



Trustees' Annual Report for the period

From

Period start date

Day	Month	Year
01	04	2024

To

Period end date

Day	Month	Year
31	March	2025

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		Re-elected 23/10/2024	
2 Anthony Brown			
3 William Warren		Re-elected 23/10/2024	
4 Tom Wilson			
5 Olga Wilson	Treasurer	Re-elected 23/10/2024	
6 Ann Dunn	Chair		
7 John Couppleditch			
8			
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

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	Constitution adopted 28 March 2021
How the charity is constituted	CIO – Association
Trustee selection methods	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).

The Trustees' have updated the Risk Management policy and review this periodically.

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).

The charity has the following policies in place, which are reviewed annually:

- Financial Controls Policy
- Trustees' Expenses Policy
- Risk Management
- 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.

The organisation celebrated its sixtieth anniversary, holding an outside broadcast from the restaurant in the Horton General Hospital on 8th July. The programme schedule comprised of special broadcasts from Radio Horton President, John Craven OBE, and the Horton General Hospital Charity, Jamie French. Volunteers were presented with long service certificates. The event was an opportunity for the station to raise awareness, engaging with patients, staff and residents of local care homes.

In line with the strategic direction of the organisation, the Trustees' have expanded our focus towards community engagement, and appointed a committee member as Community Projects Coordinator, to establish and develop relationships in this space.

We continue to broadcast to local care homes, which are well-received by the residents and staff. The organisation hosted an outside broadcast from Chacombe Park care home. Of particular poignancy has been the station's work with Lake House Care Home in Adderbury, with resident and former Radio Horton volunteer, John Webb.

Radio Horton's outside broadcast vehicle was condemned in 2025, following a service in which it was deemed unroadworthy. The Trustees' agreed to scrap the trailer and are now fundraising a replacement vehicle and are covering existing events with the existing gazebo setup.

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.

We were delighted to install our first WiFi radios in the Emergency Department and the Rowan Ambulatory Unit in the Autumn, with additional units being supplied to Outpatients, Oak Ward and Women's Daycare & Diagnostics.

Jayne Brown, Manager of Rowan, said: "the wireless radio has brought great entertainment to patients and staff. The variety and range of music played is well liked. Being able to request songs is a bonus!"

Radio Horton took home a silver trophy in the National Hospital Radio Awards held in Winchester in the Spring. The station received the gong for its unique coverage of the Oxford University Hospitals NHS Foundation Trust's Staff Recognition Awards 2023, held at Oxford Town Hall. The judges loved how this programme was put together, with a good selection of voices and stories, a real sense of celebration and community.

We were pleased to launch our new website, which was designed by Falcon Digital under their Free Charity Website scheme worth £5,000. The new site boasts a clean, mobile-friendly user interface, with simple to use features and navigation, including the ability to request songs.

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.

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, 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.

Seven 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.

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.

Appreciating the importance of volunteer retention, the Trustees' have introduced some incentive and recognition schemes which are available for the organisation's volunteers at their discretion.

Three Beeby Certificates were presented in the reporting year, recognising the outstanding contribution of individual volunteers.

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:-

- Banbury & District Show
- Kings Sutton Fireworks & Christmas Lights
- Broughton Castle Cycling Sportive,
- Katharine House Hospice Santa Dash
- Long Buckby Classics on the Green
- Wroxton Village fete
- Geoff Smith's Banbury 15K

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

We have continued to receive corporate sponsorship from SE Law and Housing 21, and have been seeking additional sponsorship opportunities. To this end, presentations were made at Banbury Business Breakfast Club and the Rotary Club of Banbury, to raise awareness and highlight opportunities for partnership.

The organisation celebrated its sixtieth anniversary, and held a special sixty hour broadcast, including a live event in the Horton Hospital Restaurant.

Following the success of the initial radio installations, and thanks to the support of the Oxford University Hospitals NHS Foundation Trust, we have installed additional radios in the Horton General Hospital, which have generated interest from a number of departments, wishing to listen to our broadcasts. 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 £6,582.86 as at 31/03/2025. 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 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 £1,411.59.

We utilise online platforms including KindLink, the Cherwell Lottery scheme, Easy Fundraising 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 and collections brought in £3,118 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 received grant funding of £900 from the John Lewis Partnership Community Projects fund. This will contribute towards the replacement outside broadcast vehicle and WiFi radios.

Section F

Other optional information

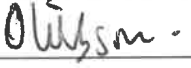
Funds raised are applied to our broadcasting services and are also used to assist our fundraising activities. It is an ambition of the organisation to consider and explore new opportunities for raising funds, including corporate sponsorship. In so doing, we will be able to extend our benefit to the public.

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Ann Dunn	Olga Wilson
Position (eg Secretary, Chair, etc)	Chair of Trustees	Treasurer
Date	DD/MM/YYYY 03/09/2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

RADIO HORTON

No (if any)
1194152

CC16a

Receipts and payments accounts

For the period
from

Period start date
01.04.2024

To

Period end date
31.03.2025

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	660	-	-	660	200
Donations	2,014	258	-	2,272	218
Events	1,402	-	-	1,402	1,356
Collections	1,717	-	-	1,717	1,520
Sponsorship	600	-	-	600	600
Lottery	232	-	-	232	286
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	6,625	258	-	6,883	4,180
A2 Asset and Investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	6,625	258	-	6,883	4,180
A3 Payments					
Donations	91	-	-	91	-
Stationery	250	-	-	250	412
Insurance	398	-	-	398	495
PPL/PRS licences	1,197	-	-	1,197	1,219

Gazebo purchase	-			-	588
Website management	418	-	-	418	-
Internet radio/BT	1,141	-	-	1,141	1,222
Radios purchased (2)	-	258		258	589
Outside broadcast trailer costs	466	-	-	466	593
Studio equipment/repairs	1,503	-	-	1,503	324
Sundries	24	-	-	24	41
Sub total	5,488	258	-	5,746	5,483

A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	

Total payments	5,488	258	-	5,746	5,483
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Net of receipts/(payments)	1,137	0	-	1,137	- 1,303
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	1,137	0	-	1,137	- 1,303

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 Treasurer's account	6,503	258	-
		-	-	-
		-	-	-
	Total cash funds	6,503	258	-

(agree balances with receipts and payments account(s))

Agreement Error

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B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

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)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

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
<i>A - Dunn</i>	Ann Dunn	3 / 9 / 2025
<i>O. Wilson</i>	Olga Wilson	3.9. 2025