a round-the-clock broadcasting service. Our programme output features a blend of music, conversation, local interviews, entertainment and information. Hourly live news and sport bulletins are provided by Radio Newshub to ensure our listeners are kept up to date.

Our team of volunteers give their spare time to present, assist on programmes, visit the wards to collect requests and dedications, conduct interviews and support fundraising activities. We receive funding from our membership, as well as donations and grants, and receive financial support from organisations on the health park, local businesses through programme sponsorship and public donations made by The Wirral community.

The objectives of the Organisation shall be to provide high quality localised broadcasting to the Clatterbridge Health Park, through entertaining and informative live or pre-recorded programming. The schedule shall be aimed specifically at reducing the anxiety and trauma associated with illness. This will be achieved by careful selection of committed volunteer members, willing to dedicate their time to further the aims and objectives of the Organisation by listening to the needs of patients, staff and visitors.

Radio Clatterbridge continued to deliver on this obligation and played a key role at the heart of the Clatterbridge community serving the patients, staff and visitors to Clatterbridge Health Park, Wirral, UK which includes The Clatterbridge Cancer Centres in Wirral & Liverpool.



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3.0 Achievements and performance, including reporting on its public benefit

In 2023, Radio Clatterbridge played c.1000 personal requests and dedications for patients, staff and visitors. Regular ward visiting, meeting and engaging with patients remains a vital part of the support we provide as part of our service. Radio Clatterbridge broadcasts 24 hours a day providing a mix of live and pre-recorded programmes. Community news and important public health messages on behalf of the NHS feature throughout our programming. The messages provide valuable local information, advice and guidance for patients, staff and visitors.

Our "Team of the week" feature acknowledges the hard working members of NHS staff across the health park. The feature showcases the work of a particular team and staff members select five of their favourite songs which we play as part of our weekday live "Coffee Club" programme. "Midday Memories" takes the listener on a musical journey through the decades and at weekends, a specialist magazine programme "In the mix" provides a range of music, requests and features. Just a few examples to provide insight to the range of broadcast output provided by the station.

Radio Clatterbridge continues to feature in the national Hospital Broadcasting Association (HBA) awards, presenter Mandy Shepherd won a Silver award for her broadcasting in 2023/24. The judges agreed that Mandy is a natural broadcaster. She's authentic sounding with a great bedside manner. Our volunteer team was also acknowledged by Wirral Teaching Hospital NHS Trust senior executive team for the valuable contribution we make at The Trust's annual volunteers meeting.

We raise awareness of the services provided by Radio Clatterbridge in numerous ways and have increased our digital presence following relaunch of our new station website and increased use of social media. Our new website carries a live stream of our broadcast output and is available for listeners to use on personal mobile devices and smart speakers.

A number of our volunteer members received long service awards from the HBA. In 2023/24, Dave Williams celebrated 50 years, Ron and Dave Berkeley 15 years, Ian Grant 20 years and Liz Morton 10 years.

During 2023, Mike Shepherd joined the Executive Committee taking on the role of Station Manager / Programme Controller. Mike joined Ron Berkeley (Station Engineer). Both appointed as Trustees to the charity in June to work alongside the existing Chair and Treasurer. Following Mike's appointment, our programme output was reviewed and refreshed to ensure we continue offer a high standard of radio output for our listeners.



Charity Trustee Annual Report Year ending 31st December 2023

4.0 Financial Report

**Year ending
31st December 2023**

FINANCIAL DISCLOSURE:

No funds or property are held by any trustee of this organisation under custodian arrangements on behalf of RADIO CLATTERBRIDGE



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RADIO CLATTERBRIDGE – End of Year Accounts for 2023			
CAF BANK CASH & BARCLAYS COMMUNITY ACCOUNTS			
EXPENSES		INCOME	
	£		£
		Opening Balance (CAF cash & Barclays)	4,223.14
		Sponsorship	2,390.00
Services	1,204.02	Membership subscriptions	1,106.04
Contracts	2,611.90	HMRC (VAT refund)	863.16
HMRC (VAT payment on programme sponsorship)	89.26	Donations – General	2,497.43
Studio Equipment	2,386.05	Donation - LoF patient radios	333.00
CAF Bank charges	60.00	CAF interest – cash account	3.54
HBA membership	50.00	Barclays D&I payment	75.00
Insurance	96.00		
Miscellaneous tech.	214.88		
Stationary	33.99		
<i>Transfer to CAF Gold Account</i>	<i>3,414.52</i>		
Closing Balance (CAF Cash)	<i>1,330.69</i>		
	11,491.31		11,491.31

RADIO CLATTERBRIDGE - End of Year Accounts for 2023			
CAF BANK GOLD SAVINGS ACCOUNT			
EXPENSES		INCOME	
	£		£
		Opening Balance	5,015.32
		Interest (27/03/23)	15.65
		Transfer from CAF Cash	1,000.00
		Interest (26/06/23)	18.54
		Transfer from CAF Cash	1,335.65
		Interest (26/09/23)	35.97
		Transfer from CAF Cash	1,078.87
		Interest (27/12/23)	46.85
Closing Balance	8,546.85		
	8,546.85		8,546.85

Total Financial Assets on 31 st December 2023	
Current Accounts (CAF Cash)	£ 1,330.69
Deposit Account (CAF Gold)	£ 8,546.85
Total	£ 9,877.54



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THE STUDIOS
WIRRAL UNIVERSITY TEACHING HOSPITAL NHS FOUNDATION TRUST
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