

Trustees' Annual Report and Accounts

For the year ended 30th June 2023

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 30th June 2023

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REPORT OF THE TRUSTEES

For the year ended 30th June 2023

The Trustees have pleasure in presenting their Annual Report and Accounts for the year ended 30th June 2023

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in it's 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 February 2022. See 'Governing Document' section below for more details

Principal Office

The Heritage Building,

Mindelsohn Way ,

Birmingham

B15 2TH

Trustees

David Horton

Paul Stanley

Janet Millington

Sarah Morris

Bankers

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

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

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

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 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

Performance And Achievements

2022 was meant to be a year of celebration for BHBN Radio providing a Hospital Radio service to Birmingham Hospitals for 70years. We started the celebrations on the 16th August 2022 with a successful roadshow at Herberts Food Yard in the Longbridge area of Birmingham featuring unsigned music acts that we champion on the station was at the forefront of the arrangements. This event was covered by BBC Radio WM and BBC Midlands Today TV News, and a reporter on site with us.

However, on the 2nd November 2022 following heavy rain water from our roof poured into the electrical distribution cabinet taking us off air. Leaks from the roof were reported to our landlord's maintenance company in the previous months without any repairs forthcoming. We were totally off air for two weeks until a remote electrical supply was found for us to be able to set up a temporary broadcast desk, however due to health and safety live broadcasting could not recommence until April 2023 due to delay after delay from the hospital's Trust and maintenance contractors.

We continued with the 70th Anniversary celebrations into 2023 with a 36 Hour Marathon Live Broadcast and other events up to the end of August 2023 including appearances at a care / retirement home that enjoy the use of an internet radio donated by BHBN Radio

Despite this the charity succeeded in providing hospital radio for the period 1 July 2022 to 30 June 2023 notwithstanding the restrictions imposed because of the water ingress, to provide this service within its budget and replacing some older equipment during the year.

In March 2023 BHBN Radio were awarded Station of the Year 2023 by the Hospital Broadcasting Association and volunteer Paul Stanley was awarded Presenter of the Year. BHBN also received three other nominations.

Charitable Activities

During the year BHBN has continued to take on volunteers. The 'on the job' training has again served us well to get new members 'on air' whilst maintaining the enthusiasm.

This involves the new presenter being shown the controls and the playout system and left to experiment and get a level of confidence before an evaluation, they were then allowed to present live on air.

Volunteers continued being kept away from the wards post Covid-19 however towards the end of this reporting year we are getting information that permission will soon be granted. Programming has remained at high level both in quality and quantity during the months of operation, notwithstanding the water ingress event. Whilst new programmes were added to the schedule.

BHBN also continued to support The Natura Theatre Company with their productions on the BHBN Radio Morning Show.

During the year one of our studio's equipment was totally rewired. New speakers and monitor screen stands were installed in both studios. Also, the Software was updated to enable BHBN to broadcast the hourly news bulletins over twenty-four hours and not just when our programmes were presented live.

This financial year we were grateful to receive sponsorship for our shows from Parsley Box, Happy Shopper, Home Instead of Sutton Coldfield, Birmingham & Black Country Wildlife Trust and the National Grid.

BHBN keeps in contact with several Care Homes around Birmingham and providing Internet radios to listen to our programmes. As Hospital Radio Stations 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 380 patients per week. Not being able to visit wards and not be able to promote the service face to face has an effect on these figures.

To save funds we have changed our Radio App & Website to one provider, Broadcast Radio Ltd so our online listening reports have not yet materialized with this change.

BHBN Radio continue to bring football commentaries to the Hospedia Bedside Units in Good Hope, Heartlands and Solihull Hospitals whilst providing the sight impaired commentaries to fans of Birmingham City FC at St Andrews.

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 also delivered to homes in the surrounding districts arranged and financed by Heartbeat Magazines.

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 £24770 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 it's service the charity relies upon donations from the public, together with its main source of income, a grant from NHS Birmingham and Solihull ICB

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

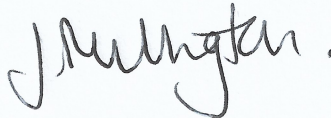
Approved by order of the Trustees and signed on their behalf by



David Horton

Trustee Treasurer

Dated 14th March 2024



Janet Millington

Trustee

Dated 14th March 2024

Receipt and Payment Account As at 30th June 2023

Birmingham Hospital Broadcasting Network operating as BHBN Radio Trustees Annual Report and Accounts for the year ended 30th June 2023

OPENING BALANCE	1st July 2022	2022/23	2021/22
COIF CHARITIES DEPOSIT FUND		£24,129.80	£24,084.23
LLOYDS BANK ACCOUNT		£11,099.20	£9,475.15
		£35,229.00	£33,559.38
INCOME	(See Note 1)	£12,114.70	£20,623.58
OUTGOINGS		-£18,635.23	-£18,474.04
CLOSING BALANCE	30th June 2023		
LLOYDS BANK ACCOUNT	(See Note 1)	£4,578.67	£11,099.20
COIF CHARITIES DEPOSIT FUND		£24,770.97	£24,129.80
		£29,349.64	£35,229.00

RECEIPTS AND PAYMENTS ACCOUNTS

For the Year Ended 30 Jun 2022

INCOME

Birmingham NHS CCG	Grant (See Note 1)	£5,810.58	£15,813.53
Donations	Cans, Sponsor, Amazon Members	£1,956.10	£3423.05
Membership Subscriptions		£947.50	£1111.00
Merchandise	Shirts and other Merchandise	£52.37	£276.00
Legacies		£0.00	£0.00
Event ticket sales		£875.00	£0.00
Insurance Claim	Carpet Tiles	£2,450.00	£0.00
Amazon Refund		£23.15	£0.00
		£12,114.70	£20,623.58

EXPENDITURE

Communications	Telephone / Broadband/ipDTL	£8,435.55	£6,488.65
Premises	UHB Service Charge / Insurance	£3,140.83	£3,067.27
Promotion / Stationery	Banners/Website /Leaflets	£964.73	£1928.11
	Stamps/ Card & Paper/ Merchandise		
Equipment	Replacement/New development	£888.39	£3367.27
Cleaning	(See Note 2)	£3.89	£640.05
Broadcasting Costs	PPL PRS Licences/App Hosting	£3,151.54	£2,645.78
	Downloads / Streaming		
Sundries	(See Note 3)	£2,050.30	£336.89
Accountant Fees		£0.00	£0.00
		£18,635.23	£18,474.02

Notes to the Financial Statements for the Year Ended 30 June 2023

- Note 1** Since Covid 19 the NHS Grant was paid in instalments, during this financial year the five payments concluded in the July & August. From April 23 the grant was paid in monthly instalments
- Note 2** The cleaning was taken over by a member of the network therefore only claiming for supplies
There were ample supplies in stock during the period of these accounts
- Note 3** The increase in Sundries were due to costs involved celebrating the charities 70th Anniversary (£1118.94)

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

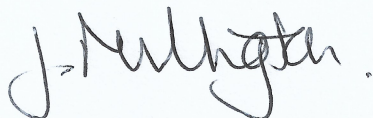
The organisation as a Charitable Incorporated Organisation as such, is governed by the Charities Act 2011. As it has a gross income and a total expenditure of not more than £250,000 per annum, section 133 of the Act entitles this charity to present simplified financial statements. As a result of this, 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
Trustee Treasurer
Date 14th March 2024



Janet Millington
Trustee
Date 14th March 2024