

## **Trustees' Report to Members at Havering Talking Newspaper AGM October 15<sup>th</sup> 2022**

- This year we are sad that Shirley Clarke has decided to retire after over 40 years' service with HTN. Shirley was for many years the Secretary and was, and still is the font of all knowledge regarding HTN. We are hoping to record some recollections of the past 40 years for future editions. Also, this year Pat Marriott has retired she is not enjoying good health and is unable to continue.
- We are also sad to report that Val Poole who was a long serving volunteer and a committee member passed away this summer. Several of us attended her funeral service.
- We are happy to confirm the appointment of Marilyn Paolino as a committee member.
- Georgie Bastin, John Pugh and I attended the annual Talking Newspaper Federation conference held in the Music Museum, Brentford. It was a good opportunity to network and find out how other Talking Newspapers are managing. Several are very go-ahead; some are struggling with funding/volunteers. During lunch we were entertained by an organist playing a fully restored Wurlitzer Theatre organ that arose from the stage. As the hall was not that large, about the same size as this one, all conversation ceased because of the volume of the mighty machine!!
- Shirley and Pat attended many TNF annual conferences and are remembered fondly by the TNF committee members and I was asked to pass on their regards, which I did!
- We currently have 24 volunteers who help prepare the recordings. Without volunteers we could not function
- Mo Brace a long-standing committee member has agreed to become an editor alongside Gwyn, we are seeking another editor so if anyone knows of anyone who would be able to help please let me know.
- Our listener numbers have dropped slightly this year from 142 last year to currently 125. There are several listeners who do not receive the memory stick but listen via the BWBF app.
- HTN 's first edition went out on 03 Apr 1975 and last week we published edition 2305

- We are currently recording once every three weeks and gradually hope to increase the frequency. Local news is still getting hard to find so we struggle to find sufficient news content. Nearly all TNs across the country are experiencing the same problems.
- We would welcome your comments, what works well, what could we do better, what would you like us to include?
- I have continued to do some housework in the studio and in the heatwave; I disposed of a lot of old recording and electrical equipment, I did this during the heat wave so I could get in my A/C car and cool down in the drive to/from the tip!
- Last November we had delivered a new conference table and 12 new chairs to replace the old furniture. We decided to have Internet installed in the studio and this has been a benefit to us and Sight Action. David Bower who is an IT consultant volunteered to be our computer genius, connecting up the system and all was ok!
- December 2021, we employed an electrical contractor to check the supply and do the PAT testing. The emergency lighting system was renewed as all the old units were either faulty or showing signs of wear. We had remote switches put on all the heaters so they could be activated ahead of time, so far so good.
- Our two computers were nearly 12 years old and using windows 7 and starting to play up. We purchased a new computer in March to replace the existing ones and installed a new version of Kards2 which is the operating system for the audio production. All was well although there were some niggles in duplication the memory sticks. We also replaced all our memory sticks for those of a higher capacity
- July, disaster struck! All of a sudden we could not access the Kards2 System and we found out that Kings Audio who provided much of our equipment and software had ceased trading. Fortunately, David Bower by some trickery was able to reinstall Kards 2 but only because we had bought the latest model computer and had Installed Kards2 in March. Kings Audio had a virtual monopoly of equipment used by the majority of Talking Newspapers, fortunately we have a supply of playback machines for the time being, however we will have to find a new source that TNF are currently researching. We will also need to purchase a different audio recording program as should Kards2 fail and there would be no remedy.
- We obtained FOC 2 memory stick duplicating machines in 2021 from Waltham Forest Talking Newspaper to replace our old ones, unfortunately these too seem unreliable and we will be discussing with the committee purchasing new ones.
- Our finances are extremely healthy and we can report that the finances of HTN are assured for many years ahead. In the 2021 accounts we recorded a total of £86,088.39 from two legacies, which we were most fortunate to receive, one from the estate of Joyce Jennings and the other from Dorothy Curtis. Other donations for 2021 include £669.23 from listeners and other supporters and £25,000 on the

closure of the Talking Newspaper that operated in Waltham Forest. The interest from our savings account was £133 so in total we received £111,896. We thank all those who have donated to us during 2021. In 2022, we were surprised and so grateful to have received another substantial legacy of £200,000 from the estate of Mary Driscoll, she was a long-serving volunteer with our Talking Newspaper. This amount will be included in the accounts for 2022 and presented at the AGM in 2023. As Trustees we are currently setting up a platform that will allow us to deposit a large proportion of our funds, likely to up to £300,000 in multiple savings accounts to maximise the interest rates and enjoy the protection of the Financial Services Commission. The platform is run by Flagstone in conjunction with the Charities Aid Foundation which offers guidance for charities when managing their funds.

- We are pleased that we have a close relationship with Sight Action (Havering) and are happy to allow them to use our premises by arrangement and on a limited basis, free of charge. The committee has agreed to waive any shared costs with them.
- Our lease with the Methodist Church is being renegotiated and we are awaiting details of the new lease arrangements which will involve us in some legal fees.
- And a big thank you to you our listeners and volunteers without whom HTN could not operate.

Greg Brome, Chairman on behalf of the Trustees

**HAVERING TALKING NEWSPAPER ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

The Trustees present their report and accounts of the charity for the year ended 31<sup>st</sup> December 2021

**REFERENCE AND ADMINISTRATIVE DETAILS**

Charity Number	269339
Registered Address	The Studio at the rear of Methodist Church The Drive Harold Wood Romford Essex RM3 0DU
Bankers	Royal Bank of Scotland Drummond House (AK) Branch Drummond House 1 Redheughs Avenue Edinburgh EH12 9JN

**TRUSTEES**

The trustees serving during the year and since the year end were as follows:

Chair	Gregory Brome	
Treasurer	Verity Brome	
Secretary	Elizabeth Spink	
Other Trustees	Gwyn Halliwell Jackie Scott Valerie Poole Sandra Steadman Georgina Bastin	Shirley Clarke Pat Marriott Maureen Brace Glynda Davison John Pugh

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

- As per the charities governing document dated 3<sup>rd</sup> April 1975
- The organisation gained its charity status on 7<sup>th</sup> May 1975

**Recruitment of Trustees**

The Trustees of the Havering Talking Newspaper are its committee members. The Committee consists of no more than 13 persons and is elected on an annual basis by the entire membership.

**OBJECTIVES**

The objectives of the charity are:

To relieve the blind or partially blind, or those labouring under some temporary or permanent incapacity or disability, which makes reading a strain, by provision of digitally prepared memory sticks

**HAVERING TALKING NEWSPAPER ASSOCIATION**  
**REPORT OF THE TRUSTEES**  
**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

**ACTIVITIES AND ACHIEVEMENTS**

**FINANCIAL REVIEW**

**Reserves Policy**

The trustees have reviewed this policy and have agreed to continue to let their reserves decline slowly whilst maintaining current standards.

**Independent examination**

Under the Charities' Act 2011, non-company charities with an income of less than £25,000 do not require an independent examiner.

**TRUSTEES RESPONSIBILITIES**


Under the Charities Act 1993, the trustees are required to:

1. Keep proper accounting records, which disclose with reasonable accuracy at any time the financial position of the charity
2. To prepare financial statements for each financial year, which give a true and fair view of the state of the charity's affairs and of the surplus or deficit for the year, and comply with the regulations made by the Secretary of State

In preparing those financial statements the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements and whether the financial statements have been prepared in accordance with the statement of the recommended practice, 'Accounting by Charities' issued by the Charities Commission
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

  
.....  
Gregory Brome – Chair

Dated.....14/05/22.....

**HAVERING TALKING NEWSPAPER ASSOCIATION**


**(REGISTERED CHARITY NO. 269339)**

**BALANCE SHEET**

**AS AT 31<sup>st</sup> DECEMBER 2021**

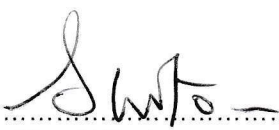
	Note	31.12.21	31.12.20
		£	£
<b>FIXED ASSETS</b>	2	1,837	1,877
<b>CURRENT ASSETS</b>			
Cash at Bank		123,223	21,027
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>125,060</u>	<u>22,904</u>
<b>UNRESTRICTED FUNDS</b>		<u>125,060</u>	<u>22,904</u>

Approved by the board of Trustees on 13<sup>th</sup> June 2022 and signed on its behalf by:

  
.....  
Gregory Brome – Chair

  
.....  
Verity Brome – Treasurer

Examined by:

 14.5.22  
.....  
Mr Stuart Weston

**HAVERING TALKING NEWSPAPER ASSOCIATION**

**(REGISTERED CHARITY NO. 269339)**

**STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

	31.12.21 £	31.12.20 £
<b>INCOMING RESOURCES</b>		
Voluntary Income:		
Donations/Legacies	86,763	1,350
TN Donation on closure	25,000	0
Gift Aid	0	0
Activities for generating funds:	0	0
Interest Received	133	158
<b>Total Incoming Resources</b>	<b>111,896</b>	<b>1,508</b>
<b>RESOURCES EXPENDED</b>		
COVID/H&S	138	125
Studio Equipment	2,390	0
Studio Maintenance	4,492	45
Memory Sticks and Key rings	0	0
Electricity	78	263
Water Rates	40	67
Insurance (including Fire)	784	920
Conference	50	0
AGM Expenses	266	0
Telephone	211	263
Postage	0	10
Depreciation	917	960
Padded Postage Bags	0	0
Sundries	374	194
<b>Total resources expended</b>	<b>9,740</b>	<b>2,849</b>
<b>NET (OUTGOING)/INCOMING RESOURCES</b>	<b>102,156</b>	<b>-1,341</b>
Reserves at 1st January 2021	22,904	24,314
<b>RESERVES AT 31st DECEMBER 2021</b>	<b>125,060</b>	<b>22,904</b>

All funds are unrestricted



# **HAVERING TALKING NEWSPAPER ASSOCIATION**

**(REGISTERED CHARITY NO. 269339)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31<sup>st</sup> DECEMBER 2021**

### **1. ACCOUNTING POLICIES**

The principal accounting policies are summarised below. The Accounting policies have been applied consistently through the period

#### **a. Basis of accounting**

The accounts have been prepared under the historical cost convention and in accordance with the statement of recommended practice, "Accounting and reporting by Charities" and applicable accounting standards

#### **b. Fixed Assets**

Depreciation is provided on all tangible assets on the basis of writing off the assets on a straight-line basis over five years

#### **c. Incoming Resources**

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- voluntary income is received by the way of donations and gifts and is included in full in the statements of financial activities when receivable
- investment income is included when receivable

#### **d. Resources Expended**

Expenditure is recognised on an accrual basis as the liability is incurred. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates

#### **e. Cash Flow Statement**

The charity has taken advantage of the exemption in the Financial Reporting Standard No.1 from producing a cash flow statement on the grounds that it is a small charity

### **2. Fixed Assets**

	<u>Computers</u>	<u>Recording Equipment</u>	<u>Total</u>
<b>Cost as at 01.01.21</b>	0	3709	3709
Additions	0	876	876
Disposals	0	0	0
<b>Cost as at 31.12.21</b>	0	4585	4585
<b>Depreciation as at 01.01.21</b>	0	1831	1831
Depreciation for the year	0	917	917
Disposals	0	0	0
<b>Depreciation as at 31.12.21</b>	0	2748	2748
<b>Written down value as at 01.01.21</b>	0	1877	1877
<b>Written down value as at 31.12.21</b>	0	1837	1837

### **3. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

No member of the management committee received any remuneration during the period. Travel expenses of £24.00 were reimbursed to a member of the management committee.

### **4. TAXATION**

As a charity, Havering Talking Newspaper is exempt from tax on income and gains to the extent that these are applied to its charitable objects. No tax charges have arisen during the year.



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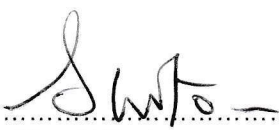
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