

BRADFORD TALKING MAGAZINES LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
Charity Registration No. 1077122
Company Registration No. 03749034 (England and Wales)

BRADFORD TALKING MAGAZINES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I Naqvi M Hussain A Lindley J Simpson S Keighley S Sheldrick S Grisag J Ralph C Wintersgill	(Appointed 9 April 2020) (Appointed 24 August 2021)
Secretary	S C Crowe	
Charity number	1077122	
Company number	03749034	
Registered and principal office	11-12 Eldon Place Bradford BD1 3AZ	
Independent examiner	Naylor Wintersgill Limited Carlton House Grammar School Street Bradford BD1 4NS	
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT	

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Chair's Introduction: John Simpson



“BTM...the home of accessible information”.

#NeverMoreNeeded

I have started my review of our year with this hashtag statement as it is so true, accessible information during the last year has been vital for all those people who have difficulty with written information and needed to understand the constantly changing messages and in particular COVID19 rules.

Life on zoom or other internet platforms has not been easy for any of the team especially running their work shops, training sessions and information sharing across the whole of the voluntary and community sector.



The Management Committee, at our regular meetings, are thoroughly briefed on the wide range of subjects and support that the BTM staff, volunteers and work groups have been offering across the whole district. It is hard to keep pace with the range, quality and quantity of work that they have done to support all the local communities across the district.

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Ranging from messages in 13 different languages for the councils 'I Van' information to over 60 different pieces of information on the Covid19 rules as the messages are constantly changed. They achieved this alongside all the other contracts and work they were doing to ensure that people who have difficulty with the written word were able to access information on everything from cancer services to annual health checks, changes to dentistry and keeping safe.

We are also immensely proud of the BTM Keeping Connected project, we secured through fund raising £49,000. Enabling us to research, programme and distribute nearly 1,000 tablets to those people who needed to connect to both services friends and family through the internet. We would like to acknowledge that this was a community effort with the Community Association Bradford and Districts CEO, Soo Nevison, playing a key role in supporting us with volunteers and drivers from SSE who were on furlough. A special thanks to the SSE driver Mick, for going above and beyond with his deliveries. The stories were truly inspiring of the difference that having an electronic tablet to be able to communicate with the outside world made to the lives of many people across the district.



During this last year we have been able to employ 2 new members of staff and started 2 new projects.

- West Yorkshire and Harrogate Learning Disability Steering Group supported our bid to employ a person with disabilities directly to our staff team and it was in February 2021 that Kelly joined us

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she's already making a difference to the way that the steering group acknowledge the work of people with learning disabilities and or autism.

- The Our Lives Our Way Project in partnership with Equality Together, People First Keighley and Craven and Bradford People First. We are supporting the project with a key worker, delivering training to support people with learning disabilities referred to the project and Colin is supporting the whole team with technical work on graphics and film.

The team are planning, if all of the road map by the government works as planned, to be back in the office by the end of May. For them the overriding enthusiasm for this is driven by the need to enable the work groups of people with disabilities that contributes greatly to our team are able to come back at the end of June 2021. Sue, our Manager, has told us many times of the number of people who have been desperate to come back to Eldon Place but we have had to bear in mind the safety and worries of everyone.

As a team, with our staff, we have been building on our Business Plan and extending it to 2024.

We want to ensure that the charity has a secure future that enables us to be true to our objectives and continue to work alongside a wide range of people with disabilities to ensure they have opportunities:

- to access information in a wide range of formats
- to have the opportunity to work directly with BTM
- to be closely involved in planning and decision making
- to develop their own skills
- build confidence and enthusiasm for shifting the power to make their own choices

Finally I would like to acknowledge the participation of the Board of Trustees over the last year and thank them for their continued commitment to the work of our charity.

John Simpson **Chair of Trustees: BTM**

Managers Review of the Charity's Work



I can only echo the comments of our Chair in this last year, BTM and its staff, workgroups and volunteers have really worked together as a team to support individuals and produce a huge variety of accessible information.

I am so proud to be a member of the team that is BTM; with quiet confidence and broad range of expertise we have worked alongside people with disabilities right across the district. We ensured that we set up our online work groups and provided access to a digital tablet and portable Wi-Fi for those who did not have a way of keeping in touch with us.

[#nothingaboutmewithoutme](#)

[#nevermoreneeded](#)

Our Keeping Connected Project was truly humbling; to be able to support and connect people right across the Bradford District was amazing. So many people who needed to access their support services or family members.

We engaged groups of people who needed access to ensure that we set the digital tablets up in such a way that they were easily accessible. Each tablet was sent out with audio and easy to read instructions.

Commissions held by BTM include:

Bradford Council's Department of Health and Wellbeing

You will not be surprised to learn that the vast majority of our work under this contract was ensuring that all Covid19 and Vaccination messages were available to people in their first format of choice. Our many workgroups discussions on everything from update bulletins to longer documents were invaluable in making sure information was understandable

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We have worked with other departments in the council to ensure as many of the Bradford District communities and individuals as possible can access important messages from their council. In all we have the information and updates they need.

Other work with the Department of Health and Wellbeing includes:

- Promote the Vote, films including British Sign Language and audio to accompany various posters and booklets for local elections. Many of our accessible formats were shared and used by organisations across the country.
- The Big Conversations: we refreshed the information ready to relaunch the work group sessions with people with learning disabilities as soon as it is safe to do so
- The 10 year Cultural Plan, BTM has worked with the council to ensure their messages are inclusive and that as many people as possible get to comment on the Cultural Plan for their district.

Bradford Districts and Craven Clinical Commissioning Group

BTM worked with our CCG on a broad range of information. Very often requested through information gathered from peoples' comments on the Grassroots system

We have completed a broad range of work including:

- Recording, editing and mastering information in 14 different languages to go out to different communities on Covid19 and raising awareness of Hands-Face-Space. To compliment this work our work groups made their own personal stories into promotional film clips to encourage people to stay safe.
- Completed an accessible set of documents to encourage people to take up the Annual Health Check Invite during lockdown and how that might be different.
- Preparing an ELearning package to support our work delivering training sessions with GP practices on accessibility, reasonable adjustments and the importance of the Annual Health Checks for people with learning disabilities and them having an inclusive Health Action Plan.

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- Worked on changes to Personal Health Budgets with our workgroups ensuring the information was useful to as many people as possible
- Made a range of accessible information formats of the Carers' Strategy
- We worked on The Healthy Minds Animation adding audio and British Sign Language

As well as our formal contract work we have, through our direct work with people with lived experience, raised areas of concern with organisations like the Peoples' Board and Grassroots Database Reporting which has meant their concerns have been listened to, discussed and addressed. It is important to add that once people have been asked to contribute that any adjustments or changes that have been made as a result of their participation should be clearly relayed back to them. This way they are clear of the difference their involvement has made.

This 'ear to the ground' working is invaluable, both in terms of trust from the people we work with and organisations who deliver services.

Staff and workgroup teams

Our current team is made up of a variety of staff supporting and working alongside students, volunteers and work group members to develop and share a wide variety of information needs.

This team had to adapt and be creative in a short save of time organising their work groups to be able to function on line and feelsupported through what were confusing and upsetting times.

Our work groups and volunteers have asked for information on:

- local hospitals, so that they can receive information every time in the format of their choice
- GP practices and getting longer appointments and accommodations within that appointment to meet their needs for example being able to record on your phone what the doctor tells you so that you can listen to it again later to refresh your memory. We were able to address this directly with practices through our training.
- Pharmacies and what services they now offer

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- The personal budget and how people can better understand how to handle their money and what it can be spent on
- The updating and fact checking of many of our older booklets. Checking accuracy, that legal rules haven't changed and that pictures are still relevant to the words.
- We have also reproduced and circulated Annual Health Check information to explain the importance of the check and encourage people with disabilities to ensure they ask for and attend at their local GP Practice. Most recently we did a one page facts sheet with Waddiloves, raising awareness of the importance of taking up your free annual health check and how it might be different during lockdown due to Covid19. Waddiloves staff then distributed to the wider disability communities and self-advocacy organisations.

We also work in partnership with a broad range of other statutory and voluntary organisations needing to make their information accessible to ensure as many people as possible have access to knowledge to support them in their daily lives

In these changed and sometimes stressful times I have asked the BTM team to give you an overview of the work they have been doing over the last 18 months. I find their reports inspirational.

Team Overview

It is inevitable that this year's reports from BTM team members is mostly how the team supported their workgroups on zoom and continued with themes and subjects that interested them.

Jo Ingham: Senior Administrator



As Sue and our Chairperson, John, have already said this has been an exceptional year. I have been proud to be part of a team which for a large part of the time, was working from home; but also able to deliver such a detailed level of accessible information for all the people we work with and their peers.

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This accessible information delivery was achieved by a concerted team effort in a wide range of accessible formats, from easier to read to easy read, animations, short films, British Sign Language, audio and various posters.

Co-ordinating all the work streams including our main contracts with Department of Health and Wellbeing Bradford Council, Bradford Districts and Craven CCG, Engaging People and our many Social Enterprise contracts can be a real juggling act.

Our Social Enterprise work has been extremely successful with over 176 jobs completed.

A few highlights of the work, most of which can be found on our website www.btm.org.uk or blog at <https://btmprojects.com>

The start of April 2020 saw us working as a team to ensure the people we worked with were able to meet with us on line so we could judge their understanding on COVID19 and the restrictions. This enabled us to feed it in to the Gold Command of Bradford Council and tailor information they found accessible to allay their fears and make them more confident in what the rules were.

We continued to support our local council and CCG with the work to inform the public, often at very short notice. They in turn were able to talk with our groups about their worries, which we filmed and were then able to bring to a wider audience of disable people. This was team work and co-operation in action which benefitted local people across the wider Bradford district.

Other work still continued a selection of which is listed below:

Wakefield CCG Maternity Information

Mencap national animation and information on what reasonable adjustments to expect when going into hospital

Making information accessible for West Yorkshire Police by providing British Sign Language

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Working with the Bradford and District Care Trust on a wide range of information from health records to what to expect when going to hospital
Vaccine consultation and advice workshops

Our comprehensive Access to Information training delivered on line

Cellar Trust work in British Sign Language

The Council Budget and Plan, developed into accessible formats with our workgroups

The Councils Cultural Plan in several different languages

Promote the Vote work; encouraging people with learning disabilities to understand their vote counts

Raising awareness of the importance of Breast and Cervical Screening

Co-ordinating information from our communities that is fed back to the clinical commissioning grassroots database as part of our Engaging People Project contribution with Hale.

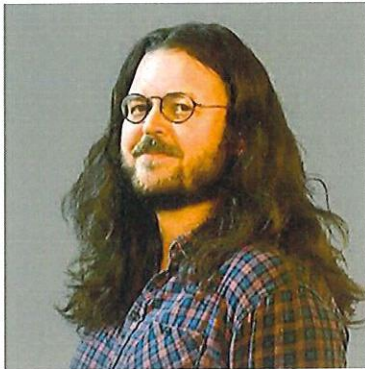
I have initiated worked on many pieces of easy read information, breaking down the presentation in the original document and rewording, then developing with our groups. Including this as part of my workload means I am constantly updating my skills and those of the people we work with.

Whilst working from home new skills and ways of working were needed to ensure that all staff had everything they needed to work effectively.

We, as a team, pulled together a responsive communication system meaning we could be in contact every day. Between us, the Manager Sue and I also facilitated members of the team, especially Sam, coming into the office during early lockdown to support the continuing production of British Sign Language films.

Overall, I believe, it is teamwork that has made our charity work well through these difficult times. Maintaining our relationships with all our work groups and continue to produce accessible information has been key to people understanding what is happening.

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Design and Animation Lead

David Hargrave

So it has been an interesting year. It's been extremely busy and we have produced a wide range of varied and complex of work. This has been partly due to the high demand of accessible information about coronavirus, but also because we are running quite a few projects all at once.

Bradford Council Video vans

In April 2020, at the beginning of the lockdown we worked on translating the "Impact of Social Distancing" into 12 different languages to be shown on Bradford Council video vans (I Vans) within a broad range of locations and communities.

<https://www.youtube.com/watch?v=o73s2uEKgrg>

Highlights of work produced in lockdown

Over the last 4 months the team at BTM has

- Produced 14 pieces of accessible coronavirus information for Bradford Teaching Hospitals Foundation Trust.
- Supported the City of Bradford Metropolitan District Council by providing a range of accessible information to make sure that everyone in our district has the information they need to stay safe and well.
- Had 20 online and phone conversations with our West Yorkshire and Harrogate Health and Care Champions.
- Distributed 610 computer tablets across the Bradford district to help keep vulnerable people connected.
- Kept all our work groups going every week via Zoom calls including The National Lottery Community Fund Hear Our Voice Project.
- Adjusted to working from home which we have never done before.
- Produced information about coronavirus in 12 different community languages to be shown within the community on council video vans.

For more information about the work we do visit www.btm.org.uk. Or visit www.btmprojects.com to access the work made by our volunteers.

BTM produces accessible information in a range of formats such as British Sign Language, Easy Read, audio, video, illustrations and animations to help people understand the world around them.

We felt that it was important to illustrate the range of work we had been doing. We developed some infographics that could explain to everyone all the different pieces we had been working on.

This became a consistent style for any graphics relating to coronavirus in future projects.

Such as the lockdown tips we produced to help people manage staying at home, the distribution of digital technology and our phone conversations with our work group members.

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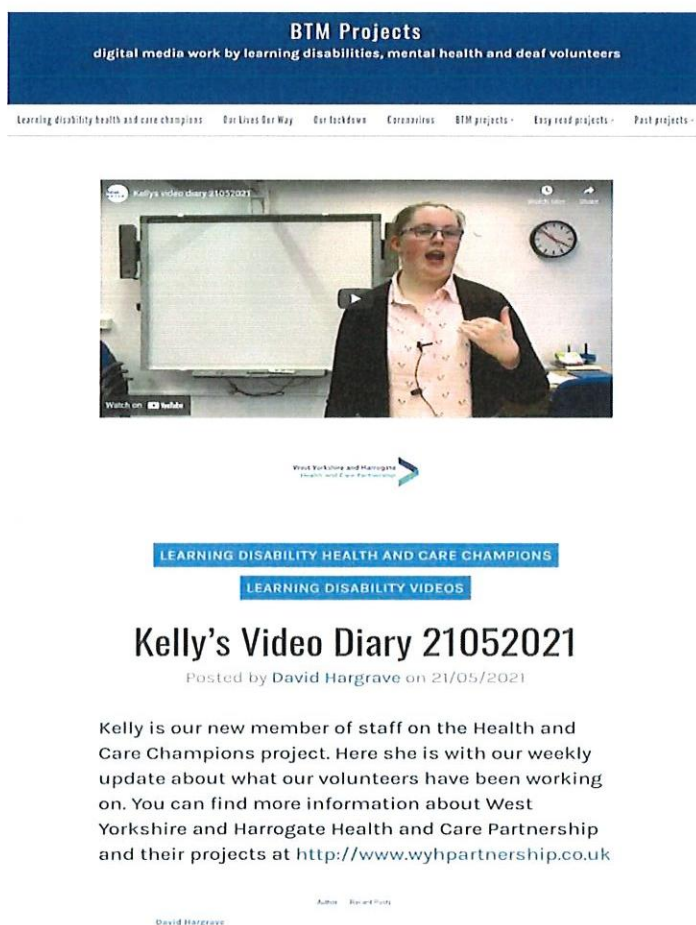
<https://www.youtube.com/watch?v=B2myiqkCCBU>

With the constantly changing information and guidelines from government we were working hard to keep up and ensure the accessible information people had from us was up to date, understandable and clear.

Learning Disability Health and Care Champions

The Learning Disabilities Health And Care Champions' Project has been running for a few months now.

I have been supporting the project by creating and maintaining an online presence on the btmprojects.com blog about the work produced by the project.



The screenshot shows a blog post on the 'BTM Projects' website. The header reads 'BTM Projects digital media work by learning disabilities, mental health and deaf volunteers'. A navigation menu includes 'Learning disability health and care champions', 'Our lives Our Way', 'Our lockdown', 'Coronavirus', 'BTM projects', 'Easy read projects', and 'Past projects'. The main content features a video player with the title 'Kelly's video diary #1052021' and a photo of Kelly, a woman with glasses, speaking. Below the video is the West Yorkshire and Harrogate Health and Care Partnership logo. The post title is 'Kelly's Video Diary 21052021', posted by David Hargrave on 21/05/2021. The text of the post states: 'Kelly is our new member of staff on the Health and Care Champions project. Here she is with our weekly update about what our volunteers have been working on. You can find more information about West Yorkshire and Harrogate Health and Care Partnership and their projects at <http://www.wyhpartnership.co.uk>'. The author is listed as David Hargrave.

I have also enjoyed working with our newest staff member Kelly to keep a video diary about what has been discussed during the meetings and what insights can be shared with the West Yorkshire and Harrogate Health and Care Partnership.

Examples of the work being produced by the team can be found at the link below. The Champions are adding to their information all the time; as are all our projects so it is worth regularly checking to see what is new.

<https://btmprojects.com/learning-disability-health-and-care-champions/>

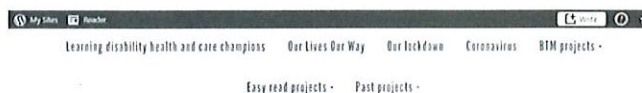
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Our Lives Our Way

The Our Lives Our Way Project is aimed at supporting and providing people with learning disabilities opportunities to partake in a range of activities. These activities will be chosen and developed by the people involved.

<https://btmprojects.com/our-lives-our-way/>

I have now started working with this project to establish a social media plan to share information about the different projects available within the Bradford District.

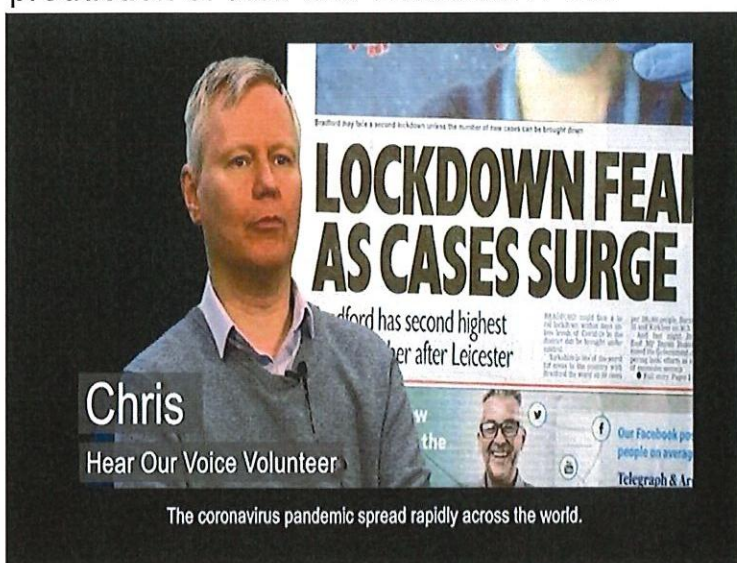


Luke 'Our Lives, Our Way'

The group feel their project can act as a kind of message board informing the wider disability communities about what is available for people. Hopefully we will have lots of interviews/first person accounts on here about what people like doing. I think this project may tie in nicely with the Big Conversation work we have been creating.

Hear Our Voice - Our lockdown

I have continued to support the staff and volunteers on the Hear Our Voice project, with technical and editing advice, leading to the production of their Our Lockdown Film.



The team were determined to complete each stage for themselves from inviting people to participate and tell their stories by producing a film clip and poster, to conducting the interviews and editing the many hours of film.

This is now completed and can be found on YouTube at:

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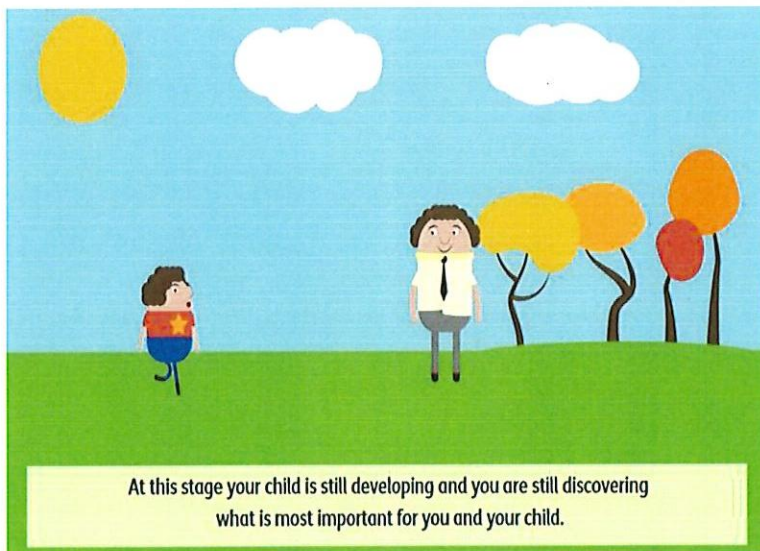
<https://www.youtube.com/watch?v=PYK1UJumy44>

The film is also to be found on the btmprojects.com blog
<https://btmprojects.com/category/hear-our-voice/our-lockdown/>

Mencap Transitions Animation

A really interesting and challenging piece of work we did with Mencap and Bradford People First to produce the reasonable adjustments animation which can be found at

https://www.youtube.com/watch?v=FaT_GiaKjUs



This was a huge and complex conceptual project and required a vast amount of time. We learnt and developed new skills and production methods to make the film the best it could be.

The animation was also translated into Bengali, Polish and Urdu and used by Mencap across the whole country.



Design and Animation **Colin Hargrave**

Most of my work over the past year has been the editing, formatting and image sourcing for new information booklets for our 3 main projects: the Department of Health and Wellbeing, Bradford Districts and Craven CCG and our varied Social Enterprise contracts. I also have been updating our older booklets to bring them into the current accessible BTM style adding QR codes linked to audio versions for maximum accessibility.

I find it interesting to develop new and accessible formats with our workgroups following their guidance on what works, what doesn't and why.

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Over the past year I have been involved in creating an animation for the ongoing and popular Big Conversations. This involves storyboarding, sourcing, creating and editing imagery to compile into an animation that the people we work with want to engage with and find interesting.



A new project I have been working on is the Our lives, Our Way Project. I bring technical knowledge on graphics and on filming to the project.



I also create content for sessions; supporting the delivery of work and finally participating in the Zoom meetings which gives me good oversight of what the people involved in the project want, enabling me to develop new ways of working for them to be involved in.

During the lockdown I have mainly worked on creating new booklets regarding coronavirus. This involved the formatting, image sourcing and image creation for the following booklets:

- NHS Maternity
- BC Art, Culture and Heritage grants
- How to get a test for Corona Virus
- Health watch Kirklees
- Government Update to Coronavirus (various updates)
- Coronavirus : What is shielding?

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As part of my duties I have also continued to support staff on IT issues including assisting in the transition of hardware back into the office. This includes the continued liaising with our IT support company Altrigen on our needs in regards to software as well as hardware requirement.



British Sign Language and Technology

Samantha Allen

Completed projects:

I lead on British Sign language and filming work. In the past year, we have held discussions with the West Yorkshire and Harrogate Cancer Alliance on spreading the message about signs of cancer, staying healthy etc. Our Deaf people workgroups had several discussions with the team from Cancer Alliance and helped them with making their information accessible. I am also proud of the evening and day workshops held at the BTM office, facilitated by Talk Cancer representatives with BSL interpreters providing access. We had about 20 Deaf attendees for both sessions including both professionals and individual members of the Deaf community. This was very successful and I would like to do more of this in the future when the coronavirus pandemic restrictions allow.

We have created various BSL videos for numerous clients, these were either in film, audio, animation or just BSL. The BSL videos were for West Yorkshire and Harrogate, NHS, Bradford Public Health, CCG's and Bradford District Council amongst many others.

We also created a video for General Practitioners which explores the journey of a Deaf patient and their interaction and experiences with their GP surgery regarding accessibility, etc. We must thank Leylands Medical Centre for their willingness to help us make the film with their facilities and staff.

The BSL video workload has increased dramatically due to the coronavirus pandemic and the need for people to understand the ever changing messages. This translation work is vital to make sure the Deaf community

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are kept up to date with what is happening, especially as we did not have a BSL interpreter on the daily Covid-19 briefings. The BSL translation work has included public health announcements, government guidance, changes to restrictions due to the Covid-19 pandemic and information around changes to services such as GP and hospital arrangements while face to face appointments were restricted or reduced. These Coronavirus updates and information, were kept brief and succinct, most clips were roughly 3 minutes long which is an ideal length in terms of an information/public announcement video for Deaf people.

BTM have recently been in meetings with The Cellar Trust regarding an exciting new piece of work translating their online self-help course. The course is designed to help participants develop self-care and self-help strategies that enable them to improve their management of their mental health and wellbeing, encouraging them to identify triggers and feelings as they develop so that they do not reach crisis. This will be a challenging translation as there are a lot of metaphors used and I will need to work closely with Deaf people to ensure that the information is clear and informative.

I recently gave a presentation alongside other team members about BTM and the services that we offer to TWIG (Trust Wide Involvement Network) This had to be arranged online due to current restrictions, however, the presentation was well received and we had some good audience participation and questions which was positive.



Hear Our Voice Project TNLCF
Anna Parker
[April saw HUGE changes to our work patterns](#)



During lockdown the Hear Our Voice project has been continuing remotely. I have been doing weekly video calls with the three groups. Some have been happening since the beginning of lock down whereas others have started later on due to the difficulty of getting in touch with some participants. We were able to use two of the Keeping Connected Project tablets to get members online. I have been regularly checking in

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with all members through phone calls particularly those who have not had access to the internet or have really struggled with video calling. Initially, the groups were all been set with the task of documenting their time during lockdown. I wanted to gather their perspective of lock down and how it has made them feel. We then shared this with the wider communities helping people to understand what it was like from their personal perspective. I've encouraged each member to use the skills they have learnt whilst being part of the Hear Our Voice project but we have had to think creatively with limited equipment in peoples homes. People have made video diaries, illustrations and podcasts. Those that I have had regular contact with have now moved on to thinking about what they will do when we are back to a bit of normality. I have had 1 to 1 meetings with members that are at this point to help develop applications and think of ways to emulate working hours/tasks at home. This is to ease members into working life if they have been out of work for a long time.

Those that are not work-ready, have been continuing to develop their skills at home in digital media by making videos, podcasts and using adobe software. Members can now log on at home to our adobe accounts.



During the weekly video calls we have had chance to discuss a variety of topics that are important to the members. We have talked about what they feel about the way the coronavirus pandemic has been handled in the UK. These discussions have been recorded on Zoom and some are

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being shared with health charities and CBMDC. I have asked the Wednesday group members to lead on discussion points that are important to them to develop their skills in this way of working. We've also been looking into opportunities for the members who are ready for further training. A few of our members are interested in careers in film production, writing and illustration.

Please do look at examples of work produced by Hear Our Voice members can be seen at <https://btmprojects.com/category/hear-our-voice/>



Workgroup Co-ordinator
Omar

I have been working from home for majority of the past year. With groups being cancelled and the office being shut for pandemic safety reasons we have still been able to still do some great work.

We were able to continue running group sessions via zoom, many of our work group volunteers still participated with BTM and continued to work on and produce easy read guides. The groups have been giving fantastic feedback on BTM booklets and also about their experiences and points of views of all things related to Covid 19 such as the lockdown, vaccines, worries, concerns and successes in staying healthy and active.



How to keep positive during lockdown



One out of the many easy read guides that the group were involved in making was 'How to keep positive during lockdown'.

Easy read booklet

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This information is especially helpful as many people's lives were turned upside down due to restrictions and lots of people were left feeling isolated. The guide talked about how you can fill up your time with activities, some of which were starting a new hobby, meditation and other fun and helpful ways to benefit your physical and mental health.

Other important easy read guides that BTM have produced with our workgroup members to help aid people through restrictions and the pandemic have been:

- What technology is available for relatives who can't visit their loved ones in the hospital
- Changes to visitor rules in Bradford Teaching Hospitals
- Information about new guidance on coronavirus and the most frequently asked questions
- Information on the Covid 19 vaccine
- Guides on all the changes to lockdown restrictions by the government
- Information booklet on the Community lateral flow testing
- Support bubbles and what they are.



This lockdown had more of an impact on the Engaging People Project co-ordinated by Hale and BTM. This would normally involve meeting people in an outdoor and public setting. However we were still able to carry out lots of engagement work by holding meetings with partners, staff, external agencies and services, the public and service users about a range of health topics through zoom.

Topics and feedback we have gathered have mainly been around experiences and issues of lockdown, the Covid19 vaccine and how people have found accessing their healthcare services.

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West Yorkshire and Harrogate Health and Wellbeing Partnership Health and Care Champions

Hara Mumtaz Co-ordinator

I began my work at BTM in August this year and so the project was well established and had worked with a broad range of organisations from across the West Yorkshire districts. They had held meetings in Harrogate, Leeds, Bradford, Huddersfield, Skipton, Wakefield and beyond speaking to enthusiastic people with learning disabilities who welcomed the opportunity to have a voice and influence the development and delivery of their health and care. A year-end report had been presented to the West Yorkshire and Harrogate Health and Care Partnership, which had been well received. Several of the Champions have made a direct presentations to the Board as well.

By the time I was appointed, restrictions due to Covid19 had been in place for some time. It was on line meetings that were happening, quite strange to be introduced to people and develop a work plan which wasn't in person. The Health and Care Champions have been split into two groups with a maximum of up to six people in each.

As the Lockdown has restricted face to face meetings we have used Zoom to conduct our meetings. Zoom can be a difficult medium to manage communication through, therefore it was decided it is best to have two groups to give people the opportunity and space to be heard.

Currently the groups are run on a Wednesday afternoon and a Thursday afternoon. Since restarting in August w/c 10th we have had 5 meetings which run on a weekly basis.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

The Champions have joined us from different districts; the areas covered are Bradford, Craven Kirklees, Leeds and Calderdale.

People have autonomy on which areas they would like to cover however the following four areas were highlighted where we would place key focus:

- Diabetes
- Strokes and prevention
- Annual Health checks
- Increasing Physical Activity
- How to work with me (tips or people who deliver services or work with people with a learning disability)

As the Champions had a gap in weekly meetings due to Lockdown restrictions, they were slowly re-engaged for the first week to make sure they were comfortable and happy to still participate. They were re-integrated and have been confident, enthusiastic and building their skillset.

BTM put in a proposal to the West Yorkshire Learning Disability Steering Group and were successful in receiving funding to support the appointment of a person with direct lived experience



Kelly Hartley Co- Co-ordinator

Hi my name is Kelly Hartley, and I am 21 and my job role is a Learning Disability and Autism Health and Care Champions Co-lead. I started in February 2021.

I am here to help advocate for people with disabilities, teaming up with other people with disabilities to help change and adapt health organisations supporting them to provide materials and services to meet our individual needs.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
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I work with Hara to support different ways to communicate with people with disabilities to build and deliver training for people that work within healthcare organisations.

The part of the job that I enjoy is research by talking to all people so then I can show understanding in different conditions and I also enjoy the responsibility. The most recent projects I have been asked to do presentations and interactive activities about coronavirus vaccines and diabetes.

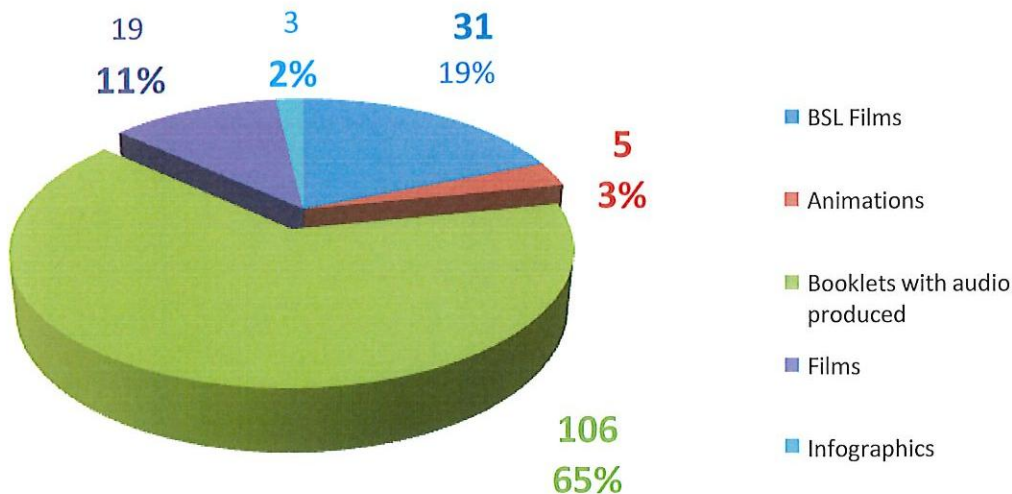
I was most nervous about how to talk to people with disabilities to be able to show understanding and adapt to others needs.

The way I work with Hara is to update her every day to discuss feedback and future adaptation for future projects.

My comment to add to the team reports and reflections is that I am still after 38 years in awe of the dedication of all the people I work with, thank you to the staff team for their contributions. We know we would not be able to contribute to our wider communities if we did not have the support of our volunteers and dedicated workgroups, thank you.

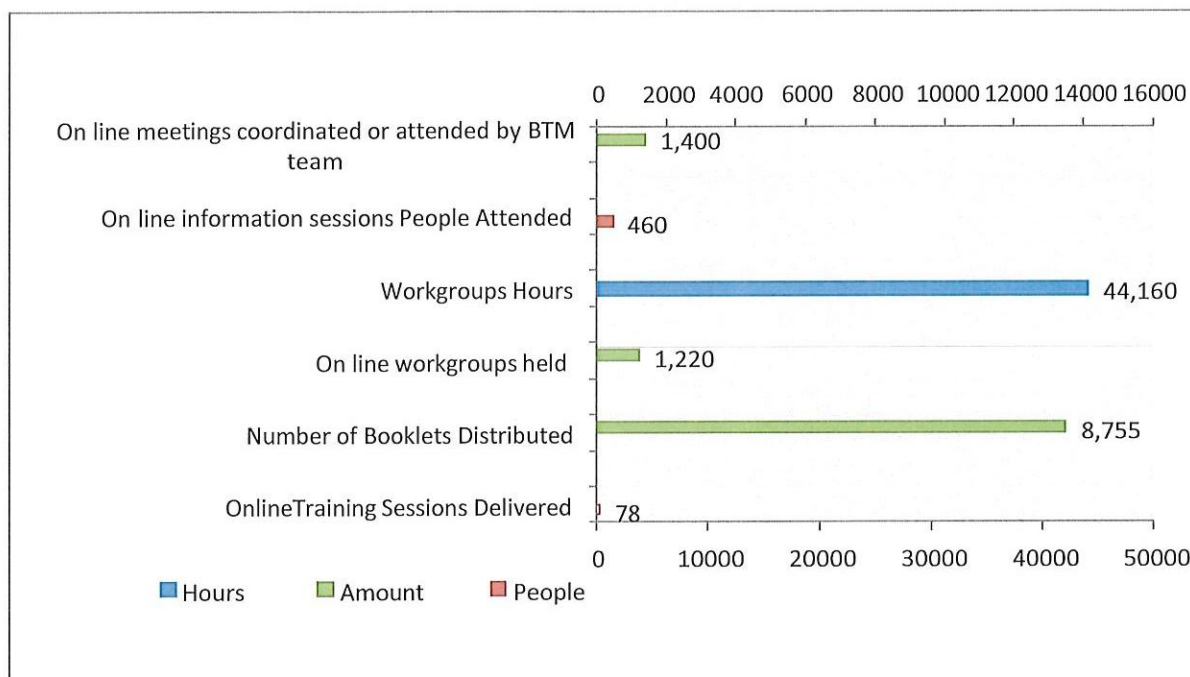
What we have achieved and delivered over the last year

Accessible Information Produced by BTM



BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Detailed analysis of what we have achieved as a team



Introduction

The Trustees present their Annual Report and Accounts for the year ended 31st March 2021; which constitutes the Directors Report for Companies Act purposes.

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)".

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Name, registered office and constitution of the charity

The legal details are shown on the Legal and Administrative information page of the accounts; the date of incorporation is 8 April 1999. Bradford Talking Magazines Limited is also known as BTM.

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objects are to enable people with a sensory disability or any other disability to access information by means of audio, visual or any other means that enables them to live a better and more fulfilled life.

In furtherance of its objects it is also

- ❖ researching and developing media in a wide range of formats
- ❖ organising and running training programmes, courses, events and exhibitions
- ❖ developing, promoting and supporting self governing groups of people with disabilities to be in control of their lives, further self-determination and live a better life
- ❖ to work with disabled people to educate and inform other organisations on practical steps they can take to be more inclusive and equitable
- ❖ to support disabled people to challenge services and ensure equity of information and service delivery

The principal activity of the charity for the year under review was the development and production of a wide range of information for any persons who have difficulty with the written word. This was done with the direct involvement of people with disabilities and our wide range of work groups. This information was primarily but not exclusively linked to information on Covid19, rules and regulations and Vaccination information.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Accessible information was researched, developed and delivered with disabled people in a range of formats from easy read brochures and booklets to audio and British Sign Language recordings. We have also developed and produced accessible short films, animations and blogs.

The charity is organised so that the trustees meet regularly to manage its affairs.

The objects of the company are maintained by the policies developed and reviewed by staff and trustees and after sign off by the management committee enacted and reviewed annually. There have been no material changes during the year.

Public benefit that is provided by the charity

BTM works with and supports people who have difficulty accessing the written word. This lack of understanding of information or access to it means that people can be excluded from taking an active role in their own lives for example; services, health and care or from playing a more active part in the life of their local community. Our services work with people who have a visual impairment, people who are d/Deaf, people who have English as a second language, people with learning disabilities, users of mental health services and those who have poor literacy skills. It actively promotes compliance with the NHS Accessible Information Standard which is now the legal duty of all health and social care providers. BTM puts at the centre of its work the facilitation and enablement of those people requiring alternative formats to the standard written word.

This broad range of accessible information work enables people and communities to:

- ❖ better understand information provided by statutory organisations such as local councils and health authorities; enabling choice and participation by individuals and minority groups
- ❖ be informed and enabled whilst promoting health and wellbeing and individual choice
- ❖ have an opportunity to participate in the production of better accessible information, promoting independence and control

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

- ❖ have their say about how and what information they would like making accessible, which gives them power over their lives and involvement with society in its widest context

In what has to be seen as an exceptional year because of lockdowns and restricted movement of people our accessible information has come into its own. In the first few week of lockdown alone we worked with Community Action Bradford and District to translate information, record it and deliver to the councils systems and Information Vans 16 different language messages used across our wider district.


Over the last year we have enabled at least 41,800 people to access information that would otherwise not have been available to them. This has been through a broad range of media from online media, easy read booklets, audio files, film clips, animations and British Sign Language to name but a few.

BTM would also like to state formally that it does not discriminate against people with low income and in fact actively supports people with low income accessing and using our services with its sliding scale of charges and free services it offers.

The trustees have reviewed the guidance issued by the Charity Commission and consider they comply with the public benefit requirements.

Achievements over the last year against our objectives 2020 to 2021

BTMs' main objectives were:

-  **To continue to enable and hear the voices of all our workgroup members and beyond to support them during the COVID19 restrictions**

BTM was able to ensure the stability of its work groups and their access to us through the speed and organisation of the staff teams and their key volunteers who quickly set up online meetings; discussed work streams that interested the groups; continued to deliver work for our funders. BTM contributed to many streams of COVID19 work, ensuring people had information in a way they could understand it.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

✚ To ensure we work together to keep fresh their hard earned progress and achievements so that we are ready to stride forward once we are able to meet face to face

When I wrote this target in June last year who would of thought the restrictions would last so long! The staff cannot be praised enough for the efforts they went too to ensure everyone we work with was able to join our on line working. The Keeping Connected Project- supplied technology to those who did not have it. In total nearly a 1,000 digital tablets were donated to a broad range of our local people to ensure they were not isolated. This was across many different groups including, residential and care homes, people with learning disabilities who were shielding, asylum seekers and refugees, people in recovery, people who are mental health service users, BAME groups wanting to run their support online and many more. Volunteers like Brian who went and stood, safely distanced, on peoples' doorsteps to show them how to use zoom and other platforms.

✚ To drive forward the wishes and desires of people with disabilities and sensory loss shared with us at the #Big Conversations, Innovation Project (now the Our Lives OurWay project) and Health and Care Champions

This was difficult to achieve as the Big Conversations self directed day Opportunities had to be put on hold as we worked hard to keep our groups together on line.

We were able however to work to make sure the voice of disabled people was heard in other ways:

BTM Health and Care Champions lead presentations at several major on line regional meetings to explain to health and care leaders their concerns, key issues and the way they felt statutory groups should work with them if true coproduction was to become a reality.

✚ To consolidate our workgroups of people with disabilities and increase their work opportunities

We have continued to promote employment opportunities for disabled people; we are delighted to say that BTM is leading by example and now has members of the staff team who are leading for the groups we work with.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

✚ to extend our work to include presentations with employers and health organisations delivered directly by disabled people

Our on line work groups have meant we have started constructing a set of training modules that can be delivered to organisations across the Bradford District and beyond.

✚ to secure further funding to enable continuation of all parts of our accessible information delivery

BTM is proud to say we have secured many of our funding streams beyond 2022. We also secured funding for a post for a person with

learning disabilities' through the West Yorkshire and Harrogate Regional Steering group.

✚ to extend our work with other community and voluntary sector organisations to ensure accessible information is available and to enable this, share the use of our facilities

#nevermoreneeded was key in the last year. We worked across all sectors and especially with CABAD and other local voluntary organisations to ensure we were able to get technology to people and worked together to get Covid19 messages that could be understood by as many people as possible group

✚ to continue to grow as a charity and community resource that keeps as its core purpose the voice and needs of people with disabilities

The accounts show the strength of our core delivery over the last year. The team worked extremely hard to make sure that people did not feel isolated and were reassured by the contact with them, the continuation of our workgroups on line and and the accessible messaging they received explaining what was going on around them. Sometimes the messages from central government were changing weekly if not daily and we constantly refreshed our information. We became a source that people trusted and worked closely with health services across the district to deliver information to the widest number of our districts citizens.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021



For 2021 to 2022 BTMs' main objectives are:

- ✚ To continue the growth of our charitable work and direct representation of disabled people

- ✚ To stabilise our future as changes to senior Management are undertaken with the retirement of our Manager: Sue

- ✚ To continue to directly employ those people who we support

- ✚ To ensure as many people have information in their first format of choice

- ✚ To give opportunities to people with disabilities to engage with us through workshops and training sessions to support them to make their own choices

- ✚ To support challenge and voice to promote change and the redesigning of services led by the people they are for

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

In presenting this overview of our financial and trading activities the Trustees have complied with the duty in section 4 of the Charities Act 2006 and have reviewed their Memorandum and Articles of Association and feel they comply with the public benefit guidance published by the Charity Commission.

Diversity

In the past year BTM has supported, enabled and worked alongside a broad range of people with disabilities or impairments to encourage participation in planning, consultation and discussion groups. We have completed 74 different projects making information, local strategies and developments and health and social care developments accessible to those people who otherwise would have no way of receiving the information.

Some of this work was not only produced in English but in British Sign Language and a broad range of other local languages spoken by our diverse communities. We have also used a broad platform of different ways of making information accessible from audio MP3 files to tailored QR Codes, film clips and animations.

We worked in partnership with City of Bradford Metropolitan District Council and our local Clinical Commissioning Groups on the Accessible Information Standard. The success of this work then led to us being commissioned by our local council to deliver training to all their residential, nursing and domiciliary care providers on understanding and implementing the Accessible Information Standard and ensuring the best and most accessible service for the people of the Bradford wider district.

In addition we have supported individuals who wished to participate in planning and development in the local community by providing audio minutes of meetings and support documents in several formats for the Access to Information and Health and Wellbeing work and discussion groups, Patient Advice and Liaison Service Access Group and budget and strategy information workshops with our local council, as well as many others.

Communicating

BTM continues to network and consult with other charitable organisations and gain a great deal from the sharing of ideas and information. We actively contribute to other organisations by being part of their management teams or on their working committees including; the Bradford District Assembly, especially the Health and Wellbeing Forum, we have fed back on the work being done by the HSCOSC, detailed below, Access to Information and Health and Wellbeing for people with disabilities groups and the City of Bradford Metropolitan District Council, Health Social Care Overview and Scrutiny Committee. We are active members of consultative forums such as the Health and Wellbeing Hubs, Voluntary Sector Forum, The Accessible Information sub group has continued, that was part of the Strategic Disability Partnership and Patient Participation Group Steering Committee as well as the reviewing body dealing with the broad range of information provided by Bradford Metropolitan District Council.

The Involvement of the Trustees

The trustees are fully conversant with the ongoing activities of the charity and technical developments within our field of work and drive forward the activities of the charity and social enterprise. They encourage staff to propose new ideas and pathways to develop services for people who cannot access the written word.

Having received regular reports and presentations from staff, trainees and volunteers they are confident that in presenting the years' activities to you it is possible to demonstrate how BTM has shown a commitment to rising to challenges and strengthening the charities position and reputation as well as meeting its objectives.

The Future

Utilising our home at 11 to 12 Eldon Place Bradford.

We want to continue to maximise this opportunity to secure our future and expand the services we deliver with and on behalf of disabled people. We continue to reap the rewards of owning our own premises by being able to provide further services to meet the rising demand for accessible information, especially the new Hear Our Voice Project. We have plans to add further value by upgrading areas of the building and looking at utilising the cellar space.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Social Value and Asset Sharing

We bring added value to our local communities by offering a free meeting place and use of our technological facilities to those wanting to promote their services. Various local disability groups have held coffee mornings and meetings including the Chronic Pain Group; Access to Information Group; Healthier Lives Group; Treat Me Well Campaign, part of Mencap, Healthier Lives and hosting a local Managers and CEO Learning Set.

- **Our thanks to those who commission our work**

Department of Health and Wellbeing CBMDC: Accessible Information consultation and delivery and the Big Conversations collaborations

Bradford Districts and Craven Clinical Commissioning Groups: Accessible information co-design and production as well as training delivery

Engaging People: Bradford Districts and Craven Clinical Commissioning Groups

West Yorkshire and Harrogate Health and Care Partnership

West Yorkshire and Harrogate Regional Steering Group for services to people with learning disabilities

Bradford District Hospitals Foundation Trust

Leeds CCG

Wakefield CCG

Recognising the contribution of work we do for other organisations

BTM would like to recognise the contribution of all the organisations who asked us to deliver their information in a way that people with disabilities and those with poor literary skills could understand. Their confidence in our work, whether it be film, animation, EasyRead, audio or British Sign Language enables us to run all the work groups we support to make accessible information.

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021

Too many to name in full but our most recent work is listed here:

West Yorkshire and Harrogate Health and Care Partnership
The WYHHCP Personalised Care Board
Bradford Council - several different projects
The Bradford Cultural Plan Team
Leeds City Council
Department of Health and Wellbeing (CBMDC)
Bradford Teaching Hospitals Foundation Trust
NHS England Primary Care Network
NHS England
West Yorkshire and Harrogate Health and Care Partnership
West Yorkshire Neighbourhood Policing
NHS Leeds CCGs

Recognition of much valued partnership working

Community Action Bradford and District

Bradford District (VCS) Assembly

Equality Together

Bradford People First

People First Keighley and Craven

Exclusively Inclusive

Waddiloves, especially Vicky Donnelly

Hale as part of the 'Engaging People' Project

The Women's CEO Learning Set

Bradford Districts and Craven Peoples Board

Cellar Trust

Health Social Care Overview and Scrutiny Committee CBMDC

BRADFORD TALKING MAGAZINES LTD
TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021



BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

Financial review

The income for the year amounted to £431,660 (2020 £299,202) with expenditure amounting to £392,759 (2020 £276,528) resulting in a net surplus of £38,901 (2020 £22,674), which includes £16,229 depreciation charge.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, £97,000 - £194,000. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. General funds at 31 March amounted to £117,975 (2020 £67,905) which is within reserve target.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

The Trustees has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The legal details are shown on page 1 of the accounts; the date of incorporation is 8 April 1999.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

I Naqvi

L Hanson

(Resigned 9 April 2020)

M Hussain

A Lindley

J Simpson

S Keighley

S Sheldrick

S Grisag

J Ralph

(Appointed 9 April 2020)

C Wintersgill

(Appointed 24 August 2021)

The methods adopted for the recruitment and appointment of new trustees

People can be put forward to join the trustee board by filling in an application form that will be discussed by the trustees. The individual, group or organisation may be asked to attend a meeting to further explore their application. The charity can also propose honorary members or recruit new members to the board where it feels, after review, that it would broaden its skills and knowledge base by doing so.

Indemnity insurance has been taken out during the year and is included in the insurance costs.

This report is prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees' report was approved by the Board of Trustees.



J Simpson

Trustee

Dated: 14 December 2021

Thank you from all at BTM



BRADFORD TALKING MAGAZINES LTD
STATEMENT OF TRUSTEES' RESPONSIBILITIES
FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BRADFORD TALKING MAGAZINES LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRADFORD TALKING MAGAZINES LTD

I report on the financial statements of the Charity for the year ended 31 March 2021, which are set out on pages 39 to 56.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of FCA with the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the financial statements under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;have not been met or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.



Alison Whalley FCA
Independent Examiner
Naylor Wintersgill Limited
Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 14 December 2021

BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	3	1,720	353,511	355,231	2,000	216,710	218,710
Charitable activities	4	76,378	-	76,378	80,421	-	80,421
Investments	5	51	-	51	71	-	71
Total income		78,149	353,511	431,660	82,492	216,710	299,202
Expenditure on:							
Charitable activities	6	30,759	362,000	392,759	45,295	231,233	276,528
Net incoming/(outgoing) resources before		47,390	(8,489)	38,901	37,197	(14,523)	22,674
Gross transfers between funds		(5,787)	5,787	-	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		41,603	(2,702)	38,901	37,197	(14,523)	22,674
Fund balances at 1 April 2020		529,070	25,858	554,928	491,873	40,381	532,254
Fund balances at 31 March 2021		570,673	23,156	593,829	529,070	25,858	554,928

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRADFORD TALKING MAGAZINES LTD

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	11		400,144		415,023
Current assets					
Debtors	12	80,105		13,382	
Cash at bank and in hand		219,197		142,265	
		<u>299,302</u>		<u>155,647</u>	
Creditors: amounts falling due within one year	13	<u>(105,617)</u>		<u>(15,742)</u>	
Net current assets			193,685		139,905
Total assets less current liabilities			<u>593,829</u>		<u>554,928</u>
Income funds					
Restricted funds	16		23,156		25,858
<u>Unrestricted funds</u>					
Designated funds	17	452,698		461,165	
General unrestricted funds		<u>117,975</u>		<u>67,905</u>	
			<u>570,673</u>		<u>529,070</u>
			<u>593,829</u>		<u>554,928</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14 December 2021


J Simpson
Trustee

Company Registration No. 03749034

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity Information

Bradford Talking Magazines Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 11-12 Eldon Place, Bradford, BD1 3AZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Other trading activities are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line basis
Fixtures and fittings	20% straight line basis
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020
	£	£	£	£	£
Donations and gifts	1,720	89,165	90,885	2,000	2,455
Grants listed below	-	264,346	264,346	-	216,255
	<u>1,720</u>	<u>353,511</u>	<u>355,231</u>	<u>2,000</u>	<u>218,710</u>
Grants receivable for core activities					
BMDC - Department of Health and Wellbeing	-	70,200	70,200	-	66,200
Bradford District and Craven CCG	-	60,000	60,000	-	60,000
Bradford District and Craven CCG - Engaging People	-	27,676	27,676	-	27,676
National Lottery Community Fund - Hear Our Voice	-	53,647	53,647	-	47,379
BMDC - Hear Our Voice	-	-	-	-	15,000
BMDC Innovation Fund	-	22,875	22,875	-	-
WYHHCP Champions	-	23,148	23,148	-	-
WYHHCP Steering Group	-	3,000	3,000	-	-
Covid Communities	-	3,800	3,800	-	-
	<u>-</u>	<u>264,346</u>	<u>264,346</u>	<u>-</u>	<u>216,255</u>

BRADFORD TALKING MAGAZINES LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

4 Charitable activities

	2021	2020
	£	£
Social enterprise income	<u>76,378</u>	<u>80,421</u>

5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	<u>51</u>	<u>71</u>

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

	Charitable Activity 2021 £	Depreciation 2021 £	Total 2021 £	Charitable Activity 2020 £	Depreciation 2020 £	Total 2020 £
Staff costs	193,644	-	193,644	166,062	-	166,062
Depreciation	-	16,229	16,229	-	14,800	14,800
Translation	3,057	-	3,057	419	-	419
Project expenditure	97,074	-	97,074	10,885	-	10,885
Volunteer and staff travel and expenses	2,444	-	2,444	1,950	-	1,950
	<u>296,219</u>	<u>16,229</u>	<u>312,448</u>	<u>179,316</u>	<u>14,800</u>	<u>194,116</u>
Share of support costs (see note 7)	77,911	-	77,911	80,108	-	80,108
Share of governance costs (see note 7)	2,400	-	2,400	2,304	-	2,304
	<u>376,530</u>	<u>16,229</u>	<u>392,759</u>	<u>261,728</u>	<u>14,800</u>	<u>276,528</u>
Analysis by fund						
Unrestricted funds	20,942	9,817	30,759	36,851	8,444	45,295
Restricted funds	355,588	6,412	362,000	224,877	6,356	231,233
	<u>376,530</u>	<u>16,229</u>	<u>392,759</u>	<u>261,728</u>	<u>14,800</u>	<u>276,528</u>

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	34,809	-	34,809	24,890	-	24,890
Rates	3,040	-	3,040	3,037	-	3,037
Repairs and maintenance	3,658	-	3,658	14,344	-	14,344
Heat and light	7,303	-	7,303	6,795	-	6,795
Insurance	3,730	-	3,730	2,773	-	2,773
Telephone	2,633	-	2,633	2,811	-	2,811
Computer and website	12,665	-	12,665	12,395	-	12,395
Printing, postage and stationery	4,007	-	4,007	6,460	-	6,460
Sundry	6,066	-	6,066	6,603	-	6,603
Independent examination	-	2,400	2,400	-	2,304	2,304
	<u>77,911</u>	<u>2,400</u>	<u>80,311</u>	<u>80,108</u>	<u>2,304</u>	<u>82,412</u>
Analysed between Charitable activities	<u>77,911</u>	<u>2,400</u>	<u>80,311</u>	<u>80,108</u>	<u>2,304</u>	<u>82,412</u>

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the current or previous year. During the year no trustees were reimbursed travel expenses (2020 two trustees £84).

9 Employees

The average monthly number employees during the year was:

	2021 Number	2020 Number
Charitable activities	7	7
Management and administration	2	2
Total	<u>9</u>	<u>9</u>

Employment costs

	2021 £	2020 £
Wages and salaries	201,705	171,797

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

9 Employees

Social security costs	13,793	11,466
Other pension costs	12,955	7,689
	<u>228,453</u>	<u>190,952</u>

There were no employees whose annual remuneration was £60,000 or more.

10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

11 Tangible fixed assets	Freehold land and buildings	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2020	454,576	25,923	149,190	629,689
Additions	-	-	1,350	1,350
At 31 March 2021	<u>454,576</u>	<u>25,923</u>	<u>150,540</u>	<u>631,039</u>
Depreciation and impairment				
At 1 April 2020	56,734	25,918	132,014	214,666
Depreciation charged in the year	7,092	-	9,137	16,229
At 31 March 2021	<u>63,826</u>	<u>25,918</u>	<u>141,151</u>	<u>230,895</u>
Carrying amount				
At 31 March 2021	<u>390,750</u>	<u>5</u>	<u>9,389</u>	<u>400,144</u>
At 31 March 2020	<u>397,842</u>	<u>5</u>	<u>17,176</u>	<u>415,023</u>

12 Debtors	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	65,648	7,666
Prepayments and accrued income	14,457	5,716
	<u>80,105</u>	<u>13,382</u>

13 Creditors: amounts falling due within one year	2021	2020
	£	£
	Notes	
Other taxation and social security	4,209	3,956
Deferred income	14 86,096	7,500
Trade creditors	4,063	-
Accruals	11,249	4,286
	<u>105,617</u>	<u>15,742</u>

BRADFORD TALKING MAGAZINES LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

14 Deferred income

	2021	2020
	£	£
Arising from grants	86,096	7,500
	<u>86,096</u>	<u>7,500</u>

Deferred income is included in the financial statements as follows:

	2021	2020
	£	£
Deferred income brought forward	7,500	-
Release to the SOFA during the year	(7,500)	-
Deferred during the year	108,806	7,500
Deferred income carried forward	<u>86,096</u>	<u>7,500</u>

Deferred income relates to grants received in advance.

15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £12,955 (2020 £7,689) were made. At 31 March 2021 £3,499 (2020 £716) was included in creditors. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

BRADFORD TALKING MAGAZINES LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Transfers	Balance at 31 March 2021
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended		
	£	£	£	£	£	£	£	£
Department of Health and Wellbeing - Accessible Information	-	66,200	(66,200)	-	66,200	(66,200)	-	-
Bradford District and Craven CCGs - Accessible Information	-	60,000	(60,000)	-	60,000	(60,000)	-	-
Bradford District and Craven CCGs - Engaging People Innovation Fund	-	27,676	(27,676)	-	27,676	(27,676)	-	-
Equipment Fund Net Value	15,462	-	(4,604)	10,858	-	(6,412)	-	4,446
National Lottery Community Fund - Hear Our Voice	14,919	47,379	(47,298)	15,000	53,647	(49,937)	-	18,710
BMDC - Hear Our Voices	-	15,000	(15,000)	-	-	-	-	-
BMDC - Big Conversation	10,000	-	(10,000)	-	-	-	-	-
Safeguarding	-	455	(455)	-	-	-	-	-
Keeping Connected	-	-	-	-	89,165	(94,952)	5,787	-
WYHHCP Champions	-	-	-	-	23,148	(23,148)	-	-
WYHHCP Steering	-	-	-	-	3,000	(3,000)	-	-
Covid Communities	-	-	-	-	3,800	(3,800)	-	-
Department of Health and Wellbeing - Big Conversation	-	-	-	-	4,000	(4,000)	-	-
	<u>40,381</u>	<u>216,710</u>	<u>(231,233)</u>	<u>25,858</u>	<u>353,511</u>	<u>(362,000)</u>	<u>5,787</u>	<u>23,156</u>

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

BTM receives funding to undertake work for the CBMDC Department of Health and Well Being, delivering accessible information in a range of formats, to support their priorities and information delivery. Themes of information priorities are set at the beginning of each year and our work groups then look at how they will make the subject matter accessible in everything from British Sign Language to EasyRead and audio recording. We also are able to provide the flexibility that the council needs to ensure late priorities or emerging issues can be addressed throughout the year as and when needed.

Accessible Information on a wide range of subjects is also delivered for the Bradford District and Craven CCG's. They want to ensure that their priorities and any information to support these priorities is available to the widest possible audience. BTM works with groups of disabled people to make sure that information is delivered for the CCG's in a way that people can access. We work on a wide range of priority health issues ensuring those who have difficulty with the written word can access and understand information that is important for them to manage their own wellbeing. It also ensures they are able to approach providers confident in their ability to contribute to the development of services.

BTM has found over the last 18 months urgent delivery of key COVID19 messages meant a faster and more streamlined working relationship which benefitted all the people of the Bradford District. BTM worked tirelessly to deliver messages in many different accessible formats. It also meant that there were more opportunities to support both the Council and CCG's in delivering integrated information that benefits the people of our district. This is achieved by ensuring that as far as possible important issues such as diabetes, smoking cessation and self-care messages for example are not duplicated. This in turn, encouraging best practice, teamwork and best value for the use of ever reducing funding.

Big Conversation - This project funded by the CBMDC Department of Health and Wellbeing supported the organising and delivering of interactive, co-produced workshops across the district. The workshops were designed by people with learning disabilities to enable discussion on 'what makes a good life' and what would make your life better. Discussions ranged from choice and control to being more independent and decision making for themselves.

The National Lottery - Community Fund 'Hear Our Voice' project aims to enable and support people with lived experience to play a more active role in the planning of services, support and decision making for their local communities. To support this BTM delivers training, work experience and skills development.

Sovereign Health donated money to support the Keeping Connected Project whereby digital equipment was purchased to send out to those people who were isolated at home during the lockdowns over the last 18 months, enabling them to stay in touch with each other, family and services that supported them.

Engaging People is a partner project supported by the Bradford District and Craven CCG's with Hale and CNET, which works closely with a broad cross section of communities to discuss their key issues and concerns which is then fed back to the funder to influence their thoughts on developments that will benefit the citizens of the Bradford District.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

16 Restricted funds

The 'Keeping Connected Project' was funds raised by BTM for the purchase of tablets and portable WIFI connectors to be distributed across the Bradford District to a broad range of different groups and communities. This project delivered 1,000 digital tablets and connectivity to people across our district.

WYHCP Champions is a funded programme that BTM won the tender to deliver across the wider West Yorkshire footprint covered by the West Yorkshire Health and Care Partnership. It was to employ a member of staff to recruit people with lived experience to work together to raise concerns with the WYHCP Board so that they would have direct input into their work development programme. Accessible information on key issues of Healthier Lives, Diabetes, Advanced Care Planning, Cancer Awareness to name but a few were developed by the project and distributed across West Yorkshire.

WYHCP Learning Disability Regional Steering Group, provided funds to employ a person with lived experience for 1 year to support the Health and Care Champions

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Transfers	Balance at 1 April 2020	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£
Equipment Fund Net Value	505	5,817	6,322	(2,726)	1,350	4,946
Building Fund Net Value	404,934	(7,091)	397,843	(7,091)	-	390,752
Staff Contingency Fund	57,000	-	57,000	-	-	57,000
	<u>462,439</u>	<u>(1,274)</u>	<u>461,165</u>	<u>(9,817)</u>	<u>1,350</u>	<u>452,698</u>

The designated funds represents the net book value of capital items not included in the restricted equipment fund. A transfer has been made in the year to show the purchase of assets in the year. The funds will reduce as the assets are depreciated. The contingency fund is to provide for redundancy pay in the unlikely event the charity has to wind down.

BRADFORD TALKING MAGAZINES LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2021

18 Funds	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£	£	£	£
Restricted funds	40,381	216,710	(231,233)	-	25,858	353,511	(362,000)	5,787	23,156
Designated funds	462,439	-	-	(1,274)	461,165	-	(9,817)	1,350	452,698
General funds	29,434	82,492	(45,295)	1,274	67,905	78,149	(20,942)	(7,137)	117,975
	<u>532,254</u>	<u>299,202</u>	<u>(276,528)</u>	<u>-</u>	<u>554,928</u>	<u>431,660</u>	<u>(392,759)</u>	<u>-</u>	<u>593,829</u>

19 Analysis of net assets between funds	General Funds 2021 £	Designated funds 2021 £	Restricted Funds 2021 £	Total 2021 £	General Funds 2020 £	Designated funds 2020 £	Restricted Funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:								
Tangible assets	-	395,698	4,446	400,144	-	404,165	10,858	415,023
Current assets/(liabilities)	136,685	57,000	-	193,685	67,905	57,000	15,000	139,905
	<u>136,685</u>	<u>452,698</u>	<u>4,446</u>	<u>593,829</u>	<u>67,905</u>	<u>461,165</u>	<u>25,858</u>	<u>554,929</u>

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

20 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2021	2020
	£	£
Aggregate compensation	<u>40,715</u>	<u>36,504</u>

There were no further related party transactions which require disclosure (2020 none).