



## COUNTY DURHAM TALKING NEWSPAPER

CIO Charity: Registered No.1159940

Foundation House, St John's Road, Meadowfield, Durham DH7 8TZ

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### ANNUAL REPORT FOR PERIOD JANUARY 2019 - DECEMBER 2019

**Trustees:** Stephen Prior (Chair); Alice Severs; Linda Johnson; Leita Prior (Managing Editor).

**Charitable Objects:**

*To relieve blind and partially sighted people, or those labouring under some temporary or permanent incapacity or disability which makes reading a strain, in County Durham and the surrounding areas by the provision of audio resources in particular, but not exclusively, a talking newspaper.*

The County Durham Talking Newspaper (CDTN) despatches - weekly - around 100 audio copies of a news/magazine package to the visually impaired in County Durham. These 80 minute recordings (on USB or CD) travel through the post under the free first-class 'Articles for the Blind' concession. The content is sourced from local, regional and other relevant publications and often includes our own interview and permitted audio book material.

We continue to produce 51 talking newspaper editions per year, skipping only the week that lies between Christmas Day and New Year. December 2019 marks five years of unbroken service from our team.

Our service is entirely free of charge to listeners and those providing it are all volunteers who claim no financial reward, including CDTN's managing editor, an NCTJ qualified bi-media journalist. Only three of the volunteer body claim travel expenses, the bulk of which are donated back to the charity and Gift Aid claimed. The 20-strong volunteer team comprises three editors who continuously read the papers, extracting news stories and features for sub-editing and packaging into an easy to follow structure; despatchers, who copy, pack and post the recordings; administrative helpers, who clean and prepare the postal wallets every week and stay in touch with listeners; readers, who come into the studio on despatch day to record the prepared scripts; and technicians, who record the sound.

We understand the importance of keeping our visually impaired listeners (whose average age is 83) informed about local and hyperlocal news, events, trends, resources, etc. Much of what appears in a regional or local newspaper these days would remain undiscovered by those unable to read copy in hard or electronic form because radio and television offer a very limited spread, or depth, of local news. Hearing what is going on in one's community—be it community crime, controversial planning applications or forthcoming events—gives our listeners food for thought and also something informative to share with their visitors and neighbours. Meanwhile, the 'magazine' section of our 80 minute recording gives listeners access to the history and nostalgia pages of our regional papers and to other interesting features, book reviews, quizzes, etc.

We also regularly provide a recording of highlights from the annual Durham Miners' Gala - the live music, the speeches and our own interviews with ex miners and others in the crowds. From time to time we record locally written memoirs for their entertainment and nostalgia value to listeners.

We are a member of the TNF (Talking Newspaper Federation).

**The Finances:**

(See Receipts & Payments Accounts in Appendix below)

Our expenses include office/studio rent; CDs; postal wallets; newspapers; USB sticks; USB players; the maintenance and purchase of recording and copying equipment; insurances; PAT testing; office supplies; computer data protection; telephone and internet. We supply our own refreshments.

We receive no grant aid and neither ask for, nor expect, donations from listeners. Our operating costs are met by (a) a legacy from charity VIPS in County Durham whose equipment and remaining funds we inherited upon its closure in December 2014; (b) payments for recording services provided to Durham County Council; and (c) donations from County Durham organisations and individuals.

Our largest financial supporter is our local parish council of Brandon and Byshottles. Aware of the talking newspaper's value to their own parish listeners, they have for the fifth year running given us £2,000 to put towards any running costs or service improvements that we deem necessary. Their contribution significantly contributes towards our financial ability to maintain our premises at a central location; this in turn helps us to maintain a strong team of volunteers from across the County who might otherwise be put off by even lengthier journey times. Lastly, our landlord is generous in allowing us the use of two rooms and shared facilities at a modest rental.

Other regular, recent and generous donors include the Rotary Clubs of Durham and Stanley; the Shakespeare Temperance Trust; Fred Henderson Ltd; the Bishop Auckland Methodist Church; the St Cuthbert's Society; St Giles' Church, Durham; the Inner Wheel Club; Ladies' Meeting Point; Brancepeth Ladies Group; a small number of non-service user individual benefactors; Forest Carbon Ltd—and occasionally others, such as a listener and/or their family.

This year two volunteers claimed travel expenses. A third amount of volunteer expenses will be claimed in 2020 but the whole sum will be donated back to the charity, and Gift Aid claimed.

With respect to reserves: we have no employment obligations but our reserves policy states that we should keep at least 6 months' running costs in reserve (to serve notice on our rented accommodation and pay any outstanding volunteer expenses, newspaper bills, etc.). At present this figure would be around £4,000.

Trustees declare they have approved the trustees report above.

Signed on behalf of the charity's trustees



.....  
Stephen Prior (Chair of Trustees)  
23 October 2020

**APPENDIX: RECEIPTS AND PAYMENT ACCOUNT**  
**(January 2019 – December 2019)**  
**COUNTY DURHAM TALKING NEWSPAPER**  
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NB All figures to nearest £.

	Unrestricted £	Restricted £	Endowment £	Total £	Last year £
<b>Receipts</b>					
Donations	3,125			3,125	11,856
Legacies				-	
Recording Income	1,796			1,796	1,504
				-	
<b>Sub total (Gross income for AR)</b>	<b>4,921</b>			<b>4,921</b>	<b>13,360</b>

<b>Payments</b>					
Office (includes rent, insurance, communications)	4,180			4,180	4,728
Recording (includes distributed consumables)	1,219			1,219	1,247
Recording and reproduction equipment	364			364	864
Advertising				-	-
Volunteer expenses	1,089			1,089	5,281
Newspapers	643			643	853
				-	
<b>Sub total</b>	<b>7,496</b>			<b>7,496</b>	<b>12,974</b>

<b>Net of receipts/(payments)</b>	- 2,575	-	-	- 2,575	385
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	<b>- 2,575</b>	<b>-</b>	<b>-</b>	<b>- 2,575</b>	<b>385</b>

	Unrestricted £	Restricted £	Endowment £	Total £	Unrestricted £
<b>Cash funds</b>					
CAF Bank Account	13,682	-	-	13,682	16,256
		-	-	-	
<b>Total cash funds</b>	<b>13,682</b>	<b>-</b>	<b>-</b>	<b>13,682</b>	<b>16,256</b>

	Unrestricted £	Restricted £	Endowment £	Total £	Unrestricted £
<b>Assets retained for the charity's own use</b>					
4 x PCs	N/A	-	-	-	N/A
Recording equipment	N/A	-	-	-	N/A
Audio reproduction equipment	N/A	-	-	-	N/A
Furniture	N/A	-	-	-	N/A
		-	-	-	
		-	-	-	
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



Signed by Chair of Trustees: ..... Stephen Prior, 23 October 2020