

Radio Clatterbridge Charity Trustee Annual Report

Year ending
31st December 2024



Charity Trustee Annual Report

Year ending 31st December 2024

Charity Name	RADIO CLATTERBRIDGE	
Registration number	1193513	
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 2024	Paul Size Mike Shepherd Ron Berkeley	Acting Chairperson & Treasurer Station Manager / Programme Controller Station Engineer



Charity Trustee Annual Report

Year ending 31st December 2024

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

Membership

Radio Clatterbridge is a voluntary organisation and registered charity. It is run by a diverse team of 35 volunteers.

Membership is open to individuals 18 or older and is granted at the discretion of the Executive Committee, which looks for volunteers willing to contribute their time to help deliver to the organisation's goals.

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 are required to complete an Occupational Health questionnaire and a range of core training modules as part of The Trust's 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 and Station Engineer who act as Charity Trustees.

Only Full members of the organisation, having given at least 12 months service to the station, may serve on this Executive.

Charity Trustee Annual Report

Year ending 31st December 2024

1.0 Structure and details on how it is managed, including how we recruit trustees and membership (cont.)

The Executive Committee & Charity Trustees

The Chairperson shall be responsible for the overall direction of the organisation and ensures it operates in line with our constitution. 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 income and expenditure, maintaining accurate and up to date financial accounts. The Treasurer will present the charity financial report at the Annual General Meeting. As a member of the Executive Committee, the Treasurer must ensure that the objectives of the organisation are met adequately and automatically assumes leadership of the organisation in the absence of The Chairperson.

The Station Manager / Programme Controller shall be responsible for the broadcast service; ensuring OFCOM regulatory obligations are met and we deliver a broadcast output which continues to evolve, and identifying opportunities for listener interaction and special programmes in tune with our audience needs and requirements. As a member of the Executive Committee, the Station Manager / Programme Controller must ensure that the objectives of the organisation are met adequately.

The Station Engineer ensures our broadcast service is sustained to comply with our broadcast licence and holds responsibility for all transmission and studio equipment.

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 membership.

Charity Trustee Annual Report

Year ending 31st December 2024

2.0 Activities and objectives

Radio Clatterbridge is a hospital community radio station and registered charity, broadcasting to Clatterbridge Health Park, Wirral.

The Organisation 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 provided by Radio Newshub keep our listeners well informed.

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 continues to deliver on this obligation. The organisation plays a key role at the heart of the Clatterbridge community serving the patients, staff and visitors to Clatterbridge Health Park, Wirral, UK including Clatterbridge Cancer Centres Wirral & Liverpool.

Charity Trustee Annual Report

Year ending 31st December 2024

3.0 Achievements and performance, including reporting on its public benefit

Programmes Insight

Radio Clatterbridge broadcasts 24 hours a day. We provide a mix of live and pre-recorded programmes.

Community News - delivers public health messages on behalf of the NHS. Bulletins also feature valuable local information, advice and guidance for patients, staff and visitors. The Community News provides air time opportunities for local charities and support organisations to promote their services.

Team of the week - 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.

Each weeknight, **Live From The Bridge** ends the day with a blend of music, quiz questions and conversation.

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.

Requests

Radio Clatterbridge played **941** personal requests and dedications for patients, staff and visitors in 2024.

Regular ward visiting, meeting and engaging patients remains a vital part of the support we provide as part of our service.

The most requested songs featured in a special countdown programme which aired over the Christmas period.

Charity Trustee Annual Report

Year ending 31st December 2024

3.0 Achievements and performance, including reporting on its public benefit (cont.)

Connecting with our audience

In 2024, Radio Clatterbridge launched a new way for listeners to access our service. The Radio Clatterbridge APP, can be downloaded for free from Apple's App Store or Google Play. This allows the listener the opportunity to access our service on their own personal mobile device. The APP features our programme schedule and a "*contact the studio*" facility to enable requests, dedications and audience participation at ease. The APP compliments the existing ways listeners may tune in to our service, on 1386 AM Medium Wave and Live Stream available via our website.

Fundraising, Sponsorship & Community Engagement

The charity acknowledges the continued support received from our long-term station sponsors, Home Instead and Cato Crane Auctioneers.

A 24-hour broadcast hosted by Mike Shepherd provided an opportunity to mix fundraising with a live non-stop live broadcast. The special event broadcast raised funds jointly for Radio Clatterbridge and Macmillan Cancer Charity.

The Radio Clatterbridge team was out in force across the Wirral community during 2024, bringing visibility of the station's work and raising funds at Tesco in Bidston. We thank shoppers for their kind donations and for an additional sum received from Tesco's community grant scheme which supported our move to digital broadcasting via the Radio Clatterbridge APP.

Plans are now underway to prepare programmes to celebrate Radio Clatterbridge's 75th Anniversary in 2026.

Charity Trustee Annual Report Year ending 31st December 2024

4.0 Financial Report

Year ending
31st December 2024

FINANCIAL DISCLOSURE:

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



Financial Statements reported to AGM on 17/01/25

Charitable Incorporated Organisation 1193513

RADIO CLATTERBRIDGE – End of Year Accounts for 2024			
CAF BANK – CASH ACCOUNT			
EXPENSES		INCOME	
	£		£
		<i>Opening Balance (CAF cash) 01/01/24</i>	<i>1,330.69</i>
Spotify	99.00	Sponsorship	1,344.00
<i>Pens – RC merchandise</i>	575.99	Donations (including membership subs)	2,695.02
<i>BT / Studio Mobile</i>	649.90	HMRC (VAT refunds)	580.83
<i>Account fee</i>	60.00	Donation - Friends of Clatterbridge (patient radios)	399.84
<i>PPL</i>	1,090.80	Donation - Tesco	500.00
<i>Website & online</i>	469.48	Lloyds Foundation	500.00
<i>Costs – Anna money accounting software</i>	16.80	Arrowe Sound Build Maintenance (donation to costs)	50.00
<i>Broadcast radio – Tech support</i>	118.80		
<i>Broadcast radio – RC APP</i>	598.75		
<i>Ofcom</i>	350.00	Interest	2.20
<i>Print carts</i>	29.99		
<i>Teamviewer</i>	228.96		
<i>Insurance - Zurich</i>	180.75		
<i>HBA membership</i>	50.00		
<i>Newshub</i>	350.00		
<i>Building maint. & membership support</i>	175.78		
 <i>Transfer to CAF Gold Account</i>	 1,231.90		
 <i>Closing Balance (CAF Cash) 31/12/24</i>	 <i>1,125.68</i>		
	7,402.58		7,402.58



RADIO CLATTERBRIDGE - End of Year Accounts for 2024			
CAF BANK GOLD SAVINGS ACCOUNT			
EXPENSES		INCOME	
	£		£
		<i>Opening Balance (CAF Gold) 01/01/24</i>	<i>8,546.85</i>
		Transfer from CAF Cash (18/03/24)	453.45
		Interest (26/03/24)	53.52
		Interest (26/06/24)	57.05
		Interest (26/09/24)	57.41
		Interest (26/12/24)	53.27
		Transfer from CAF Cash (30/12/24)	778.45
<i>Closing Balance (CAF Gold) 31/12/24</i>	10,000.00		
	10,000.00		10,000.00

Total Financial Assets on 31 st December 2024	
Current Accounts (CAF Cash)	£ 1,125.68
Deposit Account (CAF Gold)	£ 10,000.00
Total	£ 11,125.68





THE STUDIOS
WIRRAL UNIVERSITY TEACHING HOSPITAL NHS FOUNDATION TRUST
CLATTERBRIDGE HEALTH PARK
WIRRAL CH63 4JY

(0151) 334 4980
SMS (07743) 404 052
Email: studios@radioclatterbridge.co.uk
Website: radioclatterbridge.co.uk

Charitable Incorporated Organisation 1193513