

# **Trustees' Annual Report and Accounts**

For the year ended 30<sup>th</sup> June 2025

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 2025**

<b>Page</b>	
<b>Report of the Trustees</b>	<b>3</b>
<b>Receipt and Payments Account</b>	<b>8</b>
<b>Statement of Assets and liabilities</b>	<b>8</b>

## **REPORT OF THE TRUSTEES**

**For the year ended 30th June 2025**

The Trustees have pleasure in presenting their Annual Report and Accounts for the year ended 30<sup>th</sup> June 2025

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> 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  
Joy Bourne  
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 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 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 Achievement**

With the impending withdrawal of ADSL copper wiring by Openreach, BHBN Radio faced a significant challenge in January 2025. To maintain connectivity, it was essential to install fibre-optic cable from the Openreach delivery point in a neighbouring building to the BHBN studio, situated on the fifth floor of the Heritage Building. Due to Openreach not being permitted access to the University Hospital Birmingham estate, the hospital's contractors undertook the fibre-optic installation at a considerable cost which exceeded £8,000, together with other related works and equipment upgrades which in total amounted to just under £12,000. This investment was crucial to securing the operational future of BHBN Radio.

Earlier that August, the Trustees had become concerned over the financial strain the necessary cost of the fibre-optic installation would place on BHBN's reserves. This prompted a proposal for BHBN to apply for funding from the Lottery. Trustee and Presenter Joy Bourne took responsibility for completing the necessary forms and gathering the required information for the submission and in November 2024, BHBN Radio was awarded a grant of £12,000 by the Lottery Community Fund, thereby ensuring that there would be no need to draw upon BHBN Radio's reserves to cover the costs of installing the fibre-optic communications link.

A further challenge occurred in April 2025 when it was announced that our annual £13,000 grant from the NHS Birmingham and Solihull Integrated Care Board (ICB) would be discontinued. Despite multiple appeals made by the BHBN, local NHS Departments, local media, and Members of Parliament, these efforts were unsuccessful and the loss of grant monies was confirmed by the ICB in June 2025. Consequently, an urgent Extraordinary General Meeting (EGM) was convened to take place in early July 2025, for the purposes of discussing the future for BHBN and inviting members to contribute ideas for alternative fundraising opportunities commencing from the start of BHBN's new financial year in July 2025.

The outcome of the EGM and subsequent fundraising decisions and activities are beyond the scope of this annual report and will be addressed further in the next annual report and accounts.

Throughout the period from 1st July 2024 to 30th June 2025, the charity continued to deliver a hospital radio service, despite these financial challenges. Furthermore, some outdated equipment was replaced over the course of the year as part of a rolling programme of lifecycle management, ensuring BHBN Radio maintained its service standards.

### **Recruitment and Retention**

As at 30th June 2025, BHBN Radio had a total of 53 members. During the year, eight new members were engaged, while four members departed. This ongoing recruitment and retention effort has helped to sustain the station's volunteer base and ensure the continuity of its services.

### **Charitable Activities**

BHBN Radio has continued to recruit volunteers, enabling presenters to visit patients on wards, collect their music requests, and enhance their hospital experience. Presenters are now visiting six hospitals: The Queen Elizabeth Hospital, Solihull Hospital, Birmingham Heartlands Hospital, Good Hope Hospital in Sutton Coldfield, The Royal Orthopaedic Hospital, and the newly opened Midland Metropolitan Hospital. Since the opening of the latter, BHBN Radio has been actively involved in attending events at the new hospital.

Throughout the year, BHBN Radio's programming has maintained consistently high standards, both in terms of quantity and quality, with new shows being added to the schedule. In addition, the station has benefited from sponsorship for its shows from local companies, including Kings Norton Coaches and Bluebird Care, which provides at-home care services.

BHBN has maintained ongoing communication with care homes to which we have supplied Internet radios, enabling access to our programmes. Over the past year, BHBN presenters participated in Christmas, VE Day, and summer events at Country Court Heartlands Care Home and The Sanders Senior Living Claridge Place Care Home.

BHBN continues to distribute headphones to patients in hospitals served by Spark TLS (formerly Hospedia Bedside Media). Our services and programmes are promoted through daily schedule postings on Facebook and various other social media platforms. Heartbeat Magazines frequently updates its publication, which is distributed within hospitals, selected local retail outlets, and delivered to homes in surrounding districts.

### **Performance Targets**

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

### **Financial Review**

#### **Accounts for Year Ending 30<sup>th</sup> June 2025 - Treasurer's Report**

The accounts for this year were audited by Mr Peter Harvey, retired accountant.

### **Principal Funding Sources**

Following the loss of NHS grant funding the level of reserves was immediately reviewed by the Trustees and an Extraordinary General Meeting convened with the members to discuss and agree ways of maintaining and improving funding levels via increased member contributions, sponsorship, advertising and other fundraising activities for the BHBN station going forward.

### **Investment Policy and Objectives**

The Trustees policy of retaining sufficient cash reserves in instant access cash bank accounts has been maintained. However, £12518 in cash is held in a separate charity investment account to secure some benefit from interest growth in funds.

**Noteworthy points** Total income for the station was £29935.46. Expenditure was £32262.35 leaving a shortfall of £2326.89 for the year.

Both income and expenditure were markedly increased over the year. This was due to a £12000 grant received in January 2025 from the National Lottery for updating the communications infrastructure ahead of the analogue switch off. At the end of June 2025 this had been expended on upgrading the stations cable feed infrastructure to fibre optic owing to the then imminent analogue cable switch off.

Signed



David Horton  
Chairman of Trustees  
Dated 19<sup>th</sup> March 2026



Joy Bourne Trustee  
Trustee  
Dated 19<sup>th</sup> March 2026

**BHBN Radio**

**Income and Expenditure for the Year to 30th June 2025**

<u>Income</u>	<u>2024-2025</u>		<u>2023-2024</u>		<u>Expenditure</u>	<u>2024-2025</u>		<u>2023-2024</u>	
	£	p	£	p		£	p	£	p
<u>Grants</u>	25,065.17		12,968.28		<u>Comms</u>	15,894.62		6,838.22	
<u>Members Subscriptions</u>	928.50		971.43		<u>Premises</u>	4,896.04		3,568.01	
<u>Cash Donations</u>	280.09				<u>Promotion</u>	684.53		1,964.00	
<u>Donations</u>	1,321.96		2,180.88		<u>Equipment</u>	5,432.39		5,640.37	
<u>Sponsorship</u>	0.00		1,400.00		<u>Cleaning</u>	204.69		118.61	
<u>Advertising</u>	0.00				<u>Broadcasting</u>	4,407.46		5,143.43	
<u>Merchandise</u>	63.00		49.00		<u>Stationary</u>	72.00		186.23	
<u>Fundraising Events</u>	712.00				<u>Sundries</u>	342.39		1,460.15	
<u>Interest</u>	739.63		7,000.00 *		<u>Merchandise</u>	103.85			
<u>Other (Surplus Sales &amp; Refunds)</u>	825.11		648.78		<u>Other</u>	224.38			
Total Income	<u>29,935.46</u>		<u>25,218.37</u>		Total Expenditure	<u>32,262.35</u>		<u>24,919.02</u>	
Surplus of Expenditure / Income	<u>0.00</u>		<u>299.35</u>		Surplus of Income / Expenditure	<u>-2,326.89</u>		<u>0.00</u>	

**Balance Sheet as at 30th June 2025**

<u>Assets</u>				<u>Liabilities</u>	
		£	p		£
<u>Cash at Bank</u>				<u>Allocation of available funds</u>	
B/Fwd	30/06/2024 Dep Fund	18,778.53		Funds:	
	30/06/2024 Current a/c	4,877.58		Unspent Lottery Grant	7,177.00
	Cash			Close Down Reserve	5,000.00
	Total		<u>23,656.11</u>	Utility Liabilities to UHB	2,463.00
				Balance of Funds	6,689.22
Less	Income - Expenditure		-2,326.89		
C/Fwd	30/06/2025 Dep Fund	11,778.53			
	30/06/2025 Current a/c	9,550.69			
	Cash				
<b>Total Funds</b>			<u>£21,329.22</u>	<b>Total liabilities</b>	<u>£21,329.22</u>

Prepared by: M C Bourne



Signed ....

Audited By: Peter Harvey

\* 2024-2025 Accounting basis changed & transfers from the deposit to cash accounts are no longer credited as income. Interest on the deposit account is however included.

I have examined the accounts of BHBN Radio for the year ended 30th June 2025 and found them to be an accurate record of the income and expenditure and of its valuation on that date.

A handwritten signature in black ink, appearing to be 'Peter Harvey', written in a cursive style.

Peter Harvey.