



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	20	April	2021		31	March	2022

Section A Reference and administration details

Charity name Radio Horton

Other names charity is known by

Registered charity number (if any) 1194152

Charity's principal address Radio Horton, c/o Horton General Hospital, Oxford Road,
BANBURY, Oxfordshire

Postcode OX16 9AL

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Anthony Brown			
2	Sharon Derbe	Secretary		
3	Margaret Godel		<i>resigned 10th March 2022</i>	
4	Sam Smette	Chair		
5	Jeanette Warren			
6	William Warren			
7	Olga Wilson	Treasurer		
8	Tom Wilson			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Name of chief executive or names of senior staff members (Optional information)

N/A

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted 28 March 2021
How the charity is constituted (eg. trust, association, company)	CIO - Association
Trustee selection methods (eg. appointed by, elected by)	Trustees are appointed as per the terms set out in the charities governing document, through election at an Annual General Meeting or appointment by agreement of the trustees.

Additional governance issues (Optional information)

You may choose to include additional information, where relevant, about: • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them.	Trustees are advised to read The essential trustee: what you need to know, what you need to do (CC3) following successful election and are given access to minutes, governing documents, policies and procedures. The trustees acknowledge that trustee training is required to further skills and experience across the board. Disclosure and Barring Service (DBS) checks (previously called Criminal Records Bureau (CRB) checks) are carried out prior to an individual becoming a member, and this is a requirement of the Oxford University Hospitals NHS Foundation Trust for any volunteer working in an environment with patients. As Radio Horton encourages all volunteers to participate in ward visiting, it is therefore a requirement they are DBS checked. Radio Horton is a member of the Hospital Broadcasting Association which provides helpful advice and guidance and represents the sector on a national level; the National Council of Voluntary Organisations (NCVO) also provide a wealth of training and resources targeted at the third sector. Radio Horton is a host organisation within the Oxford University Hospitals NHS Foundation Trust and members of the station are recruited subject to following the protocols set out by the hospital trust. All trustees give their time voluntarily and receive no financial gain, remuneration or other benefits. The trustees are responsible for overseeing the governance and setting the strategic direction of the organisation. Any bona-fide member is eligible to stand as a trustee (notwithstanding the conditions set out in the organisation's constitution and granted that they would not be disqualified from doing so by the conditions of the Charity Act 2011).
--	---

Membership is used as a means of allowing stakeholders (e.g. volunteers) to have a say in how the organisation is managed (e.g. by electing trustees). Radio Horton has a Committee Membership & Conduct Policy (October 2015) and several policies including: - Principles & Acceptable Behaviours policy (adopted 2016) - Acceptable I.T. & Email Usage Policy (adopted 2015) - Social Media Policy (March 2016) - GDPR / Data Protection Policy (June 2018) - Safeguarding Policy (including Trustee Safeguarding), (November 2020) - Health & Safety Policy (March 2021) which all members must adhere to whilst representing Radio Horton.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objects of the CIO are:

- (1) the relief of sickness, poor health and old age amongst people living in North Oxfordshire by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; and
- (2) 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 North Oxfordshire.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The CIO inherited the operations of the former, unincorporated charity (registration no. 1133587) upon its transition on 28th March 2022.

Under the former, the main activity of the charity is the provision of a broadcasting service to patients at the Horton General Hospital. This is only possible because Oxford University Hospitals NHS Foundation Trust provide us, without charge, space and resources within the Horton General Hospital, and for this we are very grateful.

We play host to Banbury's Hospital Radio Service at the Horton 24 Hours a Day, 7 Days a Week.

The station exists simply because the Horton Hospital is on occasions the temporary "home" for local people. However, life in the wards isn't all needles, examinations, prescriptions etc. There is still a lighter, funnier, happier side as well and that's where Radio Horton comes in.

All our members are volunteers who give up their time freely to meet patients and prepare an extensive variety of programmes for listeners to enjoy. Our aims are to make the stay of anyone in the Horton more pleasant and help them on the road to a speedy recovery.

In line with its charitable objectives, Radio Horton has continued supporting local care homes, supplying them with radios and working to establish relationships with seven local care homes and a local hospice. There are health benefits associated with music and conditions including dementia and Alzheimer's and the organisation's ambition is to expand its offering of programmes, to suit the needs of care home residents.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Member-volunteers make a great contribution to the organisation. We currently have thirty member volunteers and are grateful for the many hours contributed during the year in presenting programmes, collecting requests and many other activities necessary to provide a broadcasting service, made ever more challenging by the pandemic. Without this valuable contribution of time, energy and expertise we would not be able to provide our service to patients in the Horton General Hospital.

Four new volunteers joined Radio Horton during the reporting period, although some are yet to begin their involvement, some studio training has taken place online. The station recruited a new Membership Administrator to oversee application, enrolment, induction and training procedures for new volunteers, and an existing volunteer stepped into the role of Publicity Officer.

There is some incidental benefit for volunteers, including participation and recognition for long service and/or contributing to the organisation, aiding it in meeting its charitable objectives. Other incidental opportunities include gaining communications skills and furthering career experience.

The organisation recognised its volunteers both during Volunteers' Week (1st-7th June 2021) and over Christmas, in which committee member, Jeanette Warren put together gift packages for volunteers, similar to the initiative carried out in the previous year. No volunteers received Long Service Certificates from the Hospital Broadcasting Association. Highlights were also featured in the organisation's internal newsletter, Behind the Mic.

The CIO was run in parallel to the unincorporated charity between its incorporation on 20th April 2021 up until the latter's cessation on 28th March 2022, when it was formally wound up, and its assets and liabilities became property of the CIO (registration no 1194152). Due to COVID-19, the trustees experienced additional complexities in the process to complete the transition to the CIO, primarily being unable to meet trustees face-to-face, to sign documents and the opening of a new bank account.

As a result, the policies, activities and operations of the charity were consistent with those reported in the Trustees Annual Report (TAR) for Radio Horton as an unincorporated charity.

Summary of the main achievements of the charity during the year

During the financial year, the organisation was impacted once more by further coronavirus lockdowns and restrictions mandated by the Government and/or the Oxford University Hospitals NHS Foundation Trust in the interests of public health. Many member-volunteers had not returned to their voluntary activity since prior to March 2020 after shielding, and this remains a going concern for the trustees.

Nevertheless, the radio station continued broadcast throughout, with some volunteers pre-recording programmes from their home studio setups until access to the hospital site was permitted once more. The board introduced a Health & Safety policy and continued to update its COVID-19 Risk Assessments in accordance with Government guidance provided at the time.

The organisation continued its valuable work with local care homes, including Abbeyfield, Agnes Court, Chacombe Park, Glebefields, Lark Rise, Lake House, and the Katharine House Hospice with the radios it provided in the previous financial year although this has been made more challenging, due to the pandemic and a committee member stepping away due to personal reasons. However, we were delighted to provide a bespoke 'Beach Day' playlist for Lark Rise Care Centre in Banbury, designed as part of a pre-planned activity to bring the sensations of the seaside to residents, with the home reporting *"Beach day was great, and the playlist was the perfect soundtrack. The residents really enjoyed dipping their toes in the pool and wiggling them in the sand whilst listening to the music. Thank you so much!"*. It is hoped that as the country starts to climb out of the pandemic we can resume working with the care homes. The incumbent Care Home Coordinator volunteer had been to visit a number of the homes to have initial conversations around working together.

In 2020, the trustees of Radio Horton reached the view that it would be in the best interests of the charity to convert from an unincorporated association to a Charitable Incorporated Organisation (CIO), and the application was submitted in March 2021, with the Commission registering the charity on 20th April 2021, registration no. 1194152. The board used the opportunity to introduce a modern constitution with both a revised and a new charitable object, the latter encouraging the promotion and education of good physical and mental health and wellbeing within North Oxfordshire. The trustees held a four-week consultation prior to the AGM on 30th June 2021, to seek feedback from member volunteers as to the direction of the charity and how it could work towards meeting some of its new charitable objects and held fruitful discussions with volunteers during the post AGM-informal meeting.

The organisation used the period during the COVID-19 pandemic to invest in some of its aging equipment and applied for grant funding of £947.50 from the Hospital Broadcasting Association, which enabled the purchase of a new version of Jazler Soho (radio automation software) for both studio computers, and three portable Zoom recorders for volunteers to use to record remote interviews. Radio Horton is grateful to the Hospital Broadcasting Association for its support. Jazler Soho has been installed on the computers and it will become the default system once volunteers have received appropriate training. The portable Zoom recorders have been used to record interviews in care homes.

Radio Horton was delighted to be able to return to a number of outside

events in the local community, noting that the events raise substantial funds for the organisation. Radio Horton provided music, entertainment and public address at the Watford Village Classics on the Green in Northamptonshire, in addition to the Broughton Castle Cycling Sportive (organised by the Rotary Club of Banbury Cherwell), the Katharine House Hospice 'Not The' Midnight Walk, the Katharine House Hospice Santa Fun Run, the Kings Sutton Christmas Fayre & Geoff Smith's Banbury 15K Run. In addition, two supermarket fundraising events / bucket collections had been arranged prior to Christmas 2021 but following the outbreak of the Omicron variant of COVID-19, the trustees regrettably mutually decided to postpone these until further notice. A new contactless card reader was procured from SumUp which enables donations to be received via contactless payment.

Radio Horton promoted the activities of the Oxford University Hospitals NHS Foundation Trust, broadcasting the latest COVID-19 visiting restrictions (where applicable) and is thankful to the NHS Trust for its continued support over the course of the period, with regular contact between Radio Horton and the Voluntary Services Dept.

Discussions were initiated by a local consortium looking to bid for the Small Scale DAB license in Banbury / North Oxfordshire. Small-scale DAB is an innovative technology which provides a low-cost route for local commercial, community and specialist music services to broadcast on terrestrial digital radio to a relatively small geographical area. The potential to broadcast on Small Scale DAB would allow Radio Horton to further its charitable objects by providing a health and wellbeing broadcasting service to the local population.

His Royal Highness, the Prince of Wales recorded a special programme in partnership with the Hospital Broadcasting Association to thank volunteers of hospital, health & wellbeing radio stations for keeping communities connected and entertaining patients during the Coronavirus pandemic. 'Music & Memories with HRH The Prince of Wales' was broadcast on Radio Horton alongside hospital radio stations across the country on Sunday 4th July at 12:00. The Prince of Wales highlighted the work of hospital radio volunteers, explaining that the role of hospital radio has been ever more important during these times, providing an invaluable service to patients, staff, families and reminisces on key life memories where music plays a significant role.

Two Radio Horton volunteers kindly offered to re-organise the CD & vinyl cupboard at the studio so the music library could be brought up to date. This was achieved over a number of weekends over the course of the summer and the trustees are extremely grateful for the contribution and time spent by Mel and Chris.

The organisation was sad to bid farewell to long-standing volunteer, Ray Kent who passed away on Saturday 18th December 2021. Ray had been involved in the organisation since 2000 and served on the committee as a trustee, and secretary for a time before stepping back in 2015. She will be dearly missed by everybody involved at the charity.

Press coverage was limited during the period, but included a recruitment campaign for new volunteers and the special programme from HRH The Prince of Wales which received widespread coverage.

Radio Horton continues to be supported by its president, John Craven OBE and Vice President, Jeremy Wilton, both of whom have offered

Section D

Achievements and performance

words of support, recognition, and gratitude to the volunteers throughout the course of the year.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold cash at bank of £5,519. These non restricted funds are held in order to meet any unforeseen expenditure that may occur and to cover short term running costs.

Details of any funds materially in deficit

None.

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We have various sources of funding.

During the year we received sponsorship from Spratt Endicott and are very appreciative of their ongoing support.

We received £947.50 in grant funding from the Hospital Broadcasting Association for the investment in new technologies as reported above.

We also received a variety of donations and are extremely grateful to all donors. We utilise online platforms including Virgin Money Giving, the Cherwell Lottery scheme, Easy Fundraising and Good Thyngs to enable us to receive donations online and/or through debit/credit card. Virgin Money Giving ceased its operations in November 2021, and has been replaced by KindLink, a similar online donation platform.

Our annual membership fee remains at £10.00 and membership is used as a means of allowing stakeholders (e.g. volunteers) to have a say in how the organisation is managed. The annual membership subscription contributes towards the general administration costs (e.g. insurance, licenses, equipment and sundries) associated with running the organisation, and the trustees do not consider the fees to be a significant barrier to membership.

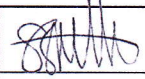
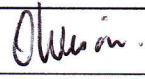
Whilst we received fewer bookings for our community events due to COVID-19, we were pleased to attend six events during the year, which brought in £535. Separately, the Rotary Club of Banbury Cherwell donated £500 to the charity this year for its support at the Broughton Castle Event. The trustees have expressed their gratitude to all of the community event organisers for their support.

Funds raised are applied to our broadcasting service and are also used to assist our fundraising activities.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Sam Smette	Olga Wilson
Position (eg Secretary, Chair, etc)	Chair	Treasurer

Date 01/04/2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity name
Radio Horton

No (if any)
1194152

Receipts and payments accounts

CC16a

For the period
from

Period start date
20 April 2021

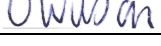
To

Period end date
31 March 2022

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Subscriptions		-	-	-	
Donations		-	-	-	
Collections		-	-	-	
Outside events		-	-	-	
Sponsorship		-	-	-	
Interest		-	-	-	
Other income		-	-	-	
Sub total (Gross income for AR)	0	-	-	-	-
A2 Asset and investment sales, (see table).					
		-	-	-	
Sub total	0	-	-	-	-
Total receipts	0	-	-	-	-
A3 Payments					
Music purchases		-	-	-	-
Stationary, printing and copying		-	-	-	
Insurance		-	-	-	
Donations		-	-	-	
Telephone & postage		-	-	-	
Imaging		-	-	-	
Hospitality/gifts		-	-	-	
Website costs				-	
Internet broadcasting costs				-	
Outside events				-	
Outside broadcasting				-	
Other expenses		-	-	-	
Repairs and maintenance				-	
Licenses	#	-	-	-	
Sub total	0	-	-	0	-
A4 Asset and investment purchases. (see table)					
	0	-	-	-	
Sub total	0	-	-	-	
Total payments	0	-	-	-	
Net of receipts/(payments)	0	-	-	-	
Transfer from charity 1133587	5,519	-	-	5,519	-
A6 Cash funds last year end		-	-	-	
Cash funds this year end	5,519	-	-	5,519	-

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Lloyds Bank	5,519	-	-
	-	-	-	-
	-	-	-	-
	Total cash funds	5,519	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Fully equipped studios	-	-	-
	Back up mixer console	-	-	-
	Computers; Laptops; tablets etc	-	-	-
	Equipped trailer	-	-	-
	Furniture	-	-	-
	CD's; records etc	-	-	-
	Outside broadcast equipment	-	-	-
	Gazebo	-	-	-
	Marketing materials	-	-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Sam Smette	01 April 2022	
		Olga Wilson	01 April 2022	