

Trustees' Annual Report and Accounts

For the year ended 30th June 2022

For

Birmingham Hospital Broadcasting Network

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

operating as

BHBN Radio

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REPORT OF THE TRUSTEES

For the year ended 30 June 2022

The Trustees have pleasure in presenting their Annual Report and Accounts for the year ended 30th June 2022

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 1st day of April 1981. Converted to a Charitable Incorporated Association on 17th day of February 2022. See 'Governing Document' section below for more details

Principal Office

The Heritage Building,

Mindelsohn Way ,

Birmingham

B15 2TH

Trustees

David Horton

Peter Bayliss

Sarah Morris

Paul Stanley

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 17th 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

In this last year BHBN has taken on another four new members. We found the training regime we used during the Covid pandemic training almost 'on the job' worked well so we have kept this in place. Our presenters were still unable to visit the hospital wards but continued to deliver as many live programmes as possible. As reported in last year's report 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 still 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, and this continued during the period of this report.

We kept our Covid 19 protocol in place throughout the year, with a regime of antiseptically wiping down equipment and leaving at least an hour or more between each show and alternating the use of our two broadcast studios.

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We continued to support The Natura Theatre Company with a new production on the BHBN Radio Morning Show. Twenty four episodes of the Adventures of Wonderful Wriggly Worm were recorded at the BHBN Radio studios.

At the end of this reporting year, we formed a Steering Group joined by the Trustees to make plans to celebrate BHBN's 70th Anniversary of broadcasting to Birmingham's Hospitals. A Celebration Roadshow at a local food yard featuring unsigned music acts that we champion on the station was at the forefront of the arrangements.

During this financial year we were grateful to receive sponsorship from Blackhams Solicitors for our Morning Shows and Western Power Distribution & Auriga Services sponsoring our Light Lunch and 'Thank BHBN its Friday' programmes respectively.

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 with approximately 420 patients per week however, Solihull Hospital remain only as a day hospital, open for clinics and day patients during this period with only one or two units used as was the case in the 2020/21 report

Online listening remained steady at around 11500 hours per quarter over the period of this report. As it is only available in listening hours which makes it difficult to know how many actual people are listening.

Technical wise we purchased more iRig interview kits for the sports team and presenters to collect interviews. They included the iRiig units that connect to a mobile phone along with microphone, lead and case. Uninterrupted Power Supplies had to be replace along with a further CD Machine and a PC tower. Also we had to replace two fader channels in one of our broadcast desks.

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 2021 to 30 June 2022 notwithstanding the remaining restrictions imposed by the coronavirus pandemic, providing this service within its budget and replacing some older equipment during the year.

Our Presenter Adelle Davies won Silver Award for Female Presenter of the Year in the annual Hospital Broadcasting Association Awards

Our service is now available on our Radio App available from the App Stores

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PERFORMANCE TARGETS

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

FINANCIAL REVIEW

Reserves

The charity has cash reserves amounting to £ 24095.11 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.

David Horton



Chairman

12th day of April 2022

Peter Bayliss



Treasurer

12th day of April 2022

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OPENING BALANCE	1st July 2021	2021/22	2020/21
COIF CHARITIES DEPOSIT FUND		£24,084.23	£24,083.39
LLOYDS BANK ACCOUNT		£9,475.15	£15,639.47
		£33,559.38	£39,722.86
INCOME	<i>(See Note 1)</i>	£20,623.58	£10,511.79
OUTGOINGS		-£18,474.04	-£16,676.11
CLOSING BALANCE	30th June 2022		
LLOYDS BANK ACCOUNT	<i>(See Note 1)</i>	£11,624.69	£9,475.15
COIF CHARITIES DEPOSIT FUND		£24,095.11	£24,084.23
		£35,719.80	£33,559.38

**RECIPTS AND PAYMENTS ACCOUNTS
For the Year Ended 30 June 2022**

INCOME

Birmingham NHS CCG	Grant (See Note 1)	£15,813.53	£6,208.00
Donations	Cans, Sponsor, Amazon Members	£3,423.05	£4,007.70
Membership Subscriptions		£1,111.00	
Merchandise	Shirts and other Merchandise	£276.00	£226.79
Legacies		£0.00	£0.00
PPL Refund	Covid Relief	£0.00	£69.30
		£20,623.58	£10,511.79

EXPENDITURE

Communications	Telephone / Broadband/ipDTL	£6,488.65	£6,241.37
Premises	UHB Service Charge / Insurance	£3,067.27	£2,730.40
Promotion / Stationery	Banners/Website /Leaflets	£1,928.11	£615.56
	Stamps/ Card & Paper/ Merchandise		
Equipment	Replacement/New development	£3,367.27	£2,337.37
Cleaning	(See Note 2)	£640.05	£690.15
Broadcasting Costs	PPL PRS Licences/App Hosting	£2,645.78	£2,437.94
	Downloads / Streaming		
Sundries		£336.89	£603.32
Accountant Fees		£0.00	£1,020.00
		£18,474.02	£16,676.11

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Notes to the Financial Statements for the Year Ended 30 June 2022

- Note 1** Due to Covid 19 the NHS Grant was paid in 5 installments, this financial year to include the July & August payment that were outside of the 2020/21 accounting period .
- Note 2** The basic cleaning amount paid for 2021/22 was £456.50. There were additional purchases for Covid cleansing items at a cost of £183.55

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



David Horton
V.Chairman
Date 12th April 2023



Peter Bayliss
Treasurer
Date 12th April 2023