

**Section 1****Key commitments Annual Report Form****1.1 Community Radio Form: Year Ending 31 December 2013****Station details****Licence Number**

CR000218

**Station Name**

Gateway 97.8

**Launch Date**

25/09/10

**Web address where you will publish this report.**

www.gateway978.com

**When will the report be published / available to view?**

1/4/2014

**1.2 The year in numbers**

Please specify the station's achievements in the year under review in numbers as follows:  
(some of this may be a repetition of the information supplied in the financial report)

Average number of live hours per <b>week</b> (live material is created at the same time as it is broadcast)	94
Average number of original programming hours per <b>week</b> (original material includes live plus pre-recorded material, but does not include repeats or automated output). [This figure cannot be less than the station's live hours alone]	122
The percentage of your daytime output that is <b>speech</b>	30
Total number of people trained during the <b>year</b>	320
Total number of volunteers involved during the <b>year</b>	120
Total number of volunteer hours per <b>week</b>	350
If appropriate, a list of languages you have broadcast in	

(There may be some repetition of this information in other sections such as programming.)

**Please indicate whether your station key commitments have been delivered during the reporting period: 1 January to 31 December 2013**

**1.3 Key commitments: programming**

<b>Key commitment delivery</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Output will typically comprise 70% music and 30% speech ('speech' excludes advertising, programme/promotional trails and sponsor credits).</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Music output will comprise a mix of music from the 1960s to current chart and featuring other genres such as country, jazz, classical, rock and blues, reggae, folk and soul. Specialist music programmes may include music from different parts of the world or focus on local music.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Speech output will include community news and information, national news, traffic and travel information, interviews and discussion programmes, sport, occasional documentaries, stories and drama, a 'what's on' guide and a schools based programme.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Output will be broadcast in English, with other community languages featured as demand and volunteer availability allows.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>The service will typically be live for at least 12 hours per day. (Live programming may include pre-recorded inserts, if applicable). The majority of the output will be locally produced.</li> </ul>	<b>yes</b>	

**Explanatory notes re non-delivery (if applicable):**

--

**1.4 Key commitments: Social gain objectives**

<b>Key commitment delivery</b>	<b>YES</b>	<b>NO</b>
<b>(a) The provision of sound broadcasting services to individuals who are otherwise underserved</b>		
<ul style="list-style-type: none"> <li>The station will broadcast programming that reflects the diversity of the people living in the target community.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>The station will offer local residents opportunities to take part in the service.</li> </ul>	<b>yes</b>	
<b>(b) The facilitation of discussion and the expression of opinion</b>		
<ul style="list-style-type: none"> <li>The station will broadcast programmes relating to local issues of importance to the target community such as health, arts, sports, multi-cultural, youth, education and employment issues.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Listeners will be encouraged to participate and offer their opinions through interviews, phone-ins, outside broadcast opportunities and round table discussions as well as through text messages, web forums and social networking sites.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Some programmes may be themed around topical issues to encourage discussion and interaction with listeners.</li> </ul>	<b>yes</b>	
<b>(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</b>		

<ul style="list-style-type: none"> <li>The station will offer work experience and volunteer job placements to at least 24 local people each year. In addition to this there will be volunteering opportunities for 100 school children annually.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>The station will engage with local schools and colleges, providing work experience and short accredited courses for up to 30 students each year.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Up to 100 members of the target community will be offered training in radio presenting, research for radio, interviewing, editing and technical radio skills each year.</li> </ul>	<b>yes</b>	
<b>(d) The better understanding of the particular community and the strengthening of the links within it</b>		
<ul style="list-style-type: none"> <li>The station will liaise with local council officials to ensure that its service remains relevant to the changing needs of the target community.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Local groups and charities will be given the opportunity to present themselves to listeners through occasional programming on the station and community service announcements</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>The station will broadcast from local events when the opportunity arises. Listeners will be able to make direct contact with the station through these events.</li> </ul>	<b>yes</b>	
<b>Additional Social Gain objectives (if any are specified in your licence).</b>		
<ul style="list-style-type: none"> <li>The station will promote local job opportunities and employment services as part of its service.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>The station will promote and create awareness of services in the target community as well as relevant national services in matters such as the environment, social legislation and education.</li> </ul>	<b>yes</b>	

**Explanatory notes re non-delivery (if applicable):**

--

**1.5 Key commitments: Access and participation**

<b>Key commitment delivery</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>The station will operate an open door policy and listeners will be able to visit the station or make contact by, for example phone, email and text message.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Training opportunities with the station will be advertised locally, on the station website and as part of the service.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Listeners will be able to get involved in the station through the station's recruitment campaign as part of the listeners feedback service as well as through local promotion campaigns.</li> </ul>	<b>yes</b>	
<ul style="list-style-type: none"> <li>Volunteers may be given the opportunity to participate in the operation and management of the service if they want to further their involvement with the station.</li> </ul>	<b>yes</b>	

**Explanatory notes re non-delivery (if applicable):**

--

## 1.6 Key commitments: Accountability to the target community

Key commitment delivery	YES	NO
<ul style="list-style-type: none"> <li>The station will hold an AGM each year which will be open to the general public and will be advertised in the local press.</li> </ul>	yes	
<ul style="list-style-type: none"> <li>The station's independent Consultative &amp; Advisory Group, made up of local residents, representatives from local emergency services and key figures of the community will meet on a quarterly basis. Their findings and recommendations will be shared with the station management and published on the station's website.</li> </ul>	yes	
<ul style="list-style-type: none"> <li>The station will publicise its public Listener Forum meetings through the service. The meetings will take place on a quarterly basis and all listeners can attend. Recommendations will be made to the station management and published on the station's website.</li> </ul>	yes	
<ul style="list-style-type: none"> <li>A complaints policy for listeners and a grievance policy for staff/volunteers will be put in place.</li> </ul>	yes	

### Explanatory notes re non-delivery (if applicable):

## 1.7 Volunteer inputs

Please provide details of the contribution made by volunteers to the station and its operation of the station, such as:

- The approximate number of hours worked on average per volunteer per week.
- Any other information to help Ofcom understand the input of volunteers to the station.

A core team of 120 people run the station with 350 volunteer hours per week. from on air to backroom assistance, including technical and reception and it is these core people that make the project work. Because of the level of service, on average we have around 40 regular volunteers who contribute on average around 4 hours a session when they come into the project. The take up of membership has increased from the community and this reflects in the programming. During the year we broadcast from two local schools engaging students in the output as well as from a new outside broadcast unit, which means we came from a country show live in the summer and also a martial arts weekend with a diverse background of people who contributed as volunteers. We have been very lucky with matching volunteers to the various areas that make up the project and as already mentioned, this has included departments such as reception, engineering, marketing and sales, and education which have all pulled in volunteers for a variety of roles. Because the station is large with lots of studios at various locations, it has meant a wide range of diverse volunteer skills enabling us to function, We have a handyman who does odd jobs as the various locations have different specifications. With our new outside broadcast unit we are able to recruit more volunteers as we are now able to broadcast live from various locations, this is in addition to our normal road show that has been able to attend events in the area and has attracted additional volunteers and this again is a specialist area, Our volunteer contribution is multi tasked across many areas.

## 1.8 Significant achievements

Gateway 97.8 has had another exciting year. During the year we ran 10 courses either OCN or NCFE with visits by students to complete the courses and a grant from Foundation. We ran a summer school.

We received funding from National Lottery as well as Basildon Youth Strategy Group. We have secured funding for students to have paid work experience giving them the taste of what work is like.

We continue Tuesday night sessions so we cater for all.

ECC placements increased to 3 students and 40 weeks work of paid placements we received grant funding and the award funding of Jack Petchey Foundation.

We provided 50 work experience students the chance to work at the station via HCS covering 26 weeks of the school year as well as over 300 volunteers the chance to train. Visits to the school by local infant schools at Xmas time as well as Rotary Junior school show.

We won the High Sheriff grant and made road safety and fire safety ads and involved the Fire Service.

4000 people have signed in during the year which includes volunteers, guests and visitors.

We are a provider for SEETEC and Job Centre Plus.

We gave out 120 certificates in 2013 Lord Petre and the Mayor of Basildon attended our awards evening

Visit by the High Sheriff of Essex to see our work and sample past funding safety ads.

Regarding our outside road shows we attended over 50 during the summer months providing a Public address system, interviews and some live broadcasting, the live broadcasting of programmes from an event gave a new dimension to the station and attracted more volunteers.

Our road show team leader was booked to compere other events across the Borough and continues to fly the Gateway flag at those events.

Visit by Thurrock school to record Gateway to jazz with David Fenn We have continued a good relationship with local paper The Yellow Advertiser and run together with rotary Battle of the bands which raises money for local charity..

Our education has got wider with apprenticeships and placement attachments.

It has been a successful year yet as a community station and Director Yvonne Williams received a Community Award and Ros Connors for their work in the community, Danny Lawrence another Director was awarded the BEM in the New Years Honours List which was published on 30/12/2013

The station captures people and thrives on its family values which spills over into the project It is due to this that more and more people are referred to us,

Recently we have had students come to us to obtain their skills and service in D OF E at either at bronze or silver level

The Jack Petchey scheme in Essex means that young people are awarded achievers and get £200 to spend on a project of their choice, which gives an even wider say by our members. Programmes on the station have been wide spread attracting specialist programmes like "world of difference!" music from around the world, to more talk style shows, have increased during the year.

## 1.9 Significant difficulties

Do you wish this section to be kept confidential?	YES	NO
---	-----	----

	yes	
<p>Some parts of our tx area has bled over from Manningtre. This was mentioned in the last two reports however we are aware of the area this has affected and encouraged listeners to use on line,</p>		

### 1.10 Audience research

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

We have not conducted market research in our third year of operation, but it is our intention to do so in the future. We have, however seen the results of contacts to the station in phone calls, text service, social networking increase over the past 12 months, Visits to the station and signing in the visitors book = 4000 visits over the course of the year to take part in the output ranging from volunteers to people using the service like the police and fire service.

The station being based in a shopping centre has a great attraction of being seen and has added to the awareness of the station. Many millions visit the centre over a course of a year.

The local free newspaper carrying the station logo with a wide circulation has attracted good marketing, and covering the stations news when it has a story to tell.

Our studios in schools has meant that a wider circulation has happened raising high interest.

Calls to reception on general matters continue to rise and demand has got much bigger We offer a walk in facility to the public in our reception area only and this has grown in people wanting help or wanting training, We receive a lot of hits to our website and with twitter and facebook, this means we are always contactable.

We use our phone calls, twitter and facebook and website contact to paint an overall picture of how we are doing.

This current year as the station has bedded into the area we have become increasingly more well known.

--

## 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.**

<b>Signature</b>	DANNY LAWRENCE
<b>Name</b>	Mr D LAWRENCE BEM
<b>Position</b>	Director
<b>Station</b>	Gateway 97.8
<b>Email address</b>	dannylawrence@gateway978.com
<b>Telephone number</b>	01268 833978
<b>Date</b>	20 <sup>TH</sup> March 2014

## Section 3

# Checklist

Please ensure that you have done the following:

- Read the Annual Report 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)

**Annual report forms must be returned to Ofcom by Wednesday 9 April 2014.**

January 2014 – Issue 8