

Trustees' Annual Report for the period

From 1st November 2023 To 31st October 2024

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

Our organisation has endeavoured to both continue and improve our service to users under challenging circumstances.

A fourth trustee (Kath Brookes) joined in June and we meet regularly to monitor our activities, plan our progress and engage with our producer who continues to exploit all possible platforms to share the programme online.

We reached many new listeners accessing the programme via smart speakers or smart phones.

Consequently the need for postal pouches has declined which is advantageous saving volunteer time for preparation and allowing us to purchase fewer pouches and memory sticks.

Over the year we issued our talking newspaper fortnightly, each edition, lasting four hours. We continually attempt to recruit more volunteers to improve our output and to assist with technical and administrative duties.

We plan to seek regular feedback from listeners to inform our plans for the future.

Overall it has been another productive year thanks to the splendid efforts of our producer and all our volunteers.

Financial Review

There has been a 10% increase in income this year, due to improved grants . Donations fell, slightly, (£450 to £415) which given the economic climate is understandable.

Expenditure grew by 15% caused by 17% rise in rent with the same percentage rise in Tim Calvert's Fees and Travel Expenses. However, the travel expenses does include an amount prepaid for up to the end of June 2025.

Although the end of year bank balance is healthier than the previous year, this includes a sum of £1200 pre-allocated for new computers and a printer.

A bid is being prepared to be presented to the National Lottery Reaching Communities Fund for funding to cover a 5 year period, which should also help us to provide reserves to be held of which there are none at present.

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	
4 Katherine Brookes	Trustee	6 th June 2024

Declarations

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

Signed on behalf of the charity's trustees

Signature

Full Name Cliff Hathaway

Position Chairman

Date 21st May 2025

STOKE-ON-TRENT UPDATE TALKING NEWSPAPER

Statement of Account Year Ending 31/10/24

RECEIPTS

Donations	£415.00
Grants	£12,740.00

TOTAL	£13,155.00
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PAYMENTS

Business Rates	£165.18
Rent	£5,040.00
Equipment	£16.75
Web Site/ Software Expenses	£505.36
Stationery	£150.95
Project Fees Tim Calvert	£5,000.00
Travel Expenses Tim	£891.24

Miscellaneous	£418.37
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Radio Times	£103.30
Refreshments	£132.22
TNF Subscription	£42.00
Postage	£9.85
Parking Fine	£35.00
Insurance	£96.00

TOTAL	£12,187.85
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SUMMARY

Opening Balance as at 1/11/2023	£1,701.33
Income	£13,155.00
Expenditure	£12,187.85
Petty Cash (Tim)	£26.97
Closing Balance as at 31/10/2024	£2,658.00