



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	04	2023		31	March	2024

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	Sam Smette	Chair		
2	Anthony Brown		Re-elected 20/09/2023	
3	William Warren			
4	Tom Wilson		Re-elected 20/09/2023	
5	Olga Wilson	Treasurer		
6	Ann Dunn		Elected 20/09/2023	
7	John Couppleditch		Elected 20/09/2023	
8	James Hulbert		Resigned 18/10/2023	
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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 charity's 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. As Radio Horton encourages all volunteers to participate in ward visiting, it is a requirement that 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 provides a wealth of training and resources.

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.

The trustees are responsible for overseeing the governance and setting the strategic direction of the organisation. All trustees give their time voluntarily and receive no financial gain, remuneration or other benefits. 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).

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 (which are checked and updated as required) including:-

- Principles & Acceptable Behaviours policy
- Acceptable I.T. & Email Usage Policy
- Social Media Policy
- GDPR / Data Protection Policy
- Safeguarding Policy (including Trustee Safeguarding)
- Health & Safety Policy
- Conflict of Interest Policy

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)

We continue with our community support at local events, providing music and public announcements services.

We continue with our recruitment campaign with further avenues utilised to make our requirements known, including inexpensive advertisements in local/village publications, which has resulted in a couple of new volunteers joining us. We are delighted to also now have recruited a Care Home Coordinator to oversee the relationships with Radio Horton and local care homes and a Fundraising and Campaigns officer, to explore new avenues of income generation, either through grants or sponsorships. The trustees agree that provision of our broadcasts to local care homes is very much in accordance with the guidance of the Charity Commission in providing a service for public benefit.

Ward visiting continues and has become very successful thanks to the extremely enthusiastic volunteer leading this and she has other volunteers now assisting her. Requests and interest from patients and staff at the hospital is much enhanced. Ward visiting plays a pivotal role in Radio Horton's service offering and allows us to press home guidance and information for the public benefit in terms of wellbeing and health issues.

A group specifically for volunteers who are radio presenters has been established and aims to allow volunteers to share tips and experiences, for the ward visitors to feedback on programmes and to continue the focus of providing health and wellbeing information for the public. Programme content can be reviewed and enhanced to ensure our charitable objects continue to be met and improve benefit for the public.

A great amount of time has been devoted by the Trustees during this accounting period to consideration of the station's future planning and direction, including the reach of our audience and demographic, the type of programmes and information we offer. The events we support and attend have been reviewed and strategies decided upon. We decided not to pursue the NoxDAB venture given the very high costs and difficulties in achieving that form of digital broadcasting. Our primary focus for 2024 will accordingly be on planning for our 60 years anniversary and how to acknowledge the contribution of volunteers, promote our services to the public and demonstrate our commitment to continuing to provide the service we do.

The trustees, in making decisions about our broadcasts and direction, have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant. All Trustees have read and take onboard the Commission's guidance on public benefit.

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.

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

In the reporting year, bearing fully in mind our charitable objects and the guidance of the Charity Commission vis. public benefit) we attended:-

Hillview School Summer Fete;
Broughton Castle Cycling Sportive;
Long Buckby village fete;
Katherine House Hospice Moonlight Walk and Santa Fun Run;
Banbury Canal Days;
Kings Sutton village firework displays and Christmas lights switch on.

We are pleased that most of these are repeat events, demonstrating the success of our attendance in earlier years.

Ten new volunteers joined Radio Horton during the reporting period, although a couple are yet to begin their involvement. The majority of these volunteers are either ward visitors or programme presenters, or in some instances, both. We are also delighted to have now recruited a Care Home Coordinator and also a volunteer to help with fundraising and publicity. We are pleased to now have two additional technical support volunteers, who help with the equipment and outside broadcasts.

The Beeby Award continues 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 awarded at the discretion of the trustees, with a different committee member nominating the recipient each time, to ensure there is fairness and diverse opinion.

We have secured further corporate sponsorship with Housing 21, a local housing organisation and we have enhanced our sponsorship arrangements with local solicitors – SE Law. New trustee, John Couppleditch – is using his local knowledge and contacts to further our sponsorship options.

We have pursued consideration with Banbury Rotary Club of how to take part in mutually beneficial activities, which in turn will help with our fundraising.

We have secured very important links with staff and managers throughout the Horton General Hospital, leading to agreement that we may place specific radio equipment in various departments so that Radio Horton can be heard by more people working, residing in or visiting the hospital. We anticipate that will give us a much wider audience, in turn therefore increasing our benefit to the public.

Section E

Financial review

Brief statement of the charity's policy on reserves

We hold cash at bank of £6,124.00 as at 31/03/2024. These non-restricted funds are held in order to meet any unforeseen expenditure that may occur and to cover 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 reporting year we received sponsorship from Spratt Endicott (now SE-Law) and from Housing21 totalling £600.00. We are very appreciative of their ongoing support.

The trustees took the decision to maintain last year's Membership Subscription at £20.00. 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.

Three fundraising events took place at local supermarkets during the reporting period. The combined total raised from these collections was £1,356.18.

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 – see section D above. Events help the organisation to raise awareness of Radio Horton and hospital, health and wellbeing broadcasting, but from a social perspective are also ideal for volunteers to meet one-another. Events brought in £1,520.00 during the period and include the Rotary Club of Banbury donation of £500, last year for our support at the Broughton Castle Event. Funding helps us to meet our charitable objects.

We expended £588.05 for a new outdoor events gazebo, £300 for News Hub feeds and £144 for a software update, aside from general licence fees, insurance, repairs and sundries.

Section F

Other optional information

Funds raised are applied to our broadcasting services and are also used to assist our fundraising activities. It is an ambition of the organisation to consider and explore new opportunities for raising funds, including corporate sponsorship. In so doing, we will be able to extend our benefit to the public.

Section G

Declaration

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

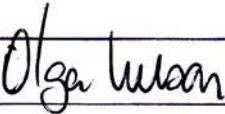
Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	Sam Smette	Olga Wilson
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	25/09/2024	

Section GDeclaration

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 of Trustees	Treasurer

Date

25/09/2024



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
01/04/2023

To

Period end date
31/03/2024

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	200	-	-	200	380
Donations	218	-	-	218	690
Collections	1,356	-	-	1,356	962
Events	1,520	-	-	1,520	1,100
Lottery	286	-	-	286	368
Sponsorships	600	-	-	600	300
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	4,180	-	-	4,180	3,800
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,180	-	-	4,180	3,800
A3 Payments					
Stationary, Printing & Copying	412	-	-	412	69
Insurance	495	-	-	495	859
Donations	-	-	-	-	150
Equipment / Repairs	324	-	-	324	109
Trailer	593	-	-	593	315
Internet (Streaming & Btoadband)	1,222	-	-	1,222	981
Licenses (PRS / PPL)	1,219	-	-	1,219	185
Events (Gazebo)	588	-	-	588	-
Sundries / Misc	41	-	-	41	-
Sub total	4,895	-	-	4,895	2,668
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	4,895	-	-	4,895	2,668
Net of receipts/(payments)	- 715	-	-	- 715	1,132
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 715	-	-	- 715	1,132

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))	Agreement Error	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-
	N/A	-	-	-

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

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	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	25/09/2024
	Sam Smette	25/09/2024