



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	April	2022		31	March	2023

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	James Hulbert		Elected 20/09/2022	
3	Samuel Smette	Chair	Re-elected 20/09/2022	
4	Jeanette Warren		Deceased 23/04/2022	
5	William Warren		Re-elected 20/09/2022	
6	Olga Wilson	Treasurer	Re-elected 20/09/2022	
7	Tom Wilson			
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9				
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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

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

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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.	On election or appointment, trustees are advised to read The essential trustee: what you need to know, what you need to do (CC3) 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 vulnerable persons (e.g. patients). As Radio Horton encourages all volunteers to participate in ward visiting, it is therefore recommended that they are DBS checked so they can contribute to this. 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 on the proviso that they would not be disqualified from doing so by the conditions of the Charity Act 2011).
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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).

In 2023, the trustees launched a Financial Controls policy which details how its financial assets and funds are managed, maintained, stored and accessed.

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)

Radio Horton has continued to provide a hospital, health and wellbeing broadcasting service to members of the public whose temporary home is the Horton General Hospital in Banbury, and in the wider community of North Oxfordshire through its online radio stream. In recent years, it has also expanded its reach beyond the hospital, and now caters for residents residing in local care homes and hospices.

Our members are all volunteers who give up their time freely to meet patients, care home residents, and/or prepare an extensive variety of programmes for listeners to enjoy. Others assist in behind the scenes activities which help to further our charitable objects. Our aims are to help the general public have a more pleasant experience in hospital, their care home or independent home, and to promote and educate them on a variety of health and wellbeing related topics on the prevention or advancement of ill health.

The station has provided music, entertainment and public-address at many community events, which help to promote its work in the local community and raise awareness, in addition to important funds for the station.

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-four member volunteers and are grateful for the many hours contributed during the year in presenting programmes, ward visiting and many other activities necessary to provide a broadcasting service. 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.

Eight new volunteers joined Radio Horton during the reporting period, although some are yet to begin their involvement. The majority of these volunteers are either ward visitors or programme presenters, or in some instances, both. However, one volunteer stepped into the fold as Publicity Officer, following the departure of the incumbent placeholder, who, although remains a member has had to reprioritise due to other commitments. The station acknowledges the need to recruit more talent to oversee some of the administrative positions on the operational committee, noting that this will be necessary if the organisation is to expand and increase its reach.

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.

In the reporting year, the trustees introduced a new membership contribution awards programme, named in honour of a former volunteer

who passed away in 2021. The Beeby Award is to be presented quarterly by the trustees to a volunteer who has made a significant contribution, demonstrated innovation, or commitment and long-service to the organisation. The certificates are to be awarded at the discretion of the trustees, with a different committee member (who is either a trustee or an operational committee member) nominating the recipient each time, to ensure there is fairness and equality. Tom Wilson was the first recipient of this award, having been nominated by Ann Dunn.

A certificate shall be presented to the recipient which includes some narrative as to the reason the nominee was chosen. It is hoped these awards will be well-received, as the trustees had acknowledged that more could be done to recognise the valuable contribution made by volunteers. The trustees may also choose to offer a voucher as a token contribution.

Though the trustees did not organise a direct event for Volunteers Week in the reporting year, it sent a delegation of volunteers to attend the Oxford University Hospitals NHS Foundation Trust strawberry cream tea in the summer, and a separate event at Christmas. A Radio Horton social event had been planned for Christmas but this had to be cancelled at short notice due to ill health. It was subsequently to be rearranged around Easter 2023.

Section D

Achievements and performance

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Summary of the main achievements of the charity during the year

Following the work undertaken by two Radio Horton volunteers in the previous year, the music library has now been made fully electronic / digital, meaning it can be accessed remotely on tablet computers or smart phones, as well as in the studio. This depletes the need to manually update the database on multiple devices and enables our ward visitor volunteers to be more efficient. The station thanks Bill Warren for donating a tablet computer.

The organisation began to emerge from the implications and restrictions of the coronavirus pandemic though struggled to recruit and train new volunteers. This was a priority for the trustees, if the organisation is to continue to have a successful future. A recruitment campaign was started, in which a poster was designed and placed around the hospital. This campaign has proven successful and has sparked the interest of some of the new volunteers mentioned above.

It is a going concern that despite having recruited new volunteers, the trustees are struggling to fill the gaps with the administrative roles in the charity. This includes a Care Home Coordinator to oversee the relationships with Radio Horton and local care homes it works with, and a Fundraising and Campaigns officer, to explore new avenues of income generation, either through grants or sponsorships.

Ward visiting commenced once more for the first time since before the coronavirus pandemic struck in March 2020. Ward visiting plays a pivotal role in Radio Horton's service offering. Often, patients have few visitors and aside from medics, doctors, nurses and other professionals, a Radio Horton ward visitor can often be a "friend at the bedside", striking up a conversation with them and encouraging them to listen to the hospital radio service, thus demonstrating that 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.

One workshop session was held in the reporting period which resulted in training three new volunteers in the studio and ward visiting protocols. Ward visiting resumed late March 2023 with two rounds per week.

Prior to this, in the absence of being able to undertake ward visitor rounds, Radio Horton volunteer, Sarah Tuvey went above and beyond to design a bookmark to be included in hospital patient admission packs. The bookmarks provide a purpose, as many patients bring reading matter into hospital, but their other purpose is to market the station and offer simple instructions on how to listen. Thanks so much to Sarah (and her husband's business, for sponsoring the initial print-run!)

Radio Horton became a corporate director of NOxDAB Ltd, on 20th September 2022. NOXDAB is a not-for-profit consortium of local people and industry experts planning to bring a range of exciting new radio stations to digital radio. Headed up by local radio guru, Andy Green, the consortium has submitted a bid for the Small-Scale DAB Multiplex for Banbury & Bicester. It is hoped, if successful, this shall open new opportunities for income generation, with dividends split between the shareholders, and opportunities for Radio Horton to broadcast itself on Small Scale DAB. The trustees have already begun completing the Ofcom C-DSP license application process, though at the close of the financial year, this is yet to be submitted. This direction would support / align with the NHS Long Term plan around the delivery of healthcare in community settings.

With Her Majesty, The Queen's Platinum Jubilee celebrations taking place in June, the station was delighted to be a part of the special occasion organised by Banbury Town Council at Spiceball Park for the Beacon Lighting & a Kings Sutton Tea Party.

The Horton General Hospital celebrated its one-hundred-and-fiftieth anniversary on 17th July, commemorating the date it first opened its doors to the public as the Horton Infirmary in July 1872. As part of this, Radio Horton was invited to play music and attend a celebration in the quadrangle, adjacent to the hospital's restaurant. Speeches were made by the Chair and Interim Chief Executive Officer of the Oxford University Hospitals NHS Foundation Trust, Professor Sir Jonathan Montgomery and Professor Meghana Pandit, respectively, followed by a cake cutting. Radio Horton donated £50.00 to the Horton General Hospital Charity to support this event.

The birthday celebration event also provided the opportunity for Radio Horton to use some of the new portable recording equipment to conduct interviews with members of staff from the hospital, hear their stories and mark the occasion. This culminated in a special simulcast programme on BBC Radio Oxford and Radio Horton, in which presenters, Fleur Ostojak (of the former) and Sam Smette broadcasted a two-hour programme across both radio stations, reflecting on the stories and history of Banbury's local hospital across Oxfordshire and online at BBC Sounds.

Following a call from Lake House Care Home, we were delighted to hear that former Radio Horton volunteer and double Wilton-Trophy winner, John Webb is now residing there. John & Maria (Mayo) went to visit John Webb, with the Wilton Trophy, to share nostalgia and memories. John is keeping well, and often regales his experiences of Radio Horton with fellow residents and nursing staff.

The station was saddened to learn of the passing of trustee, colleague, and friend, Jeanette Warren who passed away on 23rd April. Jeanette had been involved with the station for seven years, and in addition to her role as a trustee, co-ordinated our ward visitors, as well as organising many social activities throughout her tenure for our volunteers.

Due to lack of resource, the trustees were not able to progress the positive work undertaken by the former Care Home Coordinator postholder, around establishing and building on relationships with Abbeyfield, Agnes Court, Chacombe Park, Glebefields, Lark Rise, Lake House, and the Katharine House Hospice with the radios it supplied. This very much remains an ambition of the trustees and work continues to fulfil this vacancy.

Following the sad passing of Her Majesty, Queen Elizabeth II, Radio Horton streamed rolling coverage from Radio News Hub.

A North Oxfordshire pub had been hosting charity race nights to help raise vital funds for local charities. Radio Horton was one of the charities to benefit, receiving four-hundred pounds from the event. This came as a surprise to the trustees as there had been no prior communication from the pub. However, the trustees were most grateful to the Butchers Arms and its customers for their support.

Following the grant funding from the Hospital Broadcasting Association in the previous financial year, the radio station was delighted to be able to launch Jazler Soho in both studios, retiring the former Jazler RadioStar in

the process. This will support our radio presenter volunteers for several years to come and offers a more streamlined, cleaner interface, which makes training easier.

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 during the course of the period, with regular contact between Radio Horton and the Voluntary Services Dept.

Press coverage included the donation from The Butchers Arms in Balscote; a volunteer recruitment campaign; a tribute to former trustee and volunteer, Jeanette Warren; Radio Horton's involvement with the Horton General Hospital's 150th anniversary; Christmas supermarket fundraising collections; and the station's first Beeby Award (the latter as described above).

Radio Horton continues to be supported by its president, John Craven OBE and Vice President, Jeremy Wilton, both of whom have offered words of support, recognition, and gratitude to the volunteers throughout the course of the year.

Brief statement of the charity's policy on reserves

We hold cash at bank of £6,123.50. 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.

The donation of £5,519.00 shown against A1 in the accounts was the transfer of monetary assets from the former, unincorporated, and now-dissolved predecessor charity, Radio Horton (1133587), whose assets and liabilities were transferred to the current CIO, charity registration number 1194152.

During the year we received sponsorship from Spratt Endicott of £300.00 and are very appreciative of their ongoing support.

Owing to the increased cost-of-living, the trustees took the decision to raise the Membership Subscription to £20.00. The fee had previously been set at £10.00 and had not been increased in over seven years. Membership is used as a means of allowing stakeholders (e.g. volunteers) to have a say in how the organisation is managed. The annual subscription contributes towards the general administration costs (e.g. insurance, licenses, equipment and sundries) associated with running the organisation. Whilst this is an increase from previous years, the trustees do not consider the fees to be a significant barrier to membership.

Three fundraising events took place including a new collection at Morrisons Supermarket on Swan Close Road held in Easter. Collections were also held at Sainsburys and Tesco's supermarkets. The combined total raised from all three collection events was £967.85.

We also received a variety of donations and are extremely grateful to all donors. We utilise online platforms including KindLink, the Cherwell Lottery scheme, Easy Fundraising and Amazon Smile to enable us to receive donations online and/or through debit/credit card.

Radio Horton provided music, entertainment and public address at several events were held throughout the reporting period, which included Broughton Castle Cycling Sportive, Katharine House Hospice Moonlight Walk, Watford Village Classics on the Green, Banbury Canal Day, Katharine House Santa Fun Run, Kings Sutton Christmas Lights Switch On to name but a few. Events help the organisation to raise awareness of hospital, health and wellbeing broadcasting but from a social perspective are also ideal for volunteers to meet one-another. Events brought in £1,100 during the period.

Separately, the Rotary Club of Banbury Cherwell donated £250 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.

It is an ambition for the organisation to consider and explore new opportunities for raising funds, including corporate sponsorships.

Section F

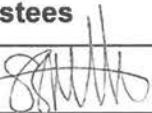
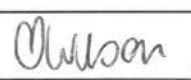
Other optional information

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	28 th April 2023	



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
01/04/2022

To

Period end date
31/03/2023

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	380	-	-	380	-
Donations	690	-	-	690	5,519
Collections	962	-	-	962	-
Events	1,100	-	-	1,100	-
Lottery	368	-	-	368	-
Sponsorships	300	-	-	300	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	3,800	-	-	3,800	5,519
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	3,800	-	-	3,800	5,519
A3 Payments					
Stationary, Printing & Copying	69	-	-	69	-
Insurance	859	-	-	859	-
Donations	150	-	-	150	-
Telephone & Postage	527	-	-	527	-
Equipment / Repairs	109	-	-	109	-
Trailer	315	-	-	315	-
Internet costs	981	-	-	981	-
Licenses (PRS / PPL)	185	-	-	185	-
	-	-	-	-	-
Sub total	3,196	-	-	3,196	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	3,196	-	-	3,196	-
Net of receipts/(payments)	604	-	-	604	5,519
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	604	-	-	604	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 Treasurers Account	6,124	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	6,124	-	-
(agree balances with receipts and payments account(s))		Agree amount £ 6,124	Agree	Agree

[illegible]

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

[illegible]

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		-	-	
		-	-	
		-	-	
		-	-	
		-	-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Olga Wilson	28/04/2023
	Sam Smette	28/04/2023