

BRADFORD TALKING MAGAZINES LTD
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2022
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 J Ralph
Secretary	S C Crowe(to 31 August 2022, then J S Ingham)
Charity number	1077122
Company number	03749034
Registered and principal office	11-12 Eldon Place Bradford BD1 3AZ
Independent examiner	Alison Whalley FCA Naylor Wintersgill Limited Carlton House Grammar School Street Bradford BD1 4NS
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT

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REPORT OF THE BOARD OF TRUSTEES

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Chair's Introduction: John Simpson



A year of change

This is a year of detailed planning and big changes for BTM, we have weathered the storm of the COVID19 pandemic, renegotiated contracts, secured new ones and put in place plans for the successor to our long serving Chief Officer, Sue Crowe.

Sue started at BTM in 1982, yes you are reading that right. The charity has grown massively since those small beginnings of a team of 6 youth opportunities students who created a talking magazine for older people called Bradford Cassette. They would walk to the Sensory

Needs building on Morley Street and play it to a group of people with sight loss. I first supported the work of BTM when I accepted a secondment from my role with The John Lewis Partnership as part of their Golden Jubilee Scheme. Once my 6 months support was concluded Sue wasted no time in getting me to join the Management Committee and having worked within the charity I was well acquainted with its mission and objectives. As Chair I support a team of people who are committed to ensuring the voice and challenge of disabled people is strong. I am very proud to be able to support the work that staff and volunteers undertake and have seen the charity grow under Sue's stewardship. We are delighted that Jo Ingham our Operations Manager, was interviewed, was successful and will be stepping into the role from July 2022. Sue and Jo have worked together for many years and the organisation is a credit to them and the staff and volunteers.

Highlights from the last year have included:

- The conclusion of our Keeping Connected Project, BTM have secured and delivered 1,000 across the Bradford District to a broad range of people needing digital connectivity
- The securing of several new contracts
- Our social enterprise delivering at 29% above the predicted outcome
- Plans for additions to the staff team to continue our high standard of delivery
- The strengthening of membership to our disabled peoples workgroups
- The continuation of our Hear Our Voice Reaching Communities Lottery funded project

The Management team were particularly pleased to hear from Sue that she had been successful with our continuation bid to the Reaching Communities Lottery Fund. They were heartened by the achievements of the Hear Our Voice project so

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far and have awarded a further 3 years support, thanks to people who play the National Lottery.

We will be employing mentors to support the project coordinator from amongst previous members of the project work groups. For some this will be their first paid role. BTM Management committee are also keen that we re-establish district wide work with other self-advocacy groups and charitable organisations.

Recently we have been part of the Advanced Care Planning work with West Yorkshire Health and Care Partnership and the Health and Care Champions gave a presentation at the Dying Matters event in Keighley that was very well received. We are also working with Bradford Council to develop and support a series of engagement events looking at Social Housing and where and how people want to live their lives. These events will continue into the summer of 2022.

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 life opportunities:

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

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**

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Chief Officers Review of the Charity's Work



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 have supported people to be challenging and have their opinions heard and acted on.

[#nothingaboutmewithoutme](#)

[#nevermoreneeded](#)

This is a huge year for me, personally, as I move to retiring from the charity that has been the majority of my working life experience.

I would like to start by saying how delighted I am that Jo, our current Operations Manager, will be taking up the reins when I retire in the summer of 2022. Wow, 40 years, it has flown by. The charity is a long way from its beginnings as a Youth Opportunities Project at the Cathedral Centre on Captain Street in Bradford. We became an independent charity and never looked back, now having the added security of owning our own building on Eldon Place.

I still pull up onto the car park at 11-12 Eldon Place and marvel at the achievements of BTM, its staff, management, work groups and volunteers and I think that is the point we would not be successful if it wasn't for the team work and support for everyone that BTM works with.

Many people who visit our building say they love the atmosphere the unhurried busy work rooms, the involvement of disabled people, the sharing of knowledge and the opportunities to increase the skills of everyone who participates.

BTM has had another good year with growing numbers of disabled people participating in our workgroups, working relationships moving forward, existing partnerships strengthened and new ones forged. We have worked together on many issues that are important to disabled people from Hospital

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Passports to Personalisation, choice and control to sharing your wishes for the end of life through the #Dying Matters campaign.

Photos from the Dying Matters Event at Alice Street Keighley



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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.

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 produced over 70 different pieces of information to make sure people 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 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

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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. Worked on changes to Personal Health Budgets with our workgroups ensuring the information was useful to as many people as possible
- Made accessible formats of information of the Carers Strategy
- The Healthy Minds Animation made accessible with 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 reporting which has meant their concerns have been discussed and addressed.

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 enabling 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 feel supported 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

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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
- The personal budget and how people can better understand how to handle their money and what it can be spent on
- Most recently they completed an update 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 encourage people with disabilities to ensure they ask for and attend an annual health check. Most recently we did a one page facts sheet with Waddiloves, who then distributed to the wider disability communities raising awareness of the importance of taking up your free annual health check.

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

Team Overview



Operations Manager: Jo Ingham

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 was able to deliver such a detailed level of accessible information for all the people we work with.

I am so pleased to be taking up the position of Chief Officer in the Summer of 2022. I would like to thank the Trustees, Sue and the team for all their support. I am also looking forward to welcoming our new Operations Manager, Debbie Skowronski, to the team.

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The accessible information delivery was achieved by a fantastic team effort in a wide range of formats. This included easy read, BSL, audio, film, animation and others. Co-ordinating our various workstreams, including our main contracts with the local authority and CCG, can be a juggling act but we always deliver.

As lockdown eased, we came back into the office in May 2021. We still continued to support our local council and CCG with work to inform the public especially around the Covid-19 vaccine.

Our workgroups gradually came back, if they felt comfortable, and we were once again back to normal. It was fantastic!

Social enterprise

Our Social Enterprise has once again been really successful and we have completed many jobs. A few highlights include:

- Virtual tours of hospital and medical centre settings for the Bradford District Care Trust
- Accessible resources for Victim Support
- Winter Plan for Calderdale CCG
- Training on the Accessible Information Standard for Project 6
- Bradford Royal Infirmary members newsletter
- BSL interpretation of a story book for the West Yorkshire Fire Service – Frankie the Fire Dog.

I look forward to having another successful year!

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Design and Animation Lead

David Hargrave

Demand for the creation and production of people's stories and video work has increased significantly over the last year. BTM Management Committee have supported the creation of a further media post

so that we can deliver work for people and organisations across the district.

We also work for people across West Yorkshire and beyond. Here are some examples of our work:

Easy Read document for NHS Leeds

Neurological Services Questionnaire

Easy Read

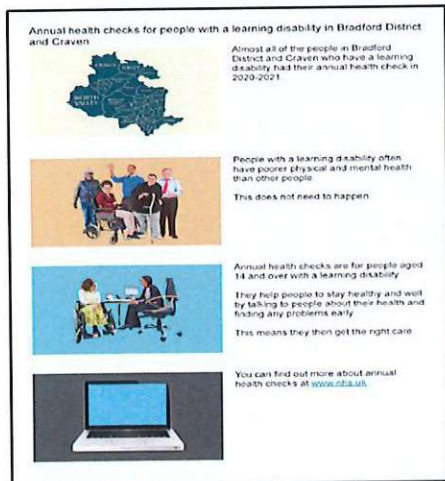
Leeds CCG easy read questionnaire.

About what changes are necessary for the Community Neurological Rehabilitation Service (CNRS) to be more accessible to service users. A redesign of the questionnaire was necessary so as to be accessible.



The NHS in Leeds want to involve you in changing the way the Community Neurological Rehabilitation Service (CNRS) is run.

Annual Health Checks for people with a learning disability



This was a piece of easy read for Bradford CCG about Annual Health Checks for people with learning disabilities.

Overall it was a fairly straight forward piece, with photos from Photosymbols and Getty, that didn't take too long to put together.

However the CCG have recently started working to a new accessibility standard, which would allow digital software screen readers to read out the booklets to people.

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This would allow people with vision impairments or those who happen to like an artificial voice to listen to audio version of the written words as well as descriptions of the imagery.


A couple of days were required to learn the new skills necessary to tag all the

elements of a booklet that you would want audio described.


It must be noted that we have always provided audio files of our booklets that can usually be accessed through a QR code on the back page of each booklet.

Technological advances are being made all the time which increases the clarity of images and audio and how quickly we can put together a first draft of a document. A good example is how now the programmes we use can pick up the audio and produce subtitles, sometimes they are, shall we say creative, but it is a good tool to work with and I am sure will be refined!


Learning from Learning Disabilities Mortality Review (LeDeR)




The LeDeR report reviews the deaths of people with a learning disability.



The Bradford District Care Foundation Trust have developed a respiratory pathway.



This will support people with a learning disability to make sure they get the right care and support.
It will help to make sure less people are dying from respiratory illnesses like pneumonia.
What we have achieved has been amazing.



Dr Sara Humphrey, Frailty/Dementia and Learning Disability Lead for NHS Bradford District and Craven Clinical Commissioning Group
If you would like to know more about Act as One please email actasone@nhs.net.

Mencap Transition Film

This was a film made in partnership with Mencap, Bradford People First and Shipley College.



The film was about young people with learning disabilities and/or Autism transitioning from young people services to adult services.

We were introduced to Saffron, who currently studies at Shipley College and was willing to take part in our film. Saffron was very capable in front of the camera,

filming was completed within a morning and we should definitely remember her for any future videos. The editing of the film was completed with the assistance of volunteers from Bradford People First.

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Stephen Simpson "What is Autism?" film

The first cut from filming last week has been completed for this project. Stephen Simpson, the lead practitioner from the Bradford/Airedale Neurodevelopmental Service (BANDS) asked BTM to make a film that can be used to explain what Autism is and what the service provides.



The film is aimed at adults (18+) who may be looking to self-refer themselves to the Autism pathway. More filming is to still be completed. This will consist of interviews of people who have used the service. Also we need to acquire appropriate imagery to support the messages within the video.

NHS Bradford Teaching Hospital Patient Story - Lynne

We completed another patient story. The hardest part about these films is the



amount of details that the hospital insists on cutting, as it often causes difficulty with the flow of the story. Lynne, who we interviewed, was very confident in front of the camera and also very blunt about her treatment in BRI.

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Leeds mental health services questionnaires

The workload consisted of six questionnaires from Leeds CCG to be turned into easy read documents. Each document was about 20 pages long.


- Crisis and Urgent Care Support
- Employment Support
- Refugee and Asylum Seeker Support Services
- Specialist Community Support Services
- Service User Involvement
- Supported Accommodation

Each document required an easy read accessible questionnaire but the main difficulty was finding appropriate photos of some of the services.

Mental Health Services




Leeds City Council and NHS Leeds Clinical Commissioning Group (CCG) both plan and pay for lots of adult mental health services based in the community.



Many of these services are provided by the voluntary sector like charities and voluntary organisations.

They work with NHS mental health services to give support to people in Leeds.



We want to add to the mental health services so that they work better together.

We want them to provide excellent mental health care to local people.

The services we are looking at cover 6 areas:

- Crisis and urgent care support
- Supported accommodation
- Employment support
- Specialist community support and treatment
- Service user involvement
- Refugee and asylum seeker support

There is a separate document and survey for each theme

WYHHCP “How I keep healthy at home” videos

The Health and Care Champions from the West Yorkshire and Harrogate Health and Care Partnership have been working on health tips for people with learning disabilities and/or Autism across the district.

The aim was to make the tips accessible to all and to also be fun.

Tips include instructions on how to make healthy fish and chips. Exercising at home, gardening advice, information



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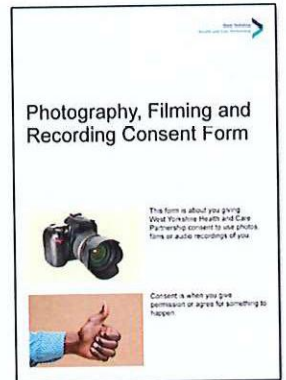
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about taking up walking and turning your front room into a dance studio.

The volunteers decided on what advice they would like share and were then filmed within the studio, using the autocue to prompt them when talking to camera.

The volunteers then told me what they would like as a background.

It's worth mentioning that due to some upgrades within the studio, such as lenses and audio equipment, this type of work can be completed much quicker. It is very satisfying to be able to support people to make their own choices and they were delighted with the finished films



WYHCP consent form

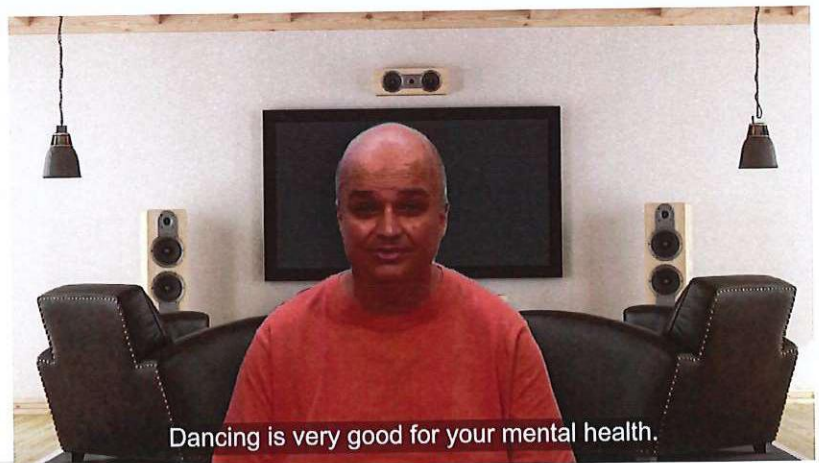
I designed with the team a new Easy Read consent form for the West Yorkshire

Health and Care Partnership.

This will allow the volunteers and people at engagement and consultation events to better understand what they are agreeing to when being filmed, and how the films will be used. I hope this has given you an idea of the work we do and its



diversity.



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Colin Hargrave:

Media and Tech

This, as David explains, has been an extremely busy year for the media department. In support of the work of the team I have undertaken a broad range of work from for example: Editing, formatting and image sourcing for booklets for our 3 main projects: The council's Department of health and Wellbeing, the CCG (Now Bradford and Craven Partnership part of the Integrated Care System) and our Social Enterprise work supporting organisations outside of our local district to ensure their information is accessible,

- BRI newsletter
- Maria Pedley diabetes letters
- Cancer screening easy read
- Post Covid19 guides
- New Covid19 rules
- ICS easy read
- The LeDeR report, which explains the deaths of people with lived experience.

As well as updates/edits to

- Understanding Strokes
- Carbohydrates

Our Lives Our Way



I continue to work with staff from Bradford People First and People First Keighley and Craven to create resources and provide support to the Our Lives Our Way groups. This includes the Trips and Travel group and the Drop in Club House in Shipley. This is a trip to the Corn Exchange in Leeds, completely organised by the group members.

Going for cervical screening



An easy read guide

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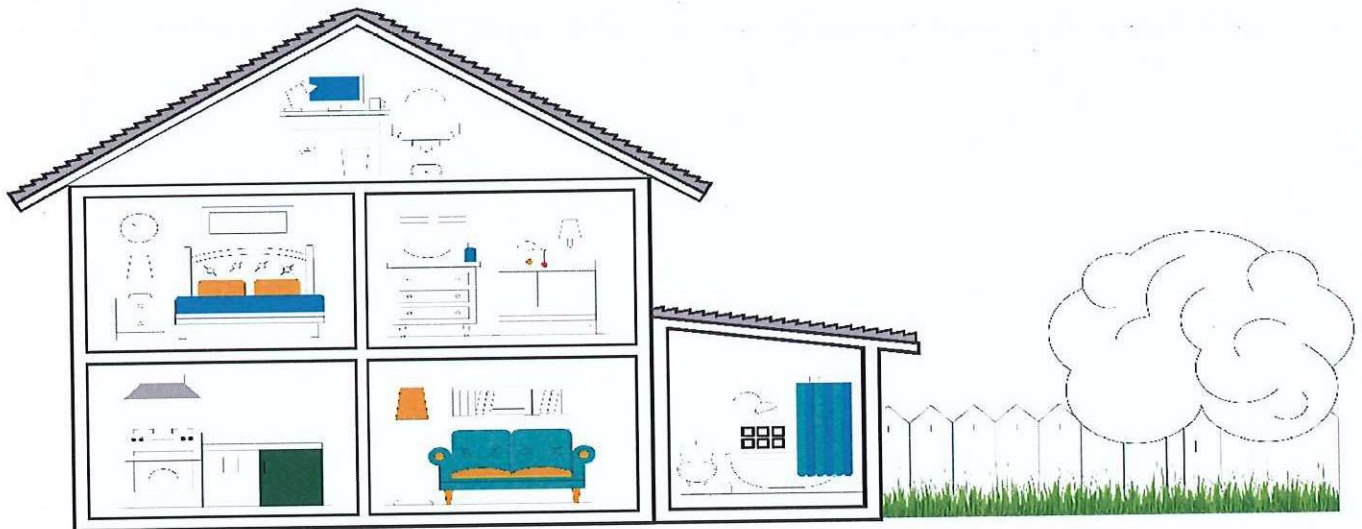
Upskilling

In order to add to my skill set, I have recently been working with David on site to handle sound recording using the new TASCAM DR 60D DSLR audio recorder equipment, this allows us to record on site with less distortion and background noise.

New work

I worked with the team to design an interactive community session based on where people live and accessible features of their home and local area. Each small image in this picture had to be made separately from the couch to the sink and shower. Having run a trial session, will be implementing changes and additions to make the session easier and more engaging.

I also undertake on site video/photography and support other staff members to assist with filming, audio recording and troubleshooting issue as they arise.



Dying Matters

Recently attended the Dying Matters event in Keighley, and assisted with the filming and photography documenting the event.



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British Sign Language and Technology

Samantha Allen

Completed projects:

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 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.

I have found 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 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 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.

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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 need 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



The initial Hear Our Voice project ended in September 2021. The project participants produced some brilliant digital projects including short films, animations and digital illustrations as well as developing their confidence and work skills. Despite the lockdown, we were able to facilitate weekly

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work groups for people to continue developing their skills and sharing their opinions and ideas virtually.

A highlight from the year was the 'Our Lockdown' documentary. The Wednesday group wanted to make a documentary about people's experiences of the pandemic, specifically people with disabilities and mental health conditions. They wanted to show the resilience of the community and share people's stories



of what they had achieved in such a difficult year. The group led every aspect of the project with support from the project coordinator on tasks like:

1. Writing a bid for additional funding which was successful
2. Creating a call out video to recruit participants
3. Recruit participants from their own networks
4. Be on local radio to promote the project
5. Writing interview questions and interviewing on Zoom
6. Planning the format of the documentary and editing it
7. Voice over recording and filming remotely

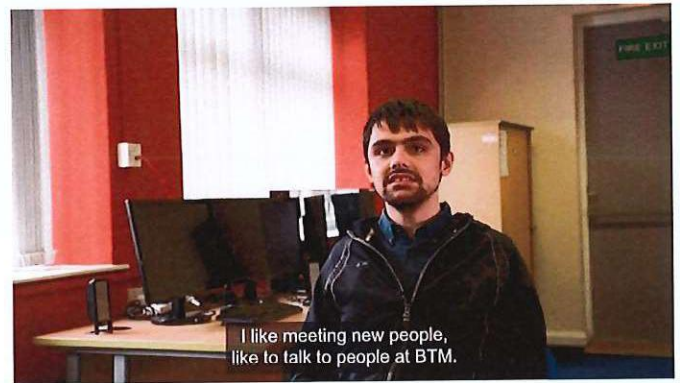
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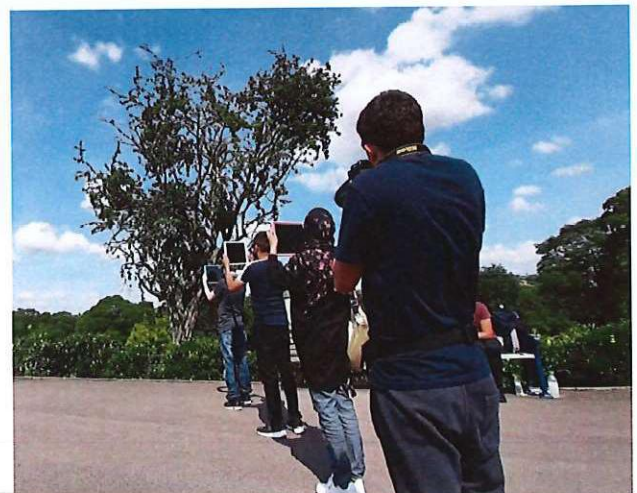
The group got the chance to work collaboratively and in a way that simulated a professional production team. They also had the opportunity to learn from professional film maker, Brett Chapman who shared his expertise on a Zoom call. They were all very proud of what they managed to achieve despite the restriction of the lockdown.



In summer 2021, the groups returned to the office to make their final projects which included an informative video about social prescribing and a short film about the experiences of all our volunteers. Participants from the learning disability group had the chance to work with another organisation,



HALE, to develop their understanding of social prescribing which helped them write their own script. The Wednesday group had the opportunity to work across our work groups which meant they gained experience in supporting people with different needs to share their opinions and experiences. The groups were able to develop their practical skills in filming, editing and presenting themselves in the last few months of the project as well as adjusting to normal life again by socialising with their peers.



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The Deaf group were interested in developing their skills in digital art and photography and did a lot of work learning about the adobe software on our iPads to create digital illustrations. They created work around their interests and things they wanted to do in the future, for example, one participant created dress designs because she is interested in setting up a sewing business. For inspiration, the Deaf group had the opportunity to go to a local exhibition and use the equipment for photography in the local park.

Examples of Hear Our Voice participants work can be found [here](#)

BTM now has a further three years funding for the Hear Our Voice project. The project coordinator has been working on the project plan, engagement strategy and developing recruitment and promotional materials. There are two employed HOV mentors who are previous participants of the project. They will support the project coordinator with the work groups and have the opportunity to develop their skills in digital media and support work. The work groups will begin again in July 2022.

Our Lives Our Way

BTM have been hosting the trips and travel group since the beginning of the project. The group is about participants making their own choices about everything that is involved in day trips including travel, budget, activity and location. The group have had a fantastic time on their trips and thoroughly enjoy having ownership of the planning. They have learnt a lot over the past few months and are positive



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about learning from their mistakes to build confidence. For example, the group didn't book a table for lunch and so struggled to find somewhere to eat in Leeds. Now they book in advance everywhere they go and they make the booking themselves with little to no support. This is a big step for the group as they were not confident in doing this a few months ago. The group now do independent research when planning for a trip using our

iPads and share what they have found with the group. They have begun to make decisions that respect each other needs and budgets and are very considerate of each other when choosing trips. The group have all expressed how their confidence has been built not only in regard to trips and travel but also generally making decisions and expressing themselves.

[Click for feedback from the trips and travel group](#)



**Workgroup Co-ordinator
Omar Sardar**

BTM Workgroups

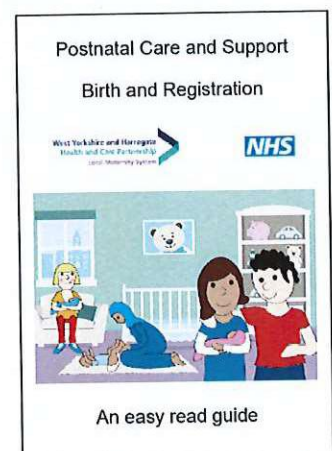
This last financial year, I have been busy working with the groups, completing easy read work and working on other projects. As a team we have done some fantastic work. Here are some of the things that we have worked on.

Easy Read booklets that the team have worked on and formatted are:

Maternity: Post Natal Care booklets.

In total there are seven booklets in the series.

1. Postnatal care, birth, registration and coronavirus
2. Resuming sexual intercourse and contraception
3. Physical health and wellbeing
4. Emotional wellbeing and mental health
5. Infant feeding and blood spot tests
6. Baby care and wellbeing
7. Coping with crying and safe sleeping.



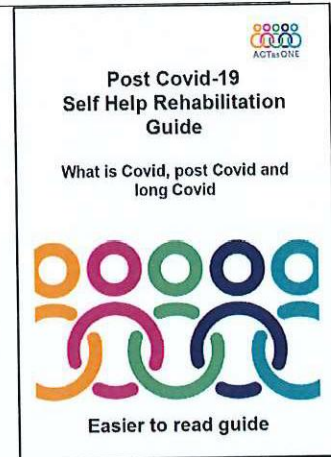
Post Covid Booklets. In total there are six booklets in the series.

1. Self-help rehabilitation
2. Self-help rehabilitation. Exercise and Breathing Techniques

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3. Self Help Rehabilitation Guide. fatigue and sleep
4. Self Help Rehabilitation Guide. Psychological Recovery
5. Self Help Rehabilitation Guide. Eating, Drinking and Swallowing Recovery Following COVID-19
6. Self Help Rehabilitation Guide. Returning to Normal Function



The Friday Group which is people with learning disabilities and Autistic people

Our Friday group have been working very hard and produced some excellent pieces of work. Some of their brilliant achievements have been the films they have worked on.

We storyboarded, wrote scripts and then filmed them. They made a film for Disability History Month 2021. The themes for this piece were to do with relationships and sex. And disabilities that are not visible.

These were filmed separately sharing their personal experiences which were extremely powerful and quite emotional.



The workgroup members have also made a great short film on Advance Care Planning and the importance of planning ahead for people with Learning Disabilities. It was not an easy subject for some of the group to talk about but discussing with their peers made it easier and they felt they wanted to share their experience of talking about dying and planning what you want to happen was important. It talked about the importance of



BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

making your own decisions and choices to do with end-of-life care.

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



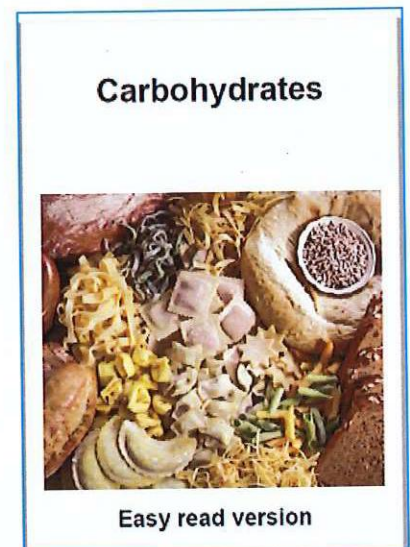
Since I have taken over the West Yorkshire Health and Care Champions project, we have made some great strides in recovering from the Covid lockdown and restrictions. The group needed time to talk about their experiences but are now settled into working from an office based environment. We are planning to visit other areas across the West Yorkshire

partnership footprint in the summer. and have been able to meet the partners expectations and priorities.

We have worked on many separate subjects, some of them being Diabetes and Carbohydrates which we created easy read information for.

We have worked on a top tips video. This was aimed for professionals in health care. It will be included to a training package for them use and know how to interact, support and work with people who have learning disabilities.

They have also worked on Human Rights for people with disabilities and created a film which was shared with social workers and at a major national event called Rightsfest 21.



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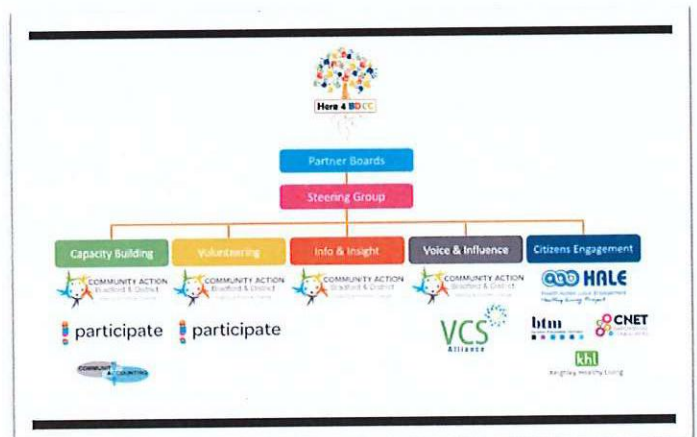
REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022

Citizen Engagement

I have continued to work on the Citizens Engagement project which was previously called Engaging People. I have attended staff meetings with Hale and partners where we have discussed upcoming events. We carried out planning and preparing of promotional gifts to hand to attendees from our stall for the healthy hearts event. I attended the healthy hearts event where we discussed with people attending, the importance of maintaining your health and information about self care. We also had various health related activities for people to take part in. As a team we engaged with over 60 people from the Shipley area. It was a fun and informative day.

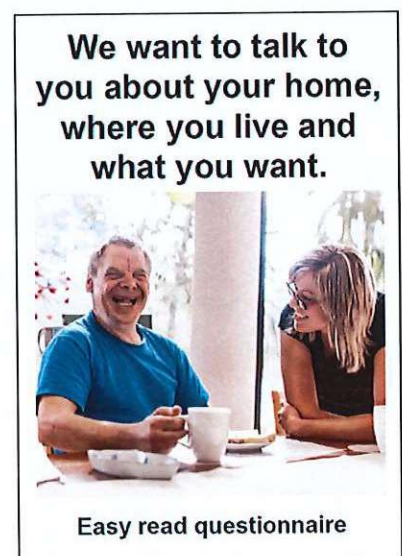


We also attended another important meeting held at Central Hall in Keighley which was attended by all the partners of this project. It was great to see the new people and organisations who will be working with us, I got to see what involvement these people will have, what their roles are, and the possible outcomes / actions and processes involved with this new project.



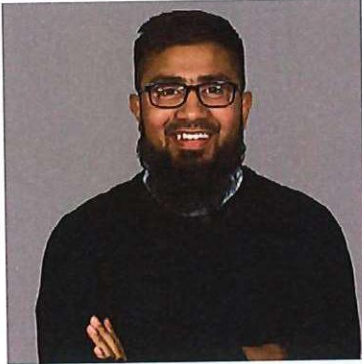
Supported Living Events

The other major project I have worked on was planning and organising events for people with a learning disability and autism. The events are to help the local authority learn what people think of where they live now, what people want and what will lead them to living a better, safer and happier life. I helped design the questionnaires and made them into easy read. I have been attending zoom meetings with Bradford council and Jo, I am quite heavily involved in planning the engagement events and what activities people will be doing at the events, I designed the posters and will co run the events with Jo.



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REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022



Layeq Miah: Administrative Support and Reception

After liaising with Social Workers, we have managed to get all the Good Things Foundation Tablets out to children who need access to internet and a tablet. I have also supported those that have had any issues with the tablets as their social workers will get in contact with me and then I will give them a better understanding on how they can fix any

issues.

We still have the older tablets left, so I will carry on trying to get as many tablets as I can out to people who may need them.

I have found this project to be extremely satisfying and have loved being able to digitally connect people.

All petty cash is now being checked every month by myself so it is easier for me to complete at the end of the year for the finance reports.

I am also doing what I can to help staff for example I am creating the Easy Read template for certain jobs on InDesign. I will format certain documents so it looks the way colleagues or clients may want, proof read subtitles for Sam on her BSL videos. I will also do word counts and transcribing for Jo when she needs me to.

Printing, laminating and cutting posters for projects so they can take them to events and for the groups to use.

I am editing audio files and making sure there are no errors before being sent back to clients. I will make sure the audio file is done to the standard each client wants. Managing stock and making sure we have everything we need and getting the best price for anything we may need.

Making sure the sign in software works and stores all the information so we have access to it if we need to go back to certain times or days.

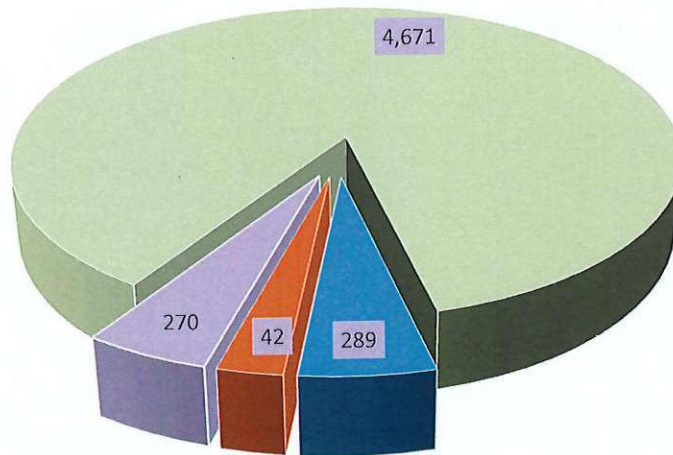
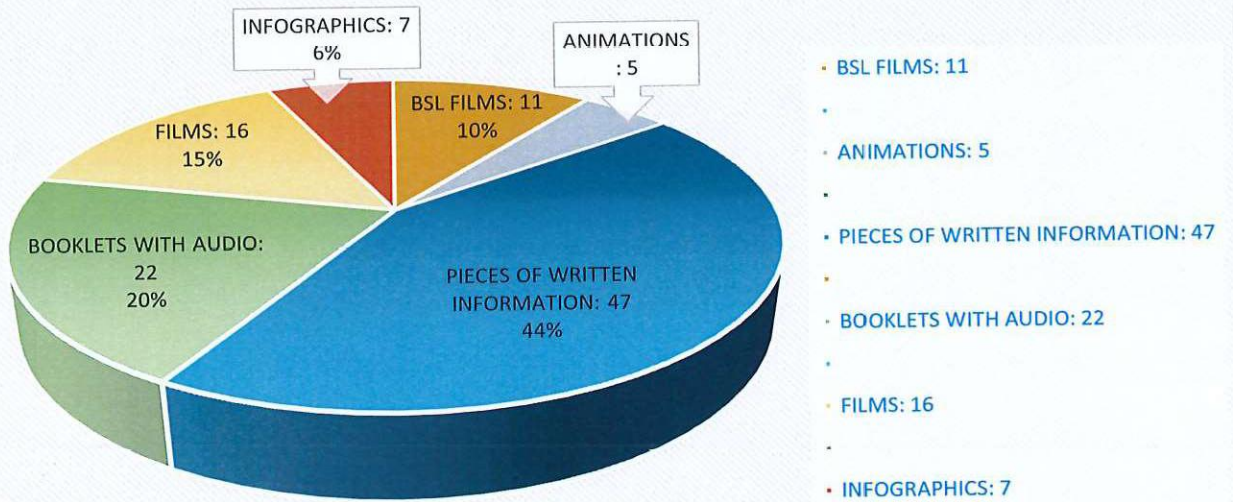
My comment to add to the team reports and reflections is that I am still after 40 years in awe of the dedication of all the people I work with, thank you to the staff team for their dedication and hard work. We also know that we would not be able to contribute to and support our wider communities if we didn't have the support of our volunteers and dedicated workgroups, thank you so much.

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022

What we have achieved and delivered over the last year

Accessible Information Developed and produced by BTM



Presentations, meetings and distribution of our work

- Online meetings co-ordinated or attended by BTM staff
- On line presentations to wider groups and organisations
- Work group sessions with disabled people
- Number of pieces of accessible informations distributed

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022

Our Chief Officer, Sue's, Retirement Farewell

We were delighted to be able to hold a celebration event for Sue who has been the Manager/CO at BTM since 1982. So many people wanted to be at the event we were grateful to Mark, CEO of Equality Together for the use of their ground floor space.



It was a wonderful 'do' with messages from Directors of services to people in our work groups, so much to celebrate

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022



Report of the Board of Trustees

Introduction

The Trustees present their Annual Report and Accounts for the year ended 31st March 2022; 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 2015)".

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 support and enable disabled people or any other person who has difficulty reading the written word. BTM will do this by means of audio, visual or any other means of translating the written word. People will be supported to have the same information as every

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

other person, supporting them to live a better and more fulfilled life and feel part of their community.

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

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 still linked in many cases but not exclusively linked to information on Covid19, rules and regulations and Vaccination information.

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.

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022

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
- ❖ 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

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

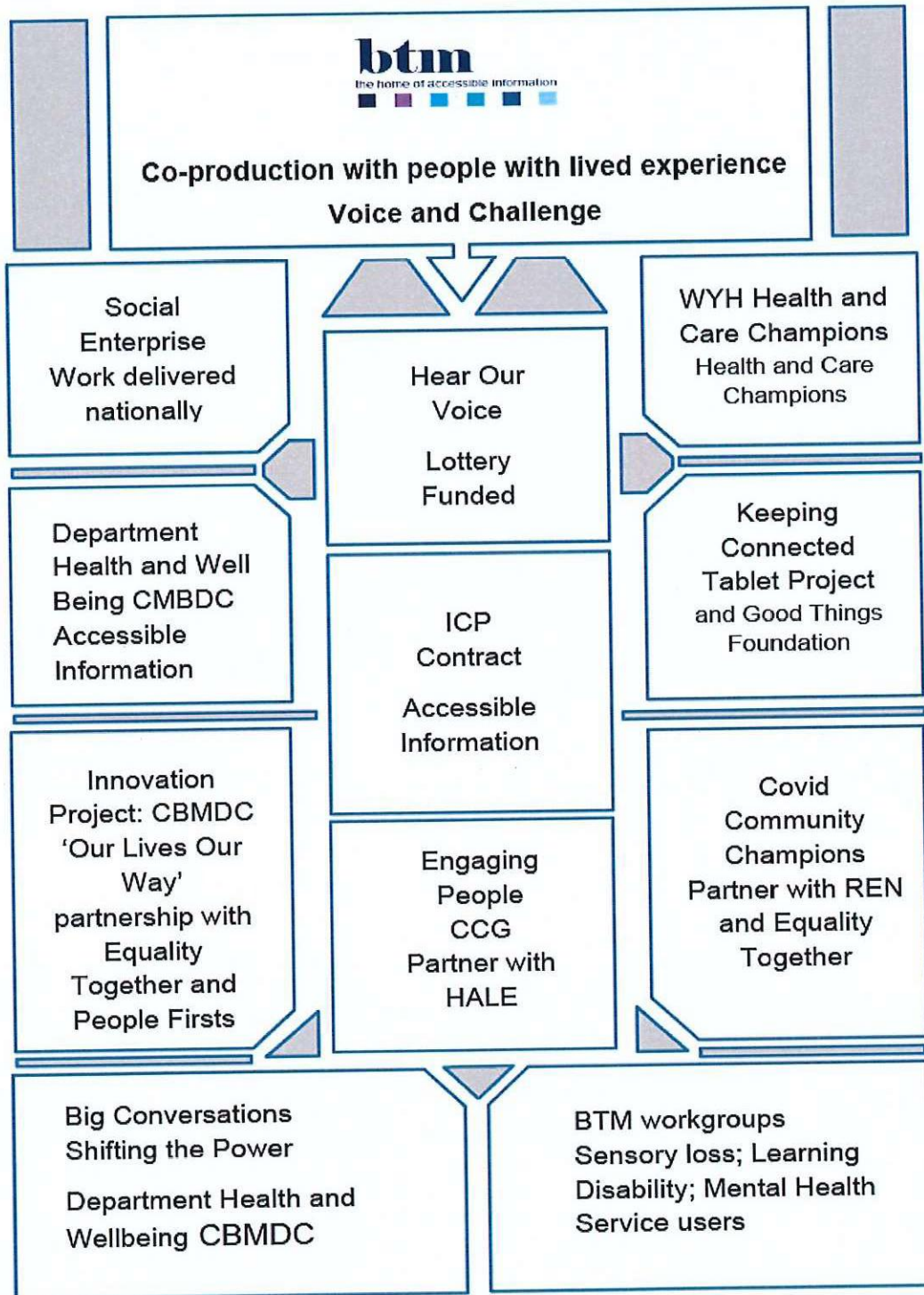
For the year ended 31st March 2022

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.

This is also achieved with the support of different funding bodies and other voluntary sector organisations

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES For the year ended 31st March 2022



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.

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

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

For 2021 to 2022 BTMs' main objectives were:

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

BTM now has a range of different projects that contribute to the wider Bradford District voice.

- WYHCP Health Champions
- Monday to Wednesday Hear Our Voice groups including users of mental health support services, people with learning disabilities and people with sensory loss all supported by the National Lottery
- Our BSL, first language, Deaf group
- Friday people with learning disabilities and autistic people workgroup
- Our Lives Our Way Trips and Travel a partnership project with local self-advocacy organisations and Equality Together

- ✚ To stabilise our future as changes to Senior Management are undertaken with the retirement of our Chief Officer: Sue Crowe**

We have successfully recruited to the Chief Officer and Operations Managers posts and this is due to the diligent 9 months planning with the senior staff team and Management Committee supporting the development of the roles and work sharing. It gave the staff, volunteers and Management Committee the opportunity to refresh their planning, update their business plan and strengthen an agreed direction for the charities work moving forwards.

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



BTM were particularly pleased that they have been able to employ 3 part time mentors to work on the projects we deliver. We would like to acknowledge our recognition of the faith and support of the

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

Reaching Communities National Lottery Funds. This was a great opportunity for the members of the workgroups in the previous 2 years to put themselves forward for the paid posts. The support they will offer to new participants will be informed by their experience participating in the previous recruitment.

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

This is a key component of all that BTM does, it is core to developing accessible services and information and supporting disabled people to have their voice heard and their needs acted upon.

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

- We have delivered more than 270 work group sessions with people with hearing loss and Deaf people, people with learning disabilities and autistic people and mental health service users.
- We have co-presented with our work groups and delivered presentations and training to 42 different organisations from CCG's to fellow self-advocacy organisations and other charities.
- Participated in and shared information at more than 289 different meetings
- Developed, created and distributed 4,761 pieces of our work, from booklets to audio, film and animation.

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 a broad range of projects in a wide range of formats on everything from local strategies to health and social care developments accessible health guidance and information, new services and support and run workshops and engagement sessions to ensure those people who otherwise would have no way of receiving the information can feel

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

they are part of the local communities.

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 (now Bradford and Craven ICP) 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.

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

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.

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 and the Big Conversations

Bradford Districts and Craven Clinical Commissioning Groups: Accessible information and training delivery

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

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

Social Enterprise Partnerships and Accessible Information Delivery

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.

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

BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

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 and Healthwatch as part of 'Engaging People'

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 LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

Thank you from all at BTM



BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES

For the year ended 31st March 2022

Sue Sheldrick RIP

It was with great sadness that we heard the news that our Treasurer of many years, Sue Sheldrick, passed away very suddenly this year.

She will be sorely missed by all the staff and Trustees at BTM.

"Over the years, Sue has been an incredibly valued member of our committee. She made a very significant and valuable contribution to the running of BTM. She was very friendly, kind-hearted and down to earth. She always put herself forward to help others. She sure will be missed."

Matloob Hussain, Trustee

"I had known Sue for over 30 years as she did invaluable work in the early days of computing at the Cathedral Centre, where BTM began life as the Bradford Cassette . When it floated off as an independent organisation I asked her if she would join the MC as Treasurer, a role she held , giving helpful and common sense advice until her untimely recent death . We shall much miss her friendly input

Anne Lindley Trustee

As the retired Manager of BTM, I have worked with Sue for more than 30 years and known her for longer when she ran AKTIS with Michael. As Treasurer for BTM, we had a long and supportive relationship.

Sue was thorough in her accounting and had many useful tips for preparing the books. She supported me to know more about how to use Excel and provide a more concise and clearer picture of our accounting for the committee, Sue was central to helping BTM move forward. She will be sorely missed.

Sue Crowe, Retired Chief Officer

BRADFORD TALKING MAGAZINES LTD

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

FOR THE YEAR ENDED 31 MARCH 2022

Financial review

The income for the year amounted to £379,895 (2021 £431,660) with expenditure amounting to £343,208 (2021 £392,759) resulting in a net surplus of £36,687 (2021 £38,901), which includes £15,407 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, £85,000 - £171,000. 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 £158,733 (2021 £117,975) 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 have 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

M Hussain

A Lindley

J Simpson

S Keighley

(Resigned 30 November 2021)

S Sheldrick

(Deceased 19 September 2022)

S Grisag (re-appointed 22 November 2022)

(Resigned 31 May 2021)

J Ralph

C Wintersgill

(Appointed 24 August 2021 and resigned 30 November 2021)

BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2022

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.

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

DocuSigned by:


J Simpson
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Trustee

Dated: 21 December 2022

BRADFORD TALKING MAGAZINES LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

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 2022, which are set out on pages 45 to 60.

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.

DocuSigned by:

Alison Whalley

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

Dated: 21 December 2022

BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total Unrestricted funds 2022 £	Restricted funds 2021 £	Total 2021 £
	Notes					
Income from:						
Donations and legacies	3	1,050	298,282	299,332	1,720	355,231
Charitable activities	4	80,537	-	80,537	76,378	76,378
Investments	5	26	-	26	51	51
Total income		81,613	298,282	379,895	78,149	431,660
Expenditure on:						
Charitable activities	6	44,612	298,596	343,208	30,759	392,759
Gross transfers between funds		-	-	-	(5,787)	5,787
Net income/(expenditure) for the year/						
Net movement in funds		37,001	(314)	36,687	41,603	38,901
Fund balances at 1 April 2021		570,673	23,156	593,829	25,858	554,928
Fund balances at 31 March 2022		607,674	22,842	630,516	23,156	593,829

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 2022**

	Notes	2022 £	£	2021 £	£
Fixed assets					
Tangible assets	11		392,102		400,144
Current assets					
Debtors	12	29,536		80,105	
Cash at bank and in hand		306,222		219,197	
		<u>335,758</u>		<u>299,302</u>	
Creditors: amounts falling due within one year	13	<u>(97,344)</u>		<u>(105,617)</u>	
Net current assets			238,414		193,685
Total assets less current liabilities			<u>630,516</u>		<u>593,829</u>
Income funds					
Restricted funds	16		22,842		23,156
<u>Unrestricted funds</u>					
Designated funds	17	448,941		452,698	
General unrestricted funds		<u>158,733</u>		<u>117,975</u>	
			607,674		570,673
			<u>630,516</u>		<u>593,829</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 2022. 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 21 December 2022

DocuSigned by:


 J Simpson
 E62CA9A8EA3F4FD...
 J Simpson
 Trustee

Company Registration No. 03749034

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

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 2022

1 Accounting policies (Continued)

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 the statement of financial activities.

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.

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.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

(Continued)

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.

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.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021
	£	£	£	£	£
Donations and gifts	1,050	-	1,050	1,720	90,885
Grants listed below	-	298,282	298,282	-	264,346
	<u>1,050</u>	<u>298,282</u>	<u>299,332</u>	<u>1,720</u>	<u>355,231</u>
Grants receivable for core activities					
BMDC - Department of Health and Wellbeing	-	66,200	66,200	-	70,200
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	-	30,710	30,710	-	53,647
BMDC Test and Trace	-	4,000	4,000	-	-
BMDC Innovation Fund	-	31,375	31,375	-	22,875
Good Things Foundation	-	3,000	3,000	-	-
WYHHCP Champions	-	39,321	39,321	-	23,148
WYHHCP Steering Group	-	12,000	12,000	-	3,000
Covid Communities	-	24,000	24,000	-	3,800
	<u>-</u>	<u>298,282</u>	<u>298,282</u>	<u>-</u>	<u>264,346</u>

4 Charitable activities

	2022	2021
	£	£
Social enterprise income	<u>80,537</u>	<u>76,378</u>

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

5 Investments

	Unrestricted funds	Unrestricted funds
	2022	2021
	£	£
Interest receivable	26	51

6 Charitable activities

	Charitable Activity 2022	Depreciation 2022	Total 2022	Charitable Activity 2021	Depreciation 2021	Total 2021
	£	£	£	£	£	£
Staff costs	212,633	-	212,633	193,644	-	193,644
Depreciation	-	15,407	15,407	-	16,229	16,229
Translation	11,317	-	11,317	3,057	-	3,057
Project expenditure	2,023	-	2,023	97,074	-	97,074
Volunteer and staff travel and expenses	4,293	-	4,293	2,444	-	2,444
	<u>230,266</u>	<u>15,407</u>	<u>245,673</u>	<u>296,219</u>	<u>16,229</u>	<u>312,448</u>
Share of support costs (see note 7)	94,895	-	94,895	77,911	-	77,911
Share of governance costs (see note 7)	2,640	-	2,640	2,400	-	2,400
	<u>327,801</u>	<u>15,407</u>	<u>343,208</u>	<u>376,530</u>	<u>16,229</u>	<u>392,759</u>
Analysis by fund						
Unrestricted funds	29,205	15,407	44,612	20,942	9,817	30,759
Restricted funds	298,596	-	298,596	355,588	6,412	362,000
	<u>327,801</u>	<u>15,407</u>	<u>343,208</u>	<u>376,530</u>	<u>16,229</u>	<u>392,759</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 2022

7 Support costs	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	32,284	-	32,284	34,809	-	34,809
Rates	3,830	-	3,830	3,040	-	3,040
Repairs and maintenance	13,599	-	13,599	3,658	-	3,658
Heat and light	7,336	-	7,336	7,303	-	7,303
Insurance	2,753	-	2,753	3,730	-	3,730
Telephone	2,341	-	2,341	2,633	-	2,633
Computer and website	20,877	-	20,877	12,665	-	12,665
Printing, postage and stationery	2,329	-	2,329	4,007	-	4,007
Sundry	6,021	-	6,021	6,066	-	6,066
Book keeping and payroll	2,940	-	2,940	-	-	-
Travel	585	-	585	-	-	-
Independent examination	-	2,640	2,640	-	2,400	2,400
	<u>94,895</u>	<u>2,640</u>	<u>97,535</u>	<u>77,911</u>	<u>2,400</u>	<u>80,311</u>
Analysed between						
Charitable activities	<u>94,895</u>	<u>2,640</u>	<u>97,535</u>	<u>77,911</u>	<u>2,400</u>	<u>80,311</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 £nil was reimbursed travel expenses, nil trustees (2021 £nil, nil trustees).

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

9 Employees

The average monthly number employees during the year was:

	2022 Number	2021 Number
Charitable activities	8	7
Management and administration	2	2
Total	<u>10</u>	<u>9</u>

Employment costs	2022 £	2021 £
Wages and salaries	218,886	201,705
Social security costs	14,183	13,793
Other pension costs	11,848	12,955
	<u>244,917</u>	<u>228,453</u>

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

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.

11 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 April 2021	454,576	25,923	150,540	631,039
Additions	-	-	7,365	7,365
At 31 March 2022	<u>454,576</u>	<u>25,923</u>	<u>157,905</u>	<u>638,404</u>
Depreciation and impairment				
At 1 April 2021	63,826	25,918	141,151	230,895
Depreciation charged in the year	7,092	5	8,310	15,407
At 31 March 2022	<u>70,918</u>	<u>25,923</u>	<u>149,461</u>	<u>246,302</u>
Carrying amount				
At 31 March 2022	<u>383,658</u>	<u>-</u>	<u>8,444</u>	<u>392,102</u>
At 31 March 2021	<u>390,750</u>	<u>5</u>	<u>9,389</u>	<u>400,144</u>

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2022

		(Continued)	
11	Tangible fixed assets		
12	Debtors	2022	2021
		£	£
	Amounts falling due within one year:		
	Trade debtors	21,658	65,648
	Prepayments and accrued income	7,878	14,457
		<u>29,536</u>	<u>80,105</u>
13	Creditors: amounts falling due within one year	2022	2021
		£	£
	Other taxation and social security	5,531	4,209
	Deferred income	71,519	86,096
	Trade creditors	13,819	4,063
	Accruals	6,475	11,249
		<u>97,344</u>	<u>105,617</u>
14	Deferred income	2022	2021
		£	£
	Arising from grants	71,519	86,096
		<u>71,519</u>	<u>86,096</u>
	Deferred income is included in the financial statements as follows:	2022	2021
		£	£
	Deferred income brought forward	86,096	7,500
	Release to the SOFA during the year	(91,806)	(7,500)
	Deferred during the year	77,229	86,096
		<u>71,519</u>	<u>86,096</u>

Deferred income relates to grants received in advance.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) *FOR THE YEAR ENDED 31 MARCH 2022*

15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £11,848 (2021 £12,955) were made. At 31 March 2022 £2,187 (2021 £3,499) 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 2022

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:

	Balance at 1 April 2020		Movement in funds		Transfers		Balance at 1 April 2021		Movement in funds		Balance at 31 March 2022	
	£	£	Incoming resources	Resources expended	£	£	£	£	Incoming resources	Resources expended	£	£
Department of Health and Wellbeing - Accessible Information	-	66,200	66,200	(66,200)	-	-	-	66,200	66,200	(66,200)	-	-
Bradford District and Craven CCGs - Accessible Information	-	60,000	60,000	(60,000)	-	-	-	60,000	60,000	(60,000)	-	-
Bradford District and Craven CCGs - Engaging People	-	27,676	27,676	(27,676)	-	-	-	-	31,375	(31,375)	-	-
Innovation Fund	-	22,875	22,875	(22,875)	-	-	-	-	4,000	(4,000)	-	-
Test and Trace	-	-	-	-	-	-	-	-	-	-	-	-
Equipment Fund Net Value	10,858	-	-	(6,412)	-	-	4,446	-	-	(4,284)	162	-
National Lottery Community Fund - Hear Our Voice	15,000	53,647	53,647	(49,937)	-	-	18,710	18,710	18,710	(14,740)	22,680	22,680
Citizens Engagement	-	-	-	-	-	-	-	-	27,676	(27,676)	-	-
Tablet Project	-	-	-	-	-	-	-	3,000	3,000	(3,000)	-	-
Keeping Connected	-	89,165	89,165	(94,952)	5,787	-	-	-	-	-	-	-
WYHHCP Champions	-	23,148	23,148	(23,148)	-	-	-	39,321	39,321	(39,321)	-	-
WYHHCP Steering	-	3,000	3,000	(3,000)	-	-	-	12,000	12,000	(12,000)	-	-
Covid Communities	-	3,800	3,800	(3,800)	-	-	-	24,000	24,000	(24,000)	-	-
Department of Health and Wellbeing - Big Conversation	-	4,000	4,000	(4,000)	-	-	-	12,000	12,000	(12,000)	-	-
	25,858	353,511	353,511	(362,000)	5,787	-	23,156	298,282	298,282	(298,596)	22,842	22,842

BRADFORD TALKING MAGAZINES LTD
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2022

16 Restricted funds

(Continued)

Department of Health and Wellbeing – Accessible information

BTM receives funding from the CBMDC to deliver accessible information in a range of formats including easy read, audio and British Sign Language.

Bradford District and Craven CCG's – Accessible information, we receive funding to deliver accessible information in a wide range of formats as above on health matters.

Bradford District and Craven CCG's – Engaging People, this was a partner project with HALE and CNet to engage with local communities about health issues.

Innovation Fund (Our Lives Our Way) is a partnership project to support people to live independent lives.

Equipment Fund Net Value shows the value of the restricted fixed assets.

Test and Trace, this was funded through CABAD (Community Action Bradford and District). We gathered peoples thoughts on Covid-19 and put out key messages to help people action information.

National Lottery Community Fund Hear Our Voice, this project aims to enable and support people with lived experience to gain skills to prepare them for employment.

Citizens Engagement, this is one element of the Here 4 BDCC Partnership which is responsible for the delivery of the VCSE support improvement programme contract.

The Citizens Engagement element is led and funded to us by HALE.

Keeping Connected, was funds to distribute tablets across the district during the Covid-19 lockdowns.

WYHCCP Health and Care Champions, was funded by West Yorkshire Health and Care Partnership, to fund a member of staff who facilitates a group of people with learning disabilities.

WYHHCP steering group, was to employ a person with lived experience to work alongside the member of staff for the above.

Covid Communities. Funding was received to enable people to have access to key messages about Covid-19 and the vaccination programme.

Department of Health and Wellbeing Big Conversation, this project was funded by the CBMDC Department of Health and Wellbeing. It supported the organising and delivering of a series of workshops with people with learning disabilities across the district.

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2022

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 2020 £	Resources expended £	Transfers £	Balance at 1 April 2021 £	Transfers £	Balance at 31 March 2022 £
Equipment Fund Net Value	6,322	(2,726)	1,350	4,946	3,335	8,281
Building Fund Net Value	397,843	(7,091)	-	390,752	(7,092)	383,660
Staff Contingency Fund	57,000	-	-	57,000	-	57,000
	<u>461,165</u>	<u>(9,817)</u>	<u>1,350</u>	<u>452,698</u>	<u>(3,757)</u>	<u>448,941</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.

