

Trustees' Annual Report and Accounts

For the year ended 30<sup>th</sup> June 2021

For

**Birmingham Hospital Broadcasting Network**

a Charitable Incorporated Organisation registered in England  
and Wales, no. 514775

operating as

**BHBN Radio**

**Birmingham Hospital Broadcasting Network operating as BHBN Radio**  
**Trustees Annual Report and Accounts for the year ended 30<sup>th</sup> June 2021**

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**REPORT OF THE TRUSTEES**

**For the year ended 30 June 2021**

The Trustees have pleasure in presenting their Annual Report and Accounts for the year ended 30<sup>th</sup> June 2021

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its Receipts and Payments Accounts Pack \*CC16)

**LEGAL AND ADMINISTRATIVE INFORMATION**

**Registered Charity Number**

514775 (England and Wales)

**Working Name:** BHBN Radio

**Date of Incorporation:** on the 1<sup>st</sup> day of April 1981. Converted to a Charitable Incorporated Association on 17<sup>th</sup> day of February 2022. See 'Governing Document' section below for more details

**Principal Office**

The Heritage Building,  
Mindelsohn Way ,  
Birmingham  
B15 2TH

**Trustees**

Robert Bartlett

David Horton

Peter Bayliss

Sarah Morris

**Bankers**

Lloyds Bank PLC, New Street, Birmingham, B2 4QZ

COIF Charity Funds, 80 Cheapside, London, EC2V 6DZ

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Document**

Birmingham Hospital Broadcasting Network is a Charitable Incorporated Organisation governed by its constitution

**Recruitment and Appointment of Trustees**

The Trustees are responsible for the overall governance of the charity. The Constitution allows for

- Up to six Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting
- Up to three Appointed Trustees, appointed by the other Trustees because of their particular knowledge and/or skills for a term of office determined by the Trustees up to three years

Trustees are recruited and appointed as necessary in accordance with the Constitution

**Induction and Training of New Trustees**

On appointment each trustee is provided with support as necessary for them fully to understand their role and responsibilities

Developments in charity law and practice are monitored and important developments are brought to the trustees' attention

**Governance and organisational structure**

The charity operates with volunteers. The work of the organisation is primarily undertaken by

- The Trustees who run/control the charity as a collective. They oversee the day-to-day management of activities together with members of a management team appointed by the trustees to oversee specific areas of responsibility
- A team of volunteers who provide the broadcasting service operated by the organisation and other related activities

The charity has no employees and, accordingly, there is no 'pay policy' for senior staff

**Related Parties**

None of the Trustees receive remuneration or benefit from their work with the charity. Any connection between trustees and any company the charity works with is disclosed

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**RISK MANAGEMENT**

The Trustees have a duty to identify and review all risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud or error.

The trustees have examined the principal areas of the charity's operations and considered the major risks which may arise in each area. In the opinion of the trustees the charity has sufficient resources and systems which under normal conditions should allow the risks identified by them to be mitigated to an acceptable level in its day-to-day operation.

**OBJECTIVES AND AIMS**

On 17<sup>th</sup> February 2022 the Charity was converted by the Charity Commission for England and Wales to a Charitable Incorporated Organisation with the charitable object

To relieve sickness, infirmity and old age among persons in the West Midlands Metropolitan County by any lawful means including (but without limitation) the following

- (a) Providing a local broadcasting service for hospitals and convalescent homes
- (b) Equipping where necessary hospitals and convalescence homes to receive and distribute such broadcasting service

**PUBLIC BENEFIT**

The Trustees confirm that they have complied with the requirements of section 17 of the Charities act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales

**CHARITABLE ACTIVITIES**

During the course of the year the charity continued its recovery from the restrictions imposed by the Covid 19 pandemic which had severely affected activities during the previous year.

In this last year BHBN has taken on four new members who have been trained almost 'on the job'. We needed to replace volunteers to keep our phased return on track, delivering as many live programmes as possible. Due to Covid-19 we had to change our training procedure as usually we started new members visiting the wards then sitting in with an experience presenter, due to hospital wards being closed to visitors and studio protocols in place the new presenter would be shown the controls and the playout system and left to experiment. Following a successful evaluation, they were allowed to present live on air.

During the last year we continued our phased return gradually 'backfilling' the gaps in our schedule where possible still leaving at least an hour or more between each show and alternating the use of our two broadcast studios.

The Natura Theatre Company continue to provide us with their Garden Times a series of short radio plays funded by the Arts Council that are featured on the BHBN Radio Morning Show.

## **Birmingham Hospital Broadcasting Network operating as BHBN Radio Trustees Annual Report and Accounts for the year ended 30th June 2021**

During this financial year we were grateful to receive sponsorship from Wiltshire Farm Foods for our Evening Shows and Caremark Solihull for the BHBN Gold Show

BHBN keeps in contact with several Care Homes around Birmingham and providing Internet radios to listen to our programmes. As Hospital Radio Station have been given the task of distributing the headphones to the patients of hospitals that are served by Hospedia Bedside Media, this has not been possible as ward are closed but we have ensured the wards of our hospitals are stocked up by delivering boxes to ward doors and containing the headphones, our magazines and sometimes small gifts for the hardworking staff.

Hospedia listening figures for the Heartlands & Good Hope remained pretty much the same as when presenters visit however, Solihull was only open for clinics and day patients during this period with only one or two units used.

Online listening increased by 137% over the period of this report, from when we were only broadcasting a sustain service during the first part of the first lockdown in 2020 to when we had almost a full complement of shows in Jun 2021 following our return in July 2020.

Technical wise it has been a quiet year with just a CD Machine, a monitor and an audio interface unit requiring replacement. Still spending the money from the bequeath we received in 2019, replaced some furniture and upgraded our P.A equipment. Also, extra monitors were installed in the studio internal windows to indicate when the studio was live.

To publicise our service and programmes the daily schedule is displayed daily on Facebook, Twitter and Linked In. Our Magazine produced by Heartbeat Magazines continues to be regularly updated with subsequent editions. The magazines are not only delivered and displayed in hospitals but are on display in some retail outlets locally to our studio and also delivered to homes in the surrounding districts arranged and financed by Heartbeat Magazines.

### **PERFORMANCE AND ACHIEVEMENTS**

The charity succeeded in providing hospital radio for the period 1 July 2020 to 30 June 2021 notwithstanding the restrictions imposed because of the coronavirus pandemic, providing this service within its budget and replacing some older equipment during the year

### **PERFORMANCE TARGETS**

The charity will continue to provide the service of hospital radio whilst continuing to seek donations and funding to support this

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**FINANCIAL REVIEW**

**Reserves**

The charity has cash reserves amounting to £ 24084.23 which at current rates equates to approximately 2 years expenditure but is held as an asset to enable the charity to replace expensive studio equipment as and when the need arises. This level of reserves is considered to be sufficient by the trustees. The trustees keep the reserves of the charity under regular review

**Principal Funding Sources**

To provide its service the charity relies upon donations from the public, together with its main source of income, a grant from NHS Birmingham & Solihull CCG

**Investment Policy and Objectives**

The trustees have an agreed investment policy to retain cash reserves in instant access bank accounts. This mitigates risks in the current economic climate

In preparing of this report, the Trustees have opted for receipts and payments accounting

Approved by order of the Trustees and signed on their behalf by

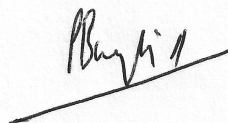
**Robert Bartlett FBS**



Chairman

21<sup>st</sup> day of April 2022

**Peter Bayliss**



Treasurer

21<sup>st</sup> day of April 2022

## Birmingham Hospital Broadcasting Network operating as BHBN Radio

### Trustees Annual Report and Accounts for the year ended 30th June 2021

<b>OPENING BALANCE</b>	<b>1st July 2020</b>	<b>2020/21</b>	<b>2019/20</b>
COIF CHARITIES DEPOSIT FUND		£24,083.39	
LLOYDS BANK ACCOUNT		£15,639.47	
		<b>£39,722.86</b>	<b>£21,251.00</b>
<b>INCOME</b>	<b>(See Note 1)</b>	£10,511.79	
<b>OUTGOINGS</b>		-£16,676.11	
<b>CLOSING BALANCE</b>	<b>30th June 2021</b>		
LLOYDS BANK ACCOUNT	<b>(See Note 1)</b>	£9,475.15	
COIF CHARITIES DEPOSIT FUND		£24,084.23	
		<b>£33,559.38</b>	<b>£39,722.86</b>

### RECEIPTS AND PAYMENTS ACCOUNTS

#### For the Year Ended 30 June 2021

#### INCOME

Birmingham NHS CCG	Grant <b>(See Note 1)</b>	£6,208.00	£12,339.00
Donations	Cans, Sponsor, Amazon Members & Membership Subscriptions	£4,007.70	£2,269.00
Merchandise	Shirts and other Merchandise	£226.79	£0.00
Legacies		£0.00	£25,364.00
PPL Refund	Covid Relief	£69.30	£0.00
		<b>£10,511.79</b>	<b>£39,972.00</b>

#### EXPENDITURE

Communications	Telephone / Broadband/ipDTL	£6,241.37	£5,242.00
Premises	UHB Service Charge / Insurance	£2,730.40	£2,685.00
Promotion / Stationery	Banners/Website /Signs /Leaflets Stamps/ Card & Paper	£615.56	£538.00
Repairs and renewals		£0.00	£1,067.00
Equipment	Replacement/New development	£2,337.37	£1,247.00
Cleaning	<b>(See Note 2)</b>	£690.15	£585.00
Broadcasting Costs	PPL PRS Licences/App Hosting Downloads / Streaming	£2,437.94	£2,872.00
Sundries	Merchandise/Officers Out of Pocket Expenses	£603.32	£3,718.00
	Accountant Fees	£1,020.00	£1,050.00
		<b>£16,676.11</b>	<b>£19,004.00</b>

## Notes to the Financial Statements for the Year Ended 30 June 2021

- Note 1** Due to Covid 19 the NHS Grant was paid in 4 installments, May to August. The last two installment fall outside this accounting period
- Note 2** The basic cleaning amount paid for 20/21 was £476.00. There were additional purchases for Covid cleansing items at a cost of £214.00

The Trustees confirm in accordance with the Charitable Incorporated Organisations (General) Regulation 2012 that at the year end the CIO did not have any outstanding guarantees to Third parties nor any debts secured on the assets of the CIO

### TRUSTEES INDEMNITY INSURANCE


The Trustees have purchased a comprehensive package of insurance at a very competitive rate, including insurance to indemnify the Trustees against the consequences of any neglect or default on their part. After careful consideration the Trustees have concluded that purchasing this comprehensive package of insurance is the most cost effective means of insuring the organisation, and that the consequential personal benefit to themselves is in the best interests of the charity

### ACCOUNTING POLICIES

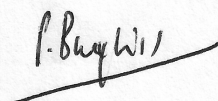
The organisation as a Charitable Incorporated Organisation as such, is governed by the Charities Act 2011. As it has a gross income and a total expenditure of not more than £250,000 per annum, section 133 of the Act entitles this charity to present simplified financial statements. As a result of this, only a Receipts and Payments Account has been presented.

As a consequence of producing a Receipts and Payments Account, equipment purchases are not capitalised and depreciated. The full cost appears in the account for the year in which the equipment was purchased.

Signed on behalf of the Trustees



**Robert Bartlett FBS**  
Chairman  
Date 21 April 2022



**Peter Bayliss**  
Treasurer  
Date 21 April 2022