

# Trustees' Annual Report and Accounts

For the year ended 30<sup>th</sup> June 2024

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 2024**

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## **REPORT OF THE TRUSTEES**

### **For the year ended 30th June 2024**

The Trustees have pleasure in presenting their Annual Report and Accounts for the year ended 30<sup>th</sup> June 2024

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 1<sup>st</sup> day of April 1981. Converted to a Charitable Incorporated Association on 17<sup>th</sup> 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

#### **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 it's 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 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**

As indicated in last year's report, our 70th Anniversary celebrations were interrupted in November 2022 due to water ingress into the studio's electrical systems. Consequently, we did not resume broadcasting until April 2023. We also noted that we celebrated with a Marathon Broadcast in August 2023. Additionally, we concluded the year with another roadshow at Hebert's Food Yard in December, featuring live performances from the music acts we support at BHBN, including singer-songwriter and recording artist Matilda Pratt.

With the upcoming discontinuation of ADSL copper wiring by Openreach, we successfully persuaded both TSL Spark Bedside Media and the football clubs where we provide commentaries to patients to allow us to use their broadband infrastructure. This eliminates the need for us to have our own telephone lines at these locations, ultimately resulting in significant cost savings.

During the period from 1st July 2023 to 30th June 2024, the charity persistently delivered a hospital radio service within our allocated budget. Additionally, we undertook the replacement of some outdated equipment over the course of the year.

At the 2024 Hospital Broadcasting Association Awards BHBN were once again awarded Station of The Year, two years in succession and the third time in five years. The Judges said that as the station celebrates a very special anniversary, this is a station at the top of its game. Warm, inclusive, every element of the entry showcased special moments and how the team expertly serve their listeners with the broadest range of content.

## **Charitable Activities**

BHBN has continued to recruit volunteers, allowing presenters to visit patients on wards to collect their choice of music requests and enhance their day. Presenters are now visiting five of our hospitals: The Queen Elizabeth Hospital, Solihull Hospital, Birmingham Heartlands Hospital, Good Hope Hospital in Sutton Coldfield, and The Royal Orthopaedic Hospitals. Throughout the year, programming has consistently maintained high standards in both quantity and quality, with new shows being incorporated into the schedule. Additionally, BHBN Radio has continued its support for the Natura Theatre Company by broadcasting their ongoing productions.

In July 2023, one of our broadcast desks experienced a malfunction, prompting an investigation to identify the most suitable replacement at the optimal price. In August, a suitable replacement was procured and installed to ensure the continuity of our regular programming.

During this financial year were grateful to receive sponsorship for our shows from National Grid & Home Instead Sutton Coldfield

In March 2024, we were approached with a proposal to merge with Sandwell Hospital Radio (Radio SWB). During and after the Covid-19 pandemic, Radio SWB experienced a significant reduction in their volunteer base and faced financial challenges that impeded their ability to maintain their broadcasting infrastructure. With the assistance of SPARK TLS, BHBN successfully broadcast our programmes to patients at Sandwell Hospital. Radio SWB generously donated their equipment and music media, which will enable BHBN to generate additional funds.

BHBN has maintained communication with Care Homes where we provided Internet radios last year for accessing our programmes. Over the past year, we have added two more Care Homes Shenstone Court In Halesowen and Bournveiw Care Home, College Green, Bournville. Additionally, we visited two of the Care Homes to provide music and information at their Christmas and Spring Fayres.

Hospital radio stations distribute headphones to patients in hospitals served by Spark TLS (formerly Hospedia Bedside Media), and BHBN continues this practice.

Our services and programmes are publicised by displaying the daily schedule on Facebook, BlueSky, and LinkedIn. Heartbeat Magazines regularly updates our magazine, which is distributed in hospitals, some local retail outlets, and delivered to homes in nearby 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 £18778.53 which at current rates equate to approximately 18 months expenditure but is held as an asset to enable the charity to replace expensive studio equipment as and when the need arises. This financial year, reserves were used to purchase new studio equipment, replacing faulty critical to the operation of the hospital radio. 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 20<sup>th</sup> March 2025



Paul Stanley  
Trustee

Dated 20<sup>th</sup> March 2025

**Birmingham Hospital Broadcasting Network operating as BHBN Radio  
Trustees Annual Report and Accounts for the year ended 30th June 2024**

<b>OPENING BALANCE</b>	<b>1st July 2023</b>	<b>2023/24</b>	<b>2022/23</b>
COIF CHARITIES DEPOSIT FUND		£24,770.97	£24,129.80
LLOYDS BANK ACCOUNT		£4,578.23	£11,099.20
		<b>£29,349.20</b>	<b>£35,229.00</b>
INCOME		£25,218.37	£12,114.70
OUTGOINGS		-£24,919.02	-
			£18,635.67
<b>CLOSING BALANCE</b>	<b>30th June 2024</b>		
LLOYDS BANK ACCOUNT		£4,877.58	£4,578.23
COIF CHARITIES DEPOSIT FUND		£18,778.53	£24,770.97
		<b>£23,656.11</b>	<b>£29,349.20</b>

**RECIPTS AND PAYMENTS ACCOUNTS**

**For the Year Ended 30 June  
2024**

**INCOME**

Birmingham NHS CCG	Grant <b>(See Note 1)</b>	£12,968.28	£5,810.58
Donations	Cans, Sponsor, Amazon Members	£2,180.88	£1,956.10
Membership Subscriptions		£971.43	£947.50
Merchandise	Shirts and other Merchandise	£49.00	£52.37
Sponsorship	<b>(See Note 3)</b>	£1,400.00	£0.00
Event ticket sales		£280.00	£875.00
Insurance Claim	Carpet Tiles	£0.00	£2,450.00
Refunds		£368.78	£23.15
		<b>£18,218.37</b>	<b>£12,114.70</b>

**EXPENDITURE**

Communications	Telephone / Broadband/ipDTL	£6,838.22	£8,435.55
Premises	UHB Service Charge / Insurance	£3,568.01	£3,140.83
Promotion / Stationery	Banners/Website /Leaflets	£2,150.23	£964.73
	Stamps/ Card & Paper/ Merchandise		
Equipment	Replacement/New development	£5,640.37	£888.39
Cleaning		£118.61	£3.89
Broadcasting Costs	PPL PRS Licences/App Hosting	£5,143.43	£3,151.54
	Downloads / Streaming		
Sundries	<b>(See Note 3)</b>	£1,460.15	£2,050.30
Accountant Fees		£0.00	£0.00
		<b>£24,919.02</b>	<b>£18,635.23</b>

- Note 1**                      **The NHS Grant:**  
This financial year the grant was paid in monthly instalments throughout this period. Whereas the previous financial year the grant was paid in larger amounts which fell into different accounting periods
- Note 2**                      Sponsorship was included in Donations in the 2022 – 2023 Income
- Note 3**                      The Sundries remained high due to costs involved  
resumption of celebrating the charities 70th Anniversary.  
The hire of venues for promotional  
events

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 20th March 2025



Paul Stanley

Trustee

Date 20th March 2025