

VOLUNTEERS, DIRECTORS AND STAFF

Les Warder ran our finances from the beginning. He was astute and far sighted and well respected throughout our community. He was a great supporter of both the school and the radio station and his loss was a great shock. Not only did Les give us good advice about our money, he was a constant listener. This meant that each of our frequent meetings began with a ruthless assessment of our current output and talent. As his standpoint was that of a non participant he often picked up on things the rest of us missed. Now the rest of us will miss Les – very much; his shrewd advice and generous support for all of us but in particular the younger volunteers.

Graham Johnson volunteered to take part in one of Saint FM's early temporary broadcasts. He obviously enjoyed what he did because although he was then in his early fifties he went off to Chelmsford College to try to enrol in a media course. Fortunately for us, Chelmsford College wouldn't have him so when he came back to ask for advice I was able to point out that we ran the same course and would be delighted to enrol him. So at the start of the next term he took his place amongst fourteen sixteen year old sixth form media students - complete with grey beard and bowtie. This led to him joining the staff of St Peter's as a teaching assistant and he also joined the board of Saint FM as a director. On our board he was always positive, always helpful, always cheerful. He was also endlessly painstaking when helping young people who were learning the craft of broadcasting. And now we shall miss him terribly. Graham brought his own kind of sparkle to our endeavours and none of it will be quite the same.

Nick Skeens as one of our directors had always had a zealous belief in the importance of community radio. It was our good fortune that he chose to place his formidable array of talents at our disposal as our first fundraiser and volunteer co-ordinator. No one could have predicted the surge of interest that Nick generated and the ingenuity with which he managed the influx of eager volunteers and the excitement of the launch and early stages of our full-time service. Amongst many other achievements we can thank Nick for I would particularly like to mention the acquisition of a sixty foot flagpole from Bradwell Power Station and its transportation to its new site to provide the foundation of a new aerial; the construction and erection of the aerial and the consequent improvement in reception; the organisation of two launch parties and the existence of our training studio.

We also need to acknowledge the huge contribution to our successful operation made by our other directors. Peter Crisp oversees the technical running of three studios, a separate transmitter site all held together by a complex IT system that can be accessed by up to 150 volunteers. Peter also runs our music recording studio on an entirely voluntary basis, providing an excellent, reasonably priced venue for a wide range of bands and other musicians. This also helps to provide financial support for the organisation. Doreen Thomas has joined us as our financial director and, together with Peter Elliott, company secretary, makes sure we are legal and solvent. Ian Crisp also contributes to the technical group and the news operation and acts as an emergency contact. We are also grateful to Ian for the careful scrutiny he gives to all our activities and his refusal to be satisfied with slipshod solutions. Jane English is a teacher and an experienced and highly talented singer, which provides us with a valuable perspective. Jane also has a responsibility for Child Protection. Mel Lewis

brings us an important link with the sailing community as well as a far wider knowledge of the local community. Thanks are also due to Jane and Mel for taking on the refurbishment of the office areas which is now complete together with the delightful original mural created specially and donated by local artist Tracey Saunders. We are also very pleased to welcome Daniel Keen as a new director. He has been involved as a young representative on the board and has been involved with Saint FM throughout his whole school career. Now he has reached his majority we are pleased to welcome him as an adult director and thank him for his work supporting Peter Crisp in the technical area and Clint Mann with our training schemes. Clint has now taken over the design and running of our training and operates schemes for newcomers, young people and refresher sessions on demand for all volunteers he also chairs the Programme Committee which has an oversight of quality and content. We also welcome the Volunteers' Committee and their suggestions and contributions to the running of the station. The Volunteers Committee is currently chaired by Steve Gallant who, with Roger Barcroft represents volunteers on the Board; our thanks also to David Lenz who represents the governors of St Peter's High School on the Board.

We would also like to acknowledge the support we get from Connexions for the training of youngsters and also to thank Maldon District Council for their financial support and, of course, Burnham Town Council who have given us generous support while we have been establishing ourselves and are continuing to do so.

We would also like to thank David Stephenson, head of St Peter's High School. Not only does the school host us on most generous terms but he and many of the school staff help us in so many ways to make life pleasanter for all our volunteers. We would like to wish David all success in his future at The Plume School.

During our first year we have also been highly gratified by the number of local people and organisations that have offered us their help. From donating labour and resources to giving us access to their property their goodwill and generosity have been overwhelming and we thank them for it.

Now, for the first time, we would like to thank all the local businesses and organisations who advertise with us. We like to think we offer a good deal – but we are delighted you have chosen us and we feel it is a real vote of confidence. Of course we cannot mention advertising without the person who has generated it: Sandra Amey-Martin. It seems astonishing that Sandra only started as a volunteer with us in March 2008. Soon she had her own show and then took over as Station Organiser in October and now it seems hard to imagine the station without her. We are very pleased that she has agreed to stay on in the role, at least for the next year.

OFCOM LICENCE

As you know we operate on a Community Radio Licence from Ofcom. This entails our meeting various commitments which are highlighted below in bold. Underneath each section is our response to Ofcom as to how we have met these commitments at the end of our first year.

Key commitments: programming

We aim to provide a strong focus on local news and information including sport and travel. We will include an oral history strand and develop our continuing strengths of live and local music.

- **Output will typically comprise 65% music and 35% speech ('speech' excludes advertising, programme/promotional trails and sponsor credits).**
- **Music output will comprise pop/easy listening during daytime programmes with specialist music in the evenings and at week-ends. The daytime pop and easy listening will amount to around 35% of the music output. Specialist music may include Blues, RnB and Modern RnB; Folk/World Music; Rock; Jazz; Country and Western; Classical; Urban (Hip Hop, Garage); Drum and Bass, and Techno.**
- **Speech output will include local briefing/interviews, a comprehensive and up to date local news service, oral history, local sport with interviews, drama, local voluntary organisations platform, quizzes and entertainment, national news and debate on local issues.**
- **The service will typically be live for at least 17 hours per weekday and 16 hours per day at the weekend. (Live programming may include pre-recorded inserts, if applicable.) The majority of the output will be locally produced.**

There has been a slight increase since launch from 440 live hours per month to a current average of 500. Details below from snapshot survey of one week.

Saint FM Programme Evaluation Survey (1) Provisional results

Based on shows broadcast between 30th June, 2008 – 6th July, 2008

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| Total number of shows: | 69 |
| Total number of shows responding to survey: | 59 |
| Total "live" broadcasting hours during week: | 112 |
| Total "live" broadcasting hours within survey: | 96 |
| Total ratio of music: | 62.3% |
| Total ratio of speech: | 37.7% |
| Number of fully live shows: | 56 |
| Number of pre-recorded shows: | 3 |
| Shows that aim to entertain: | 58 |
| Shows that aim to inform: | 44 |
| Shows that aim to educate: | 15 |
| Shows that aim to involve: | 25 |
| Shows aimed at Under 11s: | 7 |
| Shows aimed at 11-15s: | 27 |
| Shows aimed at 16-21s: | 39 |
| Shows aimed at 22-35s: | 46 |
| Shows aimed at 36-50s: | 42 |
| Shows aimed at 51-65s: | 34 |

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| Shows aimed at Over 65s: | 29 |
| Shows using Saint Jingles: | 47 |
| Shows using Show Jingles: | 37 |
| Shows featuring live guests: | 19 |
| Shows featuring Local Community: | 47 |
| Shows incorporating News: | 21 |
| Shows featuring Sport: | 15 |
| Shows featuring Education: | 16 |
| Shows featuring Radio Drama: | 3 |
| Shows featuring Minority Groups: | 12 |
| Shows featuring Oral History: | 5 |
| Shows during which telephone calls received: | 35 |
| Shows to which listeners expressed a response: | 42 |

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

- **With our local adult college we will provide programming for groups such as Muslims and travellers - initially within the oral history strand and eventually with dedicated services.**
- **Evening and week-end programming will feature local live music.**
- **We will be trialling programming by and for young disaffected people.**

Streamlining of local adult education has restricted our plans for dedicated programmes for minorities, but these have been catered for within other programmes (see above).

Two of our presenters, Tim Aves (Blues) and Anver Anderson (Unsigned bands) have regular studio based live shows, other presenters have occasional acoustic sets in the broadcast studio.

In partnership with Connexions we have run training courses for 'NEET' youngsters which culminate in a broadcast advice and information programme for young people. We have run 4 such courses and have more planned.

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

- **We have phone-ins with the local CAB and panel discussions with local politicians (with a studio audience and web video) on local issues of concern.**
- **Our website will have a message board and listeners can phone-in, e-mail and now text to our broadcasts with comments and questions.**

We have an occasional, live discussion programme, with studio audience, on an issue of local concern. Recent editions have covered wind farms and nuclear energy and local radio. See above for details of listener responses.

Our broadcast studio has a separate e-mail address and text number for audience responses.

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

- We are working with local schools and adult colleges to develop programmes about the culture of the area and programmes that are specifically educational in nature.
- There will be an ongoing programme of training in broadcast related skills and techniques developed with local schools and adult colleges. Some courses will lead to nationally recognised qualifications. Training for volunteers will include embedded skills for life and media awareness. We will train up to 40 volunteers annually

Primary schools visit for taster sessions and produce small items for broadcasting. Large numbers of students from St Peter's and other neighbouring schools (40 – 50) contribute on an individual basis, some planning and producing their own shows. These are inducted and given basic training on an individual basis. The organised courses for Connexions mentioned above have trained 41 new young volunteers. The course planned for October this year will lead to level two qualifications in Radio Production from NCFE administered by the school. School staff and young people work on a regular basis developing projects for broadcasting and curriculum use.

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

- We will continue a series of oral history programmes each based on a local village or town, locally sourced live music and a soap written and performed by local people.
- Our website will provide a message board for contemporary issues and local services.
- We will provide a platform for voluntary groups, charities, local government and anyone else with information for the community.

Oral history is located in individual programmes.

A soap has been written and recorded and will air soon.

Locally sourced music is a regular feature.

Our website is still in development but features a comprehensive 'What's On' section. Representatives from local organisations are frequently interviewed on Breakfast and Drive and many other programmes within our output.

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

- Live coverage of local events by broadband based outside broadcasts with simultaneous audio and video streamed from our website.
- The station will act as a showcase for local music.
- We will develop our website to provide an archive of local history and related programmes, local news and events, studio facilities, simultaneous web

broadcasts with video production, interactive message board, opportunities to advertise and radio station policy documents. There will be links to and from our partners.

We have provided Roadshows for local events across the district and have formed an outside broadcast unit. We are currently fundraising for dedicated outside broadcast equipment.

We have four evening shows specifically for new local bands and artistes.

The website already has much information, including a comprehensive local listings guide, and is being further developed.

Key commitments: Access and participation

- **We will advertise for and train volunteers in all aspects of our operation. There will be an open access policy for volunteers. 55 trained volunteers is our initial target (see training details above).**

- **We will have occasional open days for the public.**

- **We will have an open-door policy for local organisations, CAB, schools police, youth service, Age Concern, U3A etc.**

We now offer work experience for adults with learning difficulties, of which we have 1, rising to 2 in 2009 and work placements for secondary and university students of which we have had 3 this year.

Since launch we have enrolled more than 150 volunteers over 98 of whom are active in any given week. We have a waiting list for those yet to be inducted and trained.

We have had a presence at local events and invite audiences to selected discussions.

We had a formal launch and open day on 1st May.

Local organisations are included in our events guide on request and find their way on to many of the programmes including local news and information.

Police have a regular input to Breakfast and Drive shows and our Local MP Mr John Whittingdale phones in live every Thursday to up date us on local issues, other local politicians are regularly invited to take part in discussions with or without a studio audience. We have just completed a separate, fully equipped training studio.

Key commitments: Accountability to the target community

- **Our directors represent relevant areas of community interest: local government, schools, local business, music, media, the arts and sailing and we have young student directors. New directors can be voted in at an AGM. We are forming a sub-committee of the board of directors to include directors and volunteers. The purpose of the committee would be act as a programme review panel. It would be chaired by an elected volunteer who would attend and speak at board meetings.**

- **We are supported and partnered with two democratic organisations, Burnham Town Council and Maldon District Council. Burnham Town Council will convene a programme review panel consisting of a representative selection of listeners. There will be a quarterly review of schedules with the station manager. The panel will be separate from the radio organisation as it will be under the control of the town council.**

- **The station will have an open-door policy for members of the public to call at the office.**
 - **We have a published complaints procedure and will publish an annual report.**
- The Programme Committee includes directors, volunteers and a town councillor. It meets fortnightly and reviews programmes and makes programme policy, reporting to the Board.
- There is now an enthusiastic volunteers committee with two representatives attending Board meetings.
- The town council is convening an independent audience review panel, meeting with the Board Chair from time to time.
- There is a liaison committee meeting twice a year convened by the district council with officers, councillors and Saint FM representatives.
- There is a volunteers' handbook issued to all new volunteers setting out our policies and aspirations. This is also published on our website.
- Our office is normally manned in business hours and welcomes drop-in callers.

Volunteer inputs

Board of directors: 9 volunteers consisting of Chair, Secretary, Treasurer, Technical Director, Programme Committee Chair and others with responsibilities such as premises and equipment. Various committees meet approximately 5 times a month totalling about 4 hours for each director. (32 hours)

Presenter/Producers: Approx 98 involved in programmes in any one week, with compilation, say, 15 hours per month each.

Regular guests and assistants: 25 in any week, say, 8 hours per month each.

Duty Officers: Man the office and normally compile their programmes combining this with their duty so would not account for extra hours.

We have a policy of genuinely doing our best to accept all well meaning volunteers and we therefore have a huge number which contributes to the variety and vibrancy of our station. We are extremely proud of them and each of the approximately 1700 hours per month they contribute.

Significant achievements

150 volunteers and rising; around 50 of which are youngsters and have gained Essex Arts Youth Awards at bronze, silver and gold level. These were first attracted by the energy and dedication of Nick Skeens our original volunteer co-ordinator. He worked to help disabled volunteers to participate including a regular three-day-a-week breakfast show by a presenter who is totally blind, and a series of shows by a profoundly deaf presenter.

The controversial Third Monday debates were instituted, engaging local politicians and other leaders in debating local issues before a studio audience.

A third studio was constructed specifically for training.

A new presenter with no background in radio was offered a show by BBC Essex.

We worked with Burnham Joint Clubs Committee in August to provide reports and results for the town annual sailing contest, 'Burnham Week'.

FUTURE PLANS

We would like to become better known in Maldon town. To do this we have plans to relaunch the Third Monday debates with the Maldon Library as hosts. This would be

a monthly event with a live audience and publicity material in the library and in the Maldon and Burnham Standard.

We would like to complete our audience survey. Volunteers are urgently needed to help us in Maldon and Heybridge and some villages.

We continue to have on work experience a university student and an adult with learning difficulties, we hope to offer more places in 2009

We hope to provide a smaller satellite studio in the Plume school Maldon from which we will run regular broadcasts.

2009 will see us for the first time become part of the annual Arts trail in Burnham, exhibiting audio art in key locations throughout the town.

We have been asked for a second year to provide the roadshow for the Southminster and District Halloween event.

We hope to put on a live performance to show case local talent at the amphitheatre in the Promenade Park Maldon.

John Cassels

6.1.09