

Trustees' Annual Report for the period

From 1st November 2022 To 31st October 2023

Charity name: Update Stoke-on-Trent

Charity registration number: 1197899

Objectives and Activities

The relief of persons in need by reason of visual impairments or reading difficulties, in particular but not exclusively in Stoke-on-Trent and North Staffordshire, by the provision of a Talking Newspaper and Entertainment content.

This is achieved by the recording of programmes by volunteers, which is then distributed via memory sticks for subscribers to listen to on sound boxes provided by the charity. The recordings are also uploaded for access through the charity's website and through smart speakers (eg Amazon Alexa).

The programme content is wide ranging, from news items (both national and local), sport, reviews of TV shows plays and films, readings of poems and short stories, and quizzes. It means that those with sight loss or reading difficulties receive this in an audio form, from one source which the majority receive visually from a variety of sources,

This is managed by the Production Co-ordinator, Tim Calvert, for which he is paid an annual fee, plus travel expenses.

Achievements and Performance

2022/2023 was a year of consolidation after the upheavals of the previous 2/3 years. A total of 25 programmes were recorded over the year, averaging nearly one every two weeks, with a total of 754 recordings distributed averaging 30 per programme. The programmes have also been listened to online via our website and through smart speakers. A plan will be drawn up to increase the take up in the near future. A new volunteer has taken up a role increasing the number to ten. More volunteers are needed for various positions and this will be addressed.

Financial Review

This year has seen an increase in income by 15% and a reduction in expenditure by 9%, resulting in a surplus of just over £1400. Donations increased by 22%, which given the present economic climate, is very gratifying and thanks must go to our supporters. Once again Update is grateful for the support received from the National Lottery and also the Cooperative Bank who provided a grant for equipment. Once again the main expenses are for rent and the production manager's fees. Although there has been an improvement in finances, there are no reserves held at present, but we are looking to address this in the near future.

Structure Governance and Management

The Charity is constituted as a Charitable Incorporated Organisation (CIO), whose only voting members are the charity's trustees, and the governing document for which is a Foundation Model Constitution.

The trustees are appointed for a 3 year term at a properly convened meeting of the charity trustees. Any new/additional trustees would be appointed in the same manner on the basis of having the skills, knowledge and experience required for the effective administration of the CIO. They would also be provided with a copy of the constitution and copies of the latest Trustees Report and Statement of Accounts.

Reference and Administrative details

Charity Name: Update Stoke-on-Trent

Other Name Charity uses: Update Talking Newspaper

Registered Charity Number: 1197899

Charity's Principal Address: Suite 5
The Forecourt
12 Albion Street
Stoke-on-Trent
ST1 1QH

Names of the charity trustees who manage the charity

Name	Office Held	Dates Acted (If not for whole year)
1 Clifford Hathaway	Chairman	
2 Stephen Legge	Treasurer	
3 Teresa Boothby	Trustee	

Declarations

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

Signed on behalf of the charity's trustees

Signature

Full Name Clifford Hathaway

Position Chairman

Date

STOKE-ON-TRENT UPDATE TALKING NEWSPAPER

Statement of Account Year Ending 31/10/23

RECEIPTS

Donations	£450.00
Grants	£11,490.00

TOTAL	£11,940.00
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PAYMENTS

Business Rates	£148.87
Rent	£4,320.00
Equipment	£48.51
Web/Software Expenses	£462.96
Stationery	£210.45
Project Fees Tim Calvert	£4,500.00
Travel Expenses Tim Calvert	£542.78
Miscellaneous	£360.78

Radio Times	£158.95
Refreshments/Ent	£90.33
Postage	£15.50
Insurance	£96.00

TOTAL	£10,594.35
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SUMMARY

Opening Balance as at 1/11/22	£360.40
Income	£11,940.00
Expenditure	£10,594.35
Petty Cash (Tim)	£16.49
Closing Balance as at 31/10/23	£1,701.33