



## Community Radio

Key commitments annual report form and financial reporting guidance notes

Publication date:

April 2009  
Issue 3



# Contents

	Section	Page
1	Community Radio Annual Report Form	1
2	Declaration	20
3	Checklist	21

## Section 1

# Community Radio Annual Report Form

## 1.1 Community Radio Annual Report Form: Year Ending 31 March 2009

### Station details

#### Licence Number

CR082

#### Station Name

Radio Teesdale (Teesdale Community Broadcasting Ltd).

#### Launch Date

27<sup>th</sup> March 2007.

#### Web address where you will publish this report

The Radio Teesdale Ofcom Report is published at:  
<http://www.radioteesdale.co.uk/ofcom.html>

***PLEASE NOTE: The following sections are set out one question per page. However, each section can be expanded to take as much information as you need to provide.***

## 1.2 Key commitments: programming

The wide range of specialist programmes represents the 'something for everyone' approach of the station and reflects the wealth of talent, personalities, information sources and issues for debate in Teesdale. The regular programmes on community affairs are considered important to keep people up to date with what is going on in Teesdale. The programming made by and for young people is a strength of this station, including programmes that promote music of importance to people in the area.

- Output will typically comprise 76% music and 24% speech ('speech' excludes advertising, programme/promotional trails and sponsor credits). This ratio will vary slightly at different times of the day and during weekends there will be a higher proportion (40%) of speech based programmes, and lower for music (60%).
- Total music output will be broadly split between familiar songs from the 1950's thorough to current hits; specialist music (which may include brass band, oldies, country, soul, classical, film, musicals, jazz, indie, rap, folk, dance, hymn & organ); and live performances.
- Speech output will comprise/include introductions to music, local, national and sports news, what's on features, travel information, listener phone-ins, interviews on local issues, current affairs and specialist interests.
- Output will be broadcast in English.
- The service will typically be live for about 11 hours per day, seven days a week. (Live programming may include pre-recorded inserts, if applicable). The majority of the output will be locally produced. Approximately 15 % of this broadcast time will feature repeat shows.

During the year there was an average of 12 hours full feature programming per day compared to the 11 hours per day stated in the commitment. Programme output since January 2008 has been very much in line with the commitment.

During the year, the average performed live programmes were 236 per month (55 hours per week, approx 8 hours per day). Additionally there was 65 hours per month (15 hours a week, approx 2 hours a day) of pre-recorded original full feature programmes.

New logging equipment increased the capability to automatically record live programmes for subsequent rebroadcast. This resulted in an average of 56 hours of full repeat programming in a month (13 hours a week, approx 2 hours per day).

The remaining part of the (24x7) broadcast output is through the automated system. Any hours automated during periods of the "daytime" (7.30am to midnight) featured a wide variety of local news items, quirky news, interviews, presenter pre-recorded links, re-edited features as well as music. This equates to 143 hours a month (33 hours a week, approx 5 hours a day). Re-using this varied collection of sound items in a creative way produced an additional source of interesting output not envisaged as part of the key commitments.

Throughout the year Radio Teesdale had fixed published programme schedules that were changed quarterly. Special programme schedules over holiday periods such as the Christmas week increased the number of live/pre-recorded programmes over those periods.

Music on specialist shows collectively covers all periods and a wide variety of genres. "Non Specialist Music" shows feature popular music from the 50s through to current releases, all as set out in the commitment. Radio Teesdale broadcasts a wide range of specialist programmes as originally intended. These include programmes on community issues, gardening and rural matters, with specialist music covering the genres of dance, vintage, brass band, classical, country, Indie, local musicians, punk, R&B music, comedy, rock, world, folk, musical theatre and soul.

Speech output is as set out in the commitment including introductions to and about the music, national and local news, business news and sport, what's on features, listener phone ins, listener contact and comments, interviews on the local community activity, comedy sketches, competitions, news on local issues, business news, entertainment news, film news, theatrical productions and current affairs.

30% of the programmes feature more than one presenter. Approximately 40% of programmes feature guests or interviewees. This ranges from occasional guests (breakfast show and some specialist shows) to the guest being the main feature (What's On – 16 hours per month, Drive Time - 32 hours per month and "In Conversation with....." programmes – 10 hours per month).

Young people present two weekly one hour programmes (one of which is repeated) for "the younger generation." For 4 hours a month (plus repeats) Radio Teesdale has a dedicated programme that features live bands playing in the studio. Other programmes (folk, indie and what's on) also feature live performances each month. A unique collection of recordings of local bands has been created. Local Business News is broadcast for 2 hours a month (with repeats) which is now 100% speech. Within the schedule there was opportunity to include a variety of one-off programmes. Occasional live programmes (approx an hour a month) feature events where we arrange for several members of the community at a local event to ring into the studio. "Outside Broadcast" equipment has been procured to enable Radio Teesdale to produced programmes at many locations across the Teesdale area in the coming year.

In the year 230 full interviews and feature programmes (with music excluded) are posted on the Listen Again facility of the web site.

All output was produced locally other than national news (live bulletins) and the use of some IRN recordings in live programmes. Output is broadcast in English.

### **1.3 Key commitments: Social gain objectives (a) The provision of sound broadcasting services to individuals who are otherwise underserved**

*Community Radio Order 2004: "It is a characteristic of community radio services that they are local services provided primarily (a) for the good of members of the public, or of particular communities, and (b) in order to deliver social gain, rather than primarily for commercial reasons or for the financial or other material gain of the individuals involved in providing the service."*

*"(a) the provision of sound broadcasting services to individuals who are otherwise underserved"*

- Existing local broadcasters are centred in the main conurbations of the North East. Radio Teesdale will provide a unique service tailored to the listening needs of Teesdale residents, visitors, community organisations and businesses.

Radio Teesdale output has been precisely and continuously tailored as set out in the commitment. The key statements since broadcasting commenced have been within two message/ station identifiers - "Radio Teesdale. It's Yours!" and "Radio Teesdale. For the people of Teesdale and by the people of Teesdale."

Approximately unique 200 guests interviews are broadcast (many of which are repeated) each month. Some interviews are edited to give a concise feature (e.g. for a What's On spot) as well as the full interview (e.g. for an "In Conversation with....." programme).

We work with the Teesdale Village Halls Consortium to list all local events open to the public across Teesdale. They are all mentioned as part of our What's On programming. We have an "open door" policy to producing information about public events. Wherever possible to try to feature the actual organisers or performers in our programming.

Further details of programme content are set out above.

Of the 45 regular presenters, 42 live and/or work in Teesdale. The other 3 reside a short distance (10-20 miles) outside the area. All editorial content is given a local/community relevance and focus. Of the 45 presenters, only 1 had previous broadcasting experience before they joined to Radio Teesdale.

#### 1.4 Key commitments: Social gain objectives (b) The facilitation of discussion and the expression of opinion

*“(b) the facilitation of discussion and the expression of opinion”*

The station will:

- Develop a website for enhancing communications via web streaming (live and archived broadcast).
- Encourage listener response by using a large number of interactive features such as phone-ins, the website, interviews, text messages & station visits.
- Actively encourage local people with particular views and interests to contribute programming to the station and will supply training and facilities as appropriate to ensure that this will be possible.
- Provide individuals with an ongoing opportunity to promote and discuss community issues and share information.

Approximately 200 guests /interviewees are broadcast each month. 40% of programmes feature guests as part of their regular format. The majority of the others have occasional guests.

Presenters constantly announce the contact information and requests for members and contributions (e.g. news and what's on information). Various pre-recorded announcements (played constantly as part of the automated system) provide this information to the listener. It is also provided on all marketing in various forms (advertisements, press releases, leaflets and other merchandising). Broadcast announcements and advertisements in local literature/community press encourage involvement in the station and offer station visits.

The Radio Teesdale web site is constantly kept up to date.

<http://www.radioteesdale.co.uk/index.html>

Radio Teesdale received a number of accolades for the web site during the year, including being runners up in the “Internet and ICT Award” in the prestigious nebusiness Awards and winner of ‘Best Website’ for a not for profit group in the Digital 08 Awards.

The home page features access to the live streaming and Listen Again archive.

In every live programme, listeners are encouraged to ring the studio (on a line direct to the presenter) or email [studio@radioteesdale.co.uk](mailto:studio@radioteesdale.co.uk). Listeners text (at their standard rate) to 07781 474422 (putting DALE at the start of the message) are converted to email and available to the presenter to be featured in programming. A page has been set up on the web site (for those without access to email) so that messages can be sent to the studio/office:

<http://www.radioteesdale.co.uk/contact.html>

The text is converted into an email.

During the year a junior section of the web site was created:

<http://www.radioteesdale.co.uk/juniorradio.html>

A public on-line photo gallery of over 1,100 annotated photographs of Radio Teesdale activity is constantly added to:

<http://picasaweb.google.com/RadioTeesdale>

Radio Teesdale has a Facebook group:

<http://www.facebook.com/home.php?#/group.php?gid=62716905752&ref=ts>

An A4 leaflet providing station information and requesting community/individual involvement has been widely distributed.

Members of Radio Teesdale regularly meet with individuals and representatives of community groups, and bodies with community responsibility in Teesdale, to encourage them to contribute to the station output.

Visits from parties (from 4 to 30 people) of Community Groups are a regular feature of station activity. In the year this has included various schools, youth clubs, youth theatre groups, colleges, guides & scouts and media groups. Generally all the visitors are given the opportunity to record pieces for subsequent broadcast in the spare studio and most have the opportunity to say something or be interviewed on air. In addition to these a large number of individuals have visited the station to look round. Members of Radio Teesdale regularly give talks to community groups giving details of our activity and encouraging participation.

New members are mentored and supported by experienced members. New presenters often start broadcasting as co-presenters. Radio Teesdale ran an "Editing and Sound Recording Training" course for new and existing members. Throughout the year we have provided small group (6 people) half day "Microphone Techniques" training to business managers who may need to act as spokespeople for their business. They are given a detailed tour of the facilities.

**1.5 Key commitments: Social gain objectives (c) 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**

*“(c) the provision (whether by means of programmes included in the service or otherwise) or education or training to individuals not employed by the person providing the service”*

- Structured training is provided as a matter of course to all new members aspiring to broadcast. These courses consist of two three hour Induction sessions, further supported by regular weekly in-house skills transfer and mentoring. We estimate 50 new members per year to be trained this way.
- Provision of ongoing skills development (i.e. soft skills such as interpersonal skills, communication, presenting) and volunteer work placement opportunities for all Teesdale Residents.
- The station will provide NCFE Level 2 (GCSE Equivalent level) course in Radio Production in partnership with Bishop Auckland College. We envisage 20 people per year will take up this opportunity.
- Active involvement with community organisations: 50 year 1, 100 year 2, 150 year 3 etc up to total penetration of Community and Voluntary Sector bodies in Teesdale to total existing 400 organisations. This means we will have some form of involvement (from creating their own programmes and representation on our Community Focus Groups to reporting/broadcasting information about their activities and “What’s On” features).
- Individuals will develop inter-personal skills, presentation techniques, working as part of a team and technical skills including managing the office, sound editing, interviewing, producing a programme, driving the decks, an appreciation of journalism, broadcasting regulations and all manner of skills web, email and computer.

Skills, as set out in the commitment have been gained by those members who have been active in Radio Teesdale through a combination of training, mentoring and experience.

One of the members of Radio Teesdale was selected by an eminent broadcast industry panel as a nominee for the Sony DAB Rising Star Awards. The news gained national press coverage. The member, who still presents a daily programme on Radio Teesdale, has presented a number of programmes for the local BBC radio station. Further information is available at:

<http://www.radioteesdale.co.uk/kateysonyawards.html>

Various planned, but informal (mentoring), training sessions takes place continually. New members are encouraged to work with, shadow and support existing members. A

Radio Teesdale ran an “Editing and Sound Recording Training” course for new and existing members. Throughout the year we have provided small group (6 people) half day “Microphone Techniques” training to business managers who may need to act as spokespeople for their business. Having completed a NCFE Level 2 module in Community

Radio (in conjunction with nearby Bishop Auckland College) is was decided that mentoring sessions focused on specific needs were much more beneficial to the individual members. Anybody requiring the training provided by the accredited course were encourage to attend the one that is now being run by Bishop Auckland College.

Membership of Radio Teesdale has grown from in the year from 80 in 2007, to 180 in 2008 and 250 in 2009 (an increase of 70 in the year). In any month approximately 120 members will carry out some form of voluntary work at Radio Teesdale. Throughout the year there were 45 regular presenters on Radio Teesdale named on the programme schedule. Of these 15 joined Radio Teesdale during the year. Some presenters work on more than one programme and many carry out interviews that are featured on other programming.

During the last year 6 young people have spent at least a week doing work experience or broadcast journalism placements from school or college. Others are scheduled to attend in the following year.

In partnership with a PR company, Radio Teesdale holds monthly Radio awareness course. Each 4 hour session gives between 4 and 10 managers, who wish to represent their organisation on broadcast media, training in being interviewed and getting their message heard.

In summary, 70 people from the members and 60 others have received one of these forms of training.

Of the 200 guests each month on Radio Teesdale in the last year, a good proportion has been representing community organisations or businesses. Within the second year of full time broadcast there has been very many more that the 150 Community Organisations involved in the production of programmes as was anticipated by the end of the 3<sup>rd</sup> year in the commitment.

## **1.6 Key commitments: Social gain objectives (d) The better understanding of the particular community and the strengthening of the links within it**

*“(d) the better understanding of the particular community and the strengthening of the links within it”*

The station will aim to achieve the following:

- Proactive involvement with the community through its people, programmes, ‘outside activities’ and fundraising, becoming an integral part of the community; with a particular focus on combating the widespread geographic isolation of much of the community;
- Bridging the gap between the plethora of community organisations, strengthening their purpose, efficiency and productivity.
- Promotion of tourist use of local services, notably through strong links with the Tourist Information Offices and Teesdale marketing initiatives.

Radio Teesdale has proactively involved the community in its broadcasts. There is a culture whereby there is an open invitation for any organisation to appear on programmes as guests, make programmes or simply record a message as a “shout out.”

Membership of the Management Board of Radio Teesdale includes key figures in the local community working for organisations such as Business Link, The Enterprise Agency for Wear Valley and Teesdale, Teesdale Community Resources, Teesdale District Council, One North East, and UTASS.

Specifically Radio Teesdale has:

- Taken school assemblies presenting information about Radio Teesdale activity to over 3k young people. Other school initiatives have included class visits and workshops and a poetry competition for Teesdale Schools.
- Arranged for guests to visit the studio for live and pre-recorded interviews and discussions (as previously mentioned).
- Continued to attend various community events (Farmers’ Markets in Barnard Castle and Middleton, Launch of Tourist Guides, Open Days, etc). Attending members of the community have been linked up to the studio and broadcast live.
- Continued to give talks to community groups (such as youth groups, Rotary, Colleges) in the year explaining community radio, how the station operates, the station ethos and how groups and individuals can get involved.
- Members of the Management Board of Radio Teesdale hold regular meetings with organisations responsible for Community Volunteering, Tourism, Business Support and Start Up, and a group set up to create a Vision for Barnard Castle over the next 20 years.
- Worked closely with the Barnard Castle Vision to help communicate their activities and initiatives. This includes working with them to develop their award winning Information Point in order that Radio Teesdale will be able to broadcast live from the location. In addition a special in depth interview was broadcast with the Chairman of the Barnard Castle Vision that was also featured as a major article in the local paper (Teesdale Mercury).

- Received credits and support acknowledgements on web sites, brochures, press releases and annual reports from a variety of organisations ranging from the Enterprise Agency for Wear Valley and Teesdale, CAB, Macmillan Cancer Support and Parish Councils.
- Produced special Programmes “one off” special programmes have been created with interviews and discussions from a wide range of individuals and organisations working in similar areas. These have included programmes on election results, personal finance week, creation of a unitary authority, elderly person support, cancer support, retail trading, climate change, volunteering, music festivals, Christmas festivals, The Meaning of Easter, Heritage open days, theatrical productions, Teesdale Artistes Open Studios, Durham Book Festival, Durham Enlightenment fundraising auctions featured on a TV programme raising funds for a community group. Radio Teesdale also hosted the turning on of the 2008 Christmas Lights in both Barnard Castle and Middleton in Teesdale.
- Produced various short series of programmes covering topics such as the history of British folk music and history of the blues.
- Recorded a series of “podcasts” with businesses in order that they could use them as audio on their web sites.
- Worked closely with The Teesdale Village Halls Consortium, Radio Teesdale develops an extensive “What’s On” schedule. Contributors (event organisers, promoters, theatres, museums, schools, community groups) now routinely send this information direct to the station. The information on events coming up is broadcast throughout the day. It also provides the basis of our regular specialist What’s On programmes
- Supporting the work of a new radio drama writer. A writer created a radio drama using the facilities of Radio Teesdale.
- Produced a short (approx 5mins) weekly comedy “soap”/drama featuring members of the radio station and the public giving the many people who have taken part the opportunity to perform in this way for the first time.
- Visited events or spoken to individuals and pre-recorded interviews – “Radio Teesdale Out and About.”
- Provided the venue and focus for press calls for various theatrical and community events.
- Recorded and broadcast a wide range of music performed live in the studio. In the main this has been local musicians with some visiting artistes who have been performing in the area. Approximately 50 different musicians/bands have pre-recorded or performed live on air and been interviewed about their work. A local top ten for 2008 featuring local bands was created.
- Provided the opportunity for local businesses to become involved and understand Radio Advertising for a small outlay. “Classified” type 15 second advertisements are broadcast for a week at a cost of £25. The campaign is branded “Giving your business a voice across Teesdale.”
- Provided an opportunity for presenters to tell the public their vast knowledge of a whole variety of different genres of music. It has also provided the opportunity for members of the community to interview, for broadcast, a variety of well know public figures such as Sir Thomas Allen, Billy Ocean, Alvin Stardust, Lisa Goddard, Sheila Ferguson, Chesney Hawkes, Mark Watson, Brian Sewell, Ian McMillan, Jason Manford, Elkie Brookes, Victor Spinetti, Henry Blofeld, Duncan Ballentyne, John Godber, Denny Laine, David Dickinson, Ian Reddington, Prunella Scales, Ann Widcombe, Leslie Grantham, Johnnie Walker and Paul Michael-Glaser.

## 1.7 Key commitments: Additional Social Gain objectives (if any are specified in your licence).

Additional social gain objectives:

- Local people will learn to run a community enterprise.
- Development of a new community network through its active membership
- Sustaining and promoting local art, cultural traditions, activities & networks.
- Opportunities for community members to run their own radio programmes

Radio Teesdale has been managed by local people throughout the year. There has been one paid employee (The Station Manager). An individual has also been engaged on a contract basis to manage sponsorship and advertising income and activity. All other members (including the Board of Management) are volunteers. As describe elsewhere in this report:

\* Membership has risen by 70 in the year to 250. Membership is free of charge and open to all who sign the membership agreement and agree to abide by the policies, procedures and working practices of the station.

\* 120 are actively involved in the station's activity. 130 are less active but support the organisation as part of the social network.

\* Of the 45 regular presenters, 42 live and work in Teesdale.

\* The 8 members of the Management Board are all volunteers and active members as well as being leaders within the local community.

\* Various programming activities promote events, including those relating to performance, art and cultural traditions.

## 1.8 Key commitments: Access and participation

*Community Radio Order 2004: "It is a characteristic of every community radio service that members of the community it is intended to serve are given opportunities to participate in the operation and management of the service."*

- The make-up of the station's active members and participants comprises men and women of all ages; school children, teenagers, students, prisoners, business people, long-term unemployed and people with special needs.
- Station located at the heart of the community to encourage participation
- Established close links with other means of communication, such as the Teesdale Mercury newspaper, ensuring our profile remains in the public mind.
- Training programme is a key part of the recruitment process ensuring a constant flow of new participants and material. Additionally our website visibly encourages participation and we advertise in the press.
- Station Manager and two part time volunteers (20 hours each) will be paid. All other positions (around 50) will be voluntary.

The membership of Radio Teesdale is free of charge and fully inclusive. It includes men and women ranging from 12 year old to 80+ year old comprising individuals as set out in the commitment. Of a membership of 250, there are now 120 people who play an active role in the running of the station at any moment in time. This number is growing on a weekly basis.

The station studios and offices are located in Barnard Castle which is the main population (5k out of 25k) centre of Teesdale. Events and groups from all over Teesdale are included in the programming and general operation.

Close links have been formed with other media organisations within Teesdale. The editor of the Teesdale Mercury (based in Barnard Castle) has been a guest on a programme every week, throughout the year, on the day before the official publication of the weekly paper. A significant joint interview was carried out by the Teesdale Mercury and Radio Teesdale featuring the Barnard Castle Vision. The editor of the Blue Gentian (a monthly magazine covering the upper dale) has also continued as a guest each month the day before publication.

Broadcast announcements and advertisements in local literature/community press encourage involvement in the station and offer station visits (without any prior experience being necessary). Marketing and Press Release literature constantly makes statements about the opportunities that are available to volunteer. The Radio Teesdale web site sets out examples of details of roles and activities that are available for people to carry out.

"Join Us" - <http://www.radioteesdale.co.uk/wpc14.html>

"Volunteer – can I help?" <http://www.radioteesdale.co.uk/volunteer.html>

"Operations Team" - <http://www.radioteesdale.co.uk/operationsteam.html>

"Training" - <http://www.radioteesdale.co.uk/training.html>

Radio Teesdale merchandise (T Shirts and coffee-mugs) was being sold and promoted by local organisations across the Teesdale area.

A Station Manager has been employed throughout the year on a full time basis. Radio Teesdale has not been able to fund the other two part time roles envisaged. However, an individual has been engaged on a part time contract basis to manage the advertising and sponsorship of the station.

## 1.9 Key commitments: Accountability to the target community

*Community Radio Order 2004: "It is a characteristic of every community radio service that, in respect of the provision of that service, the person providing the service makes himself accountable to the community that the service is intended to serve."*

- RadioTeesdale is an interactive venture - Its main board is made up of community representatives and mechanisms for encouraging and communicating with the community have been established.
- Community Group Advisory Panel (to make recommendations based on community involvement, input and best methods of developing community consultation methodologies). This group will generate a range of ideas for ensuring that community based needs and outcomes are fully defined, measured and achieved successfully.
- Community Listener Focus Group (to review reach and impact of community information broadcast to the local community)
- Partnership forum for groups interested in promotion and tourism. They will specifically review a strategic plan with the objective of establishing how Radio Teesdale can add value to the work of local organisations and community groups in this area and how best this could be measured.
- Listeners. Potentially any member of the community, visitor or listener on the Internet. There will be many access points for listeners to provide feedback on items relating to outcomes requiring their views
- The Board is accountable to and subject to re-election by the membership of Teesdale Community Broadcasting Ltd. Membership is open to all who sign up and follow the Members Agreement. No membership fees. All members have the right to vote at the AGM at which Board members are elected and the Company Accounts are approved. All governing documents are available via our website. It is our intention to produce an annual report.

When the key commitments were prepared prior to going live in April 2007 it was envisaged that we would have an operating group reporting to the Station Manager with individually assigned operational roles including responsibility for Community Liaison. In practice given our relatively limited resources and the number of volunteers willing to accept specific responsibilities, we have covered these roles more effectively through operational meetings, ensuring we are accountable to the community in a number of additional ways:

Radio Teesdale has a board that includes key community representatives. The Management Board, all volunteer members of Radio Teesdale, is made up of community representatives who are elected at the AGM. During this year, an AGM took place in Barnard Castle on the 20/1/9. The minutes of the AGM are available on the Radio Teesdale web site:

<http://www.radioteesdale.co.uk/agmminutes.html>

At the AGM the accounts were distributed and presented to the Members and approved unanimously by all 46 members who attended. Prior to it being disbanded (to form a unitary authority) an Officer of Teesdale District Council had been co-opted onto the Board of Management and attended meetings. The Board of Management meet on the third Tuesday of every month.

2. The Management Board is constitutionally accountable to the membership as set out in the commitment.

3. Radio Teesdale actively engage with all key community organisations providing training, programmes, describing and advertising their services, running 'phone in' programmes and covering important local events (see 'Listen Again' <http://www.canstream.co.uk/radioteesdale>).

4. Radio Teesdale is dependent on the community to fund our operations and have been supported by 70 different organisations in the last year alone.

5. We constantly encourage listeners to contact the station with their comments and suggestions. We give listeners a variety of options such as by calling in to see us, mail, email, text (using a free service set up by the station), phone to the studio/office, a guestbook and a "contact us" form on our web site. Listener feedback is extensively encouraged in all programmes. In every live programme, listeners are contact the presenter and/or station. Pre-recorded announcements requested listener feedback is played during live programmes and during non presenter led automated hours.

6. Radio Teesdale Members regularly hold meetings with key representatives from public bodies and community groups. These include a wide variety of individuals from organisations within the Teesdale area and North East region including those responsible for the Local Authority, Town Council, Parish Councils, Community Volunteering, Tourism, Retail Groups, Business Support and Start Up, Crown Prosecution Services and a group set up to create a Vision for Barnard Castle over the next 20 years.

Membership of Radio Teesdale is free of charge and open to all who sign the membership agreement and agree to abide by the policies, procedures and working practices of the station.

## 1.10 Volunteer inputs (see guidance notes on page 2)

Some people take on more than one role, so these numbers are expressed as the full time equivalents. Of the 250 volunteer members, 130 are supporters who are keen to see the station a success or have participated in some way in the past but other commitments (or the fact that they have moved out of the area) are currently preventing them from taking a day-to-day part in the running of the station. The breakdown of the remaining active members is:

45 – Presenters

40 – Occasional broadcasters (including announcers, performers and occasional contributors).

10 – Students (media, technical, journalist students) seeking a career within the media industry.

10 – Young People (who carry out a variety of roles including presenting)

10 – Editing, programme support and researchers

8 – Members of the Management Board.

5 – Administrators and Fundraising

2 - Technical

Total = 120 members actively volunteering.

As with all voluntary groups the extent volunteers are able to contribute in any one month varies considerably. Presenters scheduled programme output varies from 4 to 20 hours a month with an average of 9 hours each (on air). It is estimated that on average:

- Members of the Presenters, Management Board, Students, Administrators, Editing and Technical Volunteers (80 in total) average 25 hours a month voluntary work.
- Occasional broadcasters, students, young people (50 in total) average 10 hours a month.

This equates to an overall average for all 120 active volunteers of 19 hours per month (2500 voluntary hours per month) which is the equivalent of 15 people working a 37.5 hour week.

## 1.11 Significant achievements

- Continuing to engage and involve community groups and individuals in excess of the numbers set out in the commitment. These numbers continue to steadily grow.
- Consistently maintaining a published programme schedule, that includes many flexible features, with volunteers creating programmes to and beyond that which was set out in the commitment.
- The creation of a diverse and professionally produced range of broadcast output by a team of volunteers.
- Raising funds such that all costs have been met during the second year of the full time license.
- Maintaining the infrastructure to be able Radio Teesdale to broadcast from two transmitters across the whole of Teesdale.
- Providing work experience, volunteer experience, skills transfer through mentoring and training which has benefits for the community and individuals beyond the activities of Radio Teesdale.
- Continuing the development of a fully inclusive organisation that is now seen as integral and fundamental to the community of Teesdale.
- Radio Teesdale received a number of accolades during the year, including being runners up in the “Internet and ICT Award” in the prestigious nebusiness Awards and winner of ‘Best Website’ for a not for profit group in the Digital 08 Awards. One of the Radio Teesdale presenters was nominated in the Sony DAB Rising Star Awards.

## 1.12 Significant difficulties

Do you wish this section to be kept confidential? Yes/ No

Like many other community radio stations a major challenge is the securing of funds to maintain the level of activity and resources required to run the station. Radio Teesdale is operating at a considerably lower turnover than was envisaged when the key commitments were drawn up. However, with careful management and a considerable support and willingness to succeed from the local community it has meant that for a second year we have created a surplus in our funds and met all the key commitments.

### 1.13 Audience research

Please provide a summary of any audience research/ data you have collected during the year.

No structured audience research was carried out throughout the year.

## Section 2

# Declaration

I hereby declare that the information given in this annual report is, to the best of my knowledge and belief, true and correct.

**Signature**

**Name**

Charlotte Stow

**Position**

Director

**Station**

Radio Teesdale

**Email address**

Peter.dixon@radioteesdale.co.uk

**Telephone number**

01833 696750

**Date**

26 June 2009

## Section 3

# Checklist

Please ensure that you have done the following:

- Read the Guidance Notes.
- Checked that all sections of both forms (i.e. this document and the accompanying spreadsheet) are completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which has been awarded the community radio licence, and that the person has the authority to act on behalf of the board.

### ***Then***

Submit your form by email to [community.radio@ofcom.org.uk](mailto:community.radio@ofcom.org.uk) and send one signed hard copy to

Community Radio Team (5<sup>th</sup> Floor)  
Ofcom  
Riverside House  
2A Southwark Bridge Road  
London  
SE1 9HA

Annual report forms must be returned to Ofcom by Friday 26 June 2009.

April 2009 – Issue 3