

# Trustee Board Annual Report & Accounts 2024/25



Contents	Page
Minutes of the Previous Annual General Meeting	3
Trustee Board Annual Report	5
Annual Accounts	8

# Notes of the ROOKWOOD SOUND ANNUAL GENERAL MEETING

25th APRIL 2024

Present	Stephen Allen , Jeffery Davies, Sybil Fowler, John Bingham, Tina Rogers, Ian Burgess, John Rolls, Lesley Jennings, Wesley Pritchard, Alex Davies, Kerry Bassett, Richard Baxter, Allan Johns, Daniel Bailey, Dai Williams, Richard Davies, Charlie Needham, Debra Brown, Charlie Brown, Frank Hennessey, Gareth Newbury		
Apologies	Kate Buckland David Williams	Josh Williams Bruna Chezzi	Zach Williams

Minute silence held in memory of Brynley Stone who sadly passed away this year.

Minutes of annual general meeting held on 30th March 2023 proposed as accurate by Jeff Davies and seconded by Ian Burgess

Steve went through the 2023/2024 annual report prepared by Trustees/Executive Committee. Steve thanked Tina for the work she puts in keeping our finances on and track and Lesley for admin work.

Charlie commented that thanks to Cardiff City FC providing an ethernet port for the sports team to use they are now able to just plug in the outside broadcasting kit to broadcast from the stadium. It was agreed that training in the use of the outside broadcasting kit will be provided over the next few months so it can be used at other venues.

The balance shown as at 31st October 2023 of £12,612.00 will be reported as the opening balance of the new CIO under which the first year accounting period can be up to 14 months.

Charlie queried where the last £1000.00 obtained by Bryn from the Moondance Foundation was recorded – Tina advised under fundraising, along with £100.00 from G J Care raised by Jeff during the radiothon.

The Executive Committee proposed that the annual report and accounts be accepted by the members and was seconded by Debra Brown.

Tina proposed we re-appoint HSJ as our auditors and was seconded by Debra Brown.

As there were no new nominations submitted, the Trustees re-elected were:

Stephen Allen, Sybil Fowler, Jeff Davies, Richard Davies and John Bingham.

They will meet as soon as possible to discuss who will carry out which role and how long each post will be for i.e to a maximum of 3 years with possible extensions.

Adverts will be placed shortly for unpaid volunteers ie Executive Committee to carry out the day-to-day running of the station – we will continue as is until roles are filled.

Frank apologised for his absence from the station since COVID and thanked all the members for keeping Rookwood Sound afloat.

## **Trustee Board Report**

This year we have continued on our journey as a newly formed Charitable Incorporated Organisation (CIO). We have strengthened our governance structures with the Trustees taking a more strategic view of the organisation. Whilst recognising we are a small team and some overlap will be inevitable. Wherever possible we are trying to avoid it.

During the past year we continue to develop as an organisation we and this year we will finalise the structure of the organisation separating the Trustees from the operational team who manage the day to day operations of the station.

We have strengthened the relationship with the Health Board and have worked and continuing to discuss a number of areas of benefit to our community. Such areas of covered include but not limited to:

- NHS staff survey promotion
- Epilepsy Action Interview
- Call 4 Concern Interview (New patient safety initiative)
- Public Service Announcements
- Word on Health Weekly Report
- Presenter Reads such as Warm Spaces, Public to attend Medicines Patient Group and multiple local events

We are currently in discussions with the Health Board regarding forthcoming activities such as Dying Matters awareness week and Sustainable Travel for staff and patients. We are being supported by the Volunteer manager based in the patient experience team which has led to an increase in departments coming forward.

The Chair of Trustees meets with the General manager at Llandough on a quarterly basis to discuss future possible activities and operational issues.

We have revamped our publicity materials and banners which are now in the Hospital and will shortly be available in our communities and we plan to publicise the station in targeted areas of our communities over the next six months. This we trust will increase listenership and community interactions.

## Community Interaction

We reviewed the presenter log sheets of music played and it is pleasing to note that over the last 12 months we have received in excess of 275 requests for music these have come via our request slips outside the studios, email, text and phone. It is envisaged once the dedicated app is launched this number will increase significantly.

- **Include Recruitment and Training**

Members will be required to undertake some mandatory training from the Health Board these are currently being set up, some will be face to face and others are available as online modules. We have been informed that failure to complete this training could result in opportunities to volunteer for Rookwood Sound being removed.

## Governance

In this report you will find detailed below the trustee declaration form this is a legal requirement to avoid conflict of interests

Name	Directorships / Trusteeship	Organisation	From	To
Stephen Allen	None Recorded			
Sybil Fowler	Trustee	Tanio 1108303 Drama Association Wales 502186		Present  Present
Sybil Fowler	Director	Ajuda Foundation CIC 07880143	1 December 2022	Present
Sybil Fowler	Director	SLR Marketing 06361549	Dissolved	10/12/2019
Jeffery Davies	Director	GJ Care & Training 06730307		Present
John Bingham				
Richard Davies	None Recorded			

The Trustees undertook the self-assessment against the Charity Excellence governance tool kit and it was pleasing to note that Rookwood Sound Radio maintained the Charter mark award for this year The

Trustees are going through the certain areas of the toolkit so we can improve our score going forward.

The Trustees have also undertaken a review of our organisation against the requirements of our key commitments as described by Ofcom and how as an organisation we can demonstrate compliance. This work is ongoing at this time and an update report will be made available within the next six months and will be made available to the membership. The areas the Trustees are looking at include:

- The facilitation of discussion and the expression of opinion
- The provision (whether by means of programmes included in the service or otherwise) of education or training to individuals not employed by the person providing the service, and
- The better understanding of the particular community and strengthening links within it.
- Members of the target community shall contribute to the operation and management of the service
- The service shall have mechanisms in place to ensure it is accountable to its target community in the specific area or locality.

The Trustees are developing an action plan based upon our discussions and this action plan will be a standing agenda item at future Trustee meetings.

### **Compliance Report**

At each meeting of the Trustees we receive a compliance report against the Ofcom Broadcasting Codes we can report over the last 12 months we noted three reports these relating to 2 cases of unsuitable material being broadcast relating to music broadcast these items have subsequently been removed or replaced with Radio editions. We continue to be vigilant in this area and the Trustees can confirm that all on air staff have undertaken the compliance training.

During the past few months the Trustees can confirm that nearly all Disclosure Barring Service Checks have been undertaken and we have a systems in place for future checks to be undertaken.

It should be noted that all our achievements have been undertaken by our volunteer Trustees as the organisation has no paid staff. Consideration needs to be given as this is unsustainable and therefore funding and possible recruitment of personnel will be a priority for the Trustees over the next year or so.

The relationship between the Station and Health Board have improved greatly with support from the Patient Experience Team which is appreciated in integrating further the station within the Health Board activities.

## **Finance**

The past year we have utilised our resources and this is a key concern for the Trustees. Without a secure funding stream the viability of the organisation would be called into question. It is imperative that we secure regular income from advertising and sponsorship opportunities.

It should be noted that in our first year the costs for PPL / PRS and DAB+ were funded by kind donations from two individuals. This financial year these costs are now being met by the organisation.

We were fortunate to hold a successful Anniversary Dinner during the previous year which raised awareness and funding for the station. We were provided the Penarth Masonic Hall Charitable Trust for free and we were grateful for this donation. We have established a small working group to plan and organise future events .

During the financial year 2024 – 25 we were fortunate to receive funding from the WCRN this consisted of two allocations the first received in January 2025 and the second paid March 2025 the funding was part of the Welsh Government Funding secured for public service announcements. The Station also received donations from the Old Barrians and Barry Masonic Lodges letters were sent thanking them for these donations.

We continue to search for funding for the station and unfortunately three applications were rejected one from the Community Lottery Fund and the other from the Community Radio Fund. We are reviewing the feedback in order to strengthen future applications, and will be continuing to actively secure future funding.



**ROOKWOOD SOUND HOSPITAL BROADCASTING  
INCOME AND EXPENDITURE STATEMENT  
UP TO THE 31st December 2024**

**14 Months  
ending  
31st Dec 2024  
2024**

**Opening Balance @ NatWest**

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**INCOME**

DONATIONS	2,221.02
SUBSCRIPTIONS	1,107.50
SPONSORSHIP	375.00
FUNDRAISING	3,380.99
GRANTS	-
GIFT AID	-
TELEPHONES	55.44
INTERNET COSTS	-
PRINTER SALE	-
MYRIAD COSTS	-
APP DEVELOPMENT	-
<b>TOTAL INCOME</b>	<b>7,139.95</b>

**EXPENDITURE**

ADMIN EXPENSES	226.53
STUDIO EQUIPMENT & MAINTENANCE	631.15
TELEPHONES	282.10
FUND RAISING & EVENT COSTS	1,856.13
INSURANCE	478.32
LICENCES	4,270.42
ACCOUNTANT FEES	234.00
MARKETING COSTS	335.00
SPONSORSHIP	-
DONATIONS	-
INTERNET COSTS	320.78
MYRIAD COSTS	933.76
GRANT EXPENDITURE - EQUIPMENT	-
SUBSCRIPTIONS REPAID	-
APP DEVELOPMENT	-
<b>TOTAL EXPENDITURE</b>	<b>9,568.19</b>

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10 Months  
UP TO  
31st Oct 2023  
2023  
£

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571.39  
855.00  
600.00  
1,100.00  
-  
-  
-  
-  
-  
59.99  
-

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**3,186.38**

162.17  
2,037.60  
401.94  
-  
400.55  
1,577.08  
228.00  
-  
-  
-  
275.99  
653.90  
-  
35.00  
-

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**5,772.23**