

## **Hospital Radio Stafford – Minutes of executive Committee meeting held on Wednesday 19 July at 7.00pm, by ‘Teams’.**

**Present** : Stuart Wyatt, Jase Everett, Chris Smith, Ben Hodgson, Alan Tomlinson, Colin Smith ( minutes ).

**1. Apologies** : Robert Lewis, Adam Croucher

**2. Minutes of previous meeting held on 20 May 2023**

Accepted as an accurate record. Proposed : Jase Everett Seconded : Stuart Wyatt

**3. Purchase of Logo mat for studios entrance.**

A proposal by Jase following receipt of an advertising email from a supply company. The proposal had been circulated earlier for comment and a subsequent recommendation made. The meeting liked the idea and gave approval. Jase to place order.

**4. Studio 2 refurbishment – Colin Smith**

County Hospital Estates Carpenters began work on 18 July and will proceed with the job subject to any other emergency repairs around the Hospital site. Work will continue on a Tues to Thurs basis until completed. Colin will keep Trustees updated with progress photos. All 4 walls will be battened ready for pine cladding. The Studio will remain out of action until further notice.

**5. HRS Website**

Stuart has arranged a cheaper Web Hosting company ( a change from Reg123 to Ionos ). The website itself will remain with Wordpress but with a new design. The new site went ‘live’ recently and Stuart and Colin have been working to bring it up to date.

**6. Engagement with patients; collecting and documenting requests – Chris Smith**

Programme Manager Chris Smith retired recently from working in education and will now devote time to examining Presenter’s engagement with Patients; the effectiveness of collecting requests; the method of recording request data. Chris explained to Trustees her thoughts around these subjects and proposed that a questionnaire be issued to all Presenters in order to establish what everyone does and their ideas / views. She will set a deadline for responses and report back. The meeting welcomed this.

**7. Finance update – Stuart Wyatt**

Overall Finances remain reasonably healthy at £11,851.92 despite recent expenditure on replacement carpets and decorating costs. The cost of Studio 2 refurbishment has been met by County Hospital ( apart from replacement flooring ) which was an unexpected bonus which further protects our funds.

**8. Ken Bruce radio programme.**

A specially recorded one hour programme was made available to all Hospital Radio Stations via HBA, celebrating the 75<sup>th</sup> anniversary of the NHS and highlighting the importance of Hospital

Radio broadcasting around the UK. The programme was broadcast on HRS daily between 11 - 19 July.

### **9. Cannock Chase event – The Roy Castle Foundation**

The organisers of this event invited HRS to play a part in announcements and other help around a cross country course on Cannock Chase. Alan & Tina Tomlinson, Adam Spindler and Adam Croucher expressed interest in helping and are in discussion with the Organiser.

### **10. Membership update – Jase Everett**

New applicant Michael Breakwell is currently proceeding through the Trust Induction. Ben expressed interest in possibly Mentoring Michael when Studio training starts. John Jinks has visited the Studios and is expected to submit an application form shortly. Jase has had discussion with Staffordshire University about possible future collaboration with HRS to seek new Presenters. Jase also obtained a signed photo from Ken Bruce wishing HRS well – through his connections with the BBC.

Colin added that new presenter Richard Meakin has successfully passed his verification and will shortly present his own show.

### **11. Fundraising update – Ben Hodgson**

HRS was not successful with its more recent Lottery Bid for funds to upgrade the Presenters Desk in Studio 2, however, another opportunity will arise later in the year under the Partnerships and Community Fund. Ben will draft a bid and consult Trustees before submission.

### **12. Social Media update**

While Robert Lewis is taking a break from HRS, Colin has asked Adam Croucher to oversee the Facebook account – adding new items / stories / features. Trustees commented that Facebook need not repeatedly advertise Presenter's programmes nor be an extension of Adam's own Facebook pages but needs fresh items such as Community events. Recommendation : look at Stafford FM's Facebook pages. Colin to discuss with Adam.

### **13. Any Other business**

a) Jase reminded trustees about the provisions of GDPR and the importance of keeping personal information in locked accommodation. He requested a key to the Membership records drawer. Colin to arrange.

b) Alan asked if Programme Schedules could be printed in bulk now that we are regularly seeing patients.

c) Discussion around suggesting that music requests could be communicated to HRS by Text. A basic mobile can be purchased for as little as £10 and could encourage more requests. This needs publicity to communicate the fact that a text service may exist.

d) Colin announced that this will be his last year as a Committee member as he needs a break after 14 years continuous Committee work. He will continue presenting and is happy to undertake odd jobs at the Studios and delivering headphones to wards.

### **14. Date of next meeting – Wednesday 13 September 2023, 7.00pm, by 'Teams'.**

## HRS Financial Position Report

As of 18/07/23 (in Pounds)

<b>Acct</b>	<b>18/07/23 Balance</b>
<b>ASSETS</b>	
Cash and Bank Accounts	
Barclays Bank	5,232.06
Co-Operative Bank	587.91
Monies to be Banked	0.00
Petty Cash	62.86
Staffordshire Railway	5,969.09
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<b>TOTAL Cash and Bank Accounts</b>	11,851.92
Other Assets	
Easy Fundraising	169.55
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<b>TOTAL Other Assets</b>	169.55
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<b>TOTAL ASSETS</b>	12,021.47
<b>LIABILITIES</b>	0.00
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<b>OVERALL TOTAL</b>	12,021.47
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## Committee Meeting Finance Report

01/03/23 Through 18/07/23 (in Pounds)

Category Description	01/03/23- 18/07/23
<b>INCOME</b>	
Donations & Grants	1,137.25
Fundraising	12.66
Membership Fees:	
Associate	60.00
Full	420.00
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<b>TOTAL Membership Fees</b>	480.00
Misc Interest	-50.00
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<b>TOTAL INCOME</b>	1,579.91
<b>EXPENSES</b>	
Ads, Postage, Stationary & Print	36.36
Eng Exp	1,712.27
General Maintenance & Cleaning	9.50
Insurance	676.25
Studio Equipment	22.98
Telephone:	
calls	0.26
Cannock	110.94
Internet	42.65
Line Rental	114.80
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<b>TOTAL Telephone</b>	268.65
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<b>TOTAL EXPENSES</b>	2,726.01
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<b>TOTAL INCOME - EXPENSES</b>	-1,146.10
<b>TRANSFERS</b>	
TO Barclays Bank	-256.08
TO Monies to be Banked	-20.00
FROM Easy Fundraising	41.26
FROM Monies to be Banked	175.00
FROM PayPal	39.82
FROM Petty Cash	20.00
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<b>TOTAL TRANSFERS</b>	0.00
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<b>OVERALL TOTAL</b>	-1,146.10
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**Transaction Report**  
20/05/23 Through 18/07/23 (in Pounds)

<b>Date</b>	<b>Acct</b>	<b>Num</b>	<b>Description</b>	<b>Memo</b>	<b>Category</b>	<b>Amount</b>
20/05/23	Barclays Bank	101141	Access Underwriting		Insurance	-676.25
30/05/23	Barclays Bank		Matt Gill		Membership Fees:Associate	10.00
08/06/23	Easy Fundraising		Easyfundraising		Donations & Grants	1.00
09/06/23	Barclays Bank	DirDeb ...	Plusnet		Telephone:Internet	-16.40
					Telephone:Internet	7.87
					Telephone:Line Rental	-22.96
					Telephone:calls	0.00
10/06/23	Barclays Bank	DirDeb ...	Plusnet		Telephone:calls	0.00
					Telephone:Internet	7.87
					Telephone:Line Rental	-22.96
					Telephone:Internet	-16.40
19/06/23	Easy Fundraising		Easyfundraising		Donations & Grants	2.50
22/06/23	Barclays Bank		World Of Books		Fundraising	5.67
25/06/23	Easy Fundraising		Easyfundraising		Donations & Grants	2.13
26/06/23	Easy Fundraising		Easyfundraising		Donations & Grants	2.50
01/07/23	Easy Fundraising		Easyfundraising		Donations & Grants	0.40
TOTAL 20/05/23 - 18/07/23						<b>-715.03</b>
<b>TOTAL INFLOWS</b>						39.94
<b>TOTAL OUTFLOWS</b>						<b>-754.97</b>
<b>NET TOTAL</b>						<b>-715.03</b>