

# NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS

England & Wales · Charity number 1015501

## Details

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**Other names** HBA, HOSPITAL BROADCASTING ASSOCIATION

**Status** Registered

**Legal form** Other

**Registered** 1992-11-30

**Register** [View on the Charity Commission register](#)

## Contact

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London  
E1 0SG

**Phone** 03001210500

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**Website** [www.hbauk.com](http://www.hbauk.com)

## Activities

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**Objects:** TO PROMOTE THE EFFECTIVENESS AND EFFICIENCY, FOR THE PUBLIC BENEFIT, OF ORGANISATIONS WHICH:A. RELIEVE SICKNESS, POOR HEALTH AND OLD AGE BY PROVIDING A LOCAL BROADCASTING SERVICE FOR HOSPITALS, RESIDENTIAL HOMES AND SIMILAR INSTITUTIONS, AND FOR PATIENTS RECEIVING COMMUNITY CARE; ORB. ADVANCE HEALTH AND THE PREVENTION OR RELIEF OF SICKNESS THROUGH THE PROMOTION OF THE BENEFITS OF LIVING A HEALTHY LIFESTYLE, AND THE IMPORTANCE OF MAINTAINING GOOD PERSONAL MENTAL AND PHYSICAL HEALTH BY (MAINLY, BUT NOT EXCLUSIVELY) THE MEANS OF BROADCASTING HEALTH EDUCATION MESSAGES. NOTHING IN THE GOVERNING DOCUMENT SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CHARITY FOR PURPOSES WHICH ARE NOT CHARITABLE IN ACCORDANCE WITH SECTION 7 OF THE CHARITIES AND TRUSTEE INVESTMENT (SCOTLAND) ACT 2005 AND SECTION 2 OF THE CHARITIES ACT (NORTHERN IRELAND) 2008.

**Activities:** Promotes hospital, health & wellbeing broadcasting in the UK.Acts as umbrella organisation supporting independent local hospital, health & wellbeing broadcasting organisations.

## Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Services, Provides Advocacy/advice/information, Acts As An Umbrella Or Resource Body
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Other Charities Or Voluntary Bodies

## Geography

- Guernsey
- Jersey
- Northern Ireland
- Scotland
- Throughout England And Wales

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-08-31	£62,952	£103,153	-	-
2024-08-31	£57,300	£63,865	-	-
2023-08-31	£39,062	£60,809	-	-
2022-08-31	£75,427	£62,819	-	-
2021-08-31	£4,142	£26,326	-	-

## Trustees

Name	Role	Appointed
Samuel Arthur Smette	Chair	2019-03-30
Gareth Rhys Hurford		2025-04-18
Ian William Pinnell		2024-04-13
Kirsten Karron		2025-04-05
Lee Thomas		2024-04-13
Mark Kiteley		2026-03-21

**NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS**

England & Wales - Charity number 1015501

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# Accounts

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**HBA**



# **Trustees' Annual Report and Accounts**

**Year Ending 31 August 2025**



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# Introduction

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 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:** 1015501 (England and Wales)

**Working Name:** Hospital Broadcasting Association (HBA)

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019.

**Principal Office:** 5 Brayford Square, London, E1 0SG

### Trustees (Present):

Sam Smette - Chair (Re-elected 5 April 2025)

Ian Pinnell - Vice Chair

Robert Crow - Treasurer

Lee Thomas (Re-elected 5 April 2025)

Roy Dickel - Secretary

Kirsten Karron (From 5 April 2025)

Gareth Hurford (Appointed 18 April 2025)

### Bankers:

CAF Bank Ltd, 25 Kings Hill, West Malling, Kent, ME19 4JQ

Aldermore, 1st Floor, Block 18, Western House, Lynch Wood, Peterborough, PE2 6F2

Close Brothers Treasury, 4th Floor, 10 Crown House, London, EC24 4FT

### Independent Examiner:

JMW Accounting, 35 Hyperion Lane, Brackley, Northants, NN13 6FU

# Welcome from the Chair

On behalf of the Trustees of the Hospital Broadcasting Association, I am delighted to welcome you to our Annual Report and Accounts for the year ending 31 August 2025.



This has been a particularly significant year, as we celebrate the centenary of hospital radio in the UK. The first hospital radio station launched at York County Hospital in July 1925, offering patients access to sports commentaries and church services via headphones and loudspeakers beside their beds. From those pioneering beginnings, hospital radio has grown into a uniquely compassionate and enduring part of the healthcare landscape.

Over the decades, hospital radio expanded steadily and, at its height, nearly 400 stations were broadcasting to hospitals nationwide. It also proved a remarkable training ground for broadcasting talent, helping to launch the careers of many names still familiar today, including Ken Bruce, Simon Mayo, Sonali Shah, Scott Mills, Jeremy Vine and Jacqui Oatley.

The Hospital Broadcasting Association, then known as NAHBO, was founded in 1970 to bring services together and provide support, advice, advocacy and a collective voice. A century on from hospital radio's beginnings, technology has transformed how we broadcast, but innovation has always been part of our story. While today's media environment is more competitive than ever, hospital and health & wellbeing radio continues to thrive because it offers something truly distinctive: a personal, human connection that no other broadcaster can replicate.

As healthcare has evolved, so too has our sector. Many hospital radio stations now stream online, broadcast on FM, Small-Scale DAB, and reach into care homes, health centres and local communities. In doing so, they connect with new audiences and support the NHS and wider healthcare sector with content that promotes healthy lifestyles and wellbeing.

This year, our new Impact Report has reaffirmed the value of hospital, health and wellbeing broadcasting across the UK. Drawing on evidence from more than 270 participants, it shows strong recognition among NHS staff of the benefits to patients, alongside clear evidence of reduced boredom and improved wellbeing. Importantly, it also highlights the growing reach beyond hospital walls, extending companionship, trusted information and reassurance into the community.

The Trustee Board has continued to focus on strengthening the Association and supporting our members. We have engaged with key national stakeholders, reviewed our governance arrangements, and invested in trustee development. In response to member feedback, we are also exploring a return to regional networking, alongside maintaining a strong focus on innovation.

Much of our work takes place behind the scenes and is not always immediately visible, but it underpins the support, guidance and opportunities we provide to our members. This Annual Report highlights some of the achievements and progress made over the past year. I would like to thank our volunteers, member organisations, stakeholders and supporters for their dedication to this remarkable service.

A handwritten signature in black ink, appearing to read 'Sam Smette'. The signature is stylized and cursive.

**Sam Smette**  
**Chair of Trustees**



# Structure, Governance & Management

HBA is a Charitable Incorporated Organisation governed by its constitution.

## Recruitment & Appointment of Trustees

The Trustees are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by members for a three-year term of office, usually at the AGM; and
- 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;

with the actual number being set by the Association's members at general meetings. During the reporting period there were three Elected Trustee vacancies and three Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

## Induction & Training of Trustees

New Trustees and volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

## Organisation Structure

The operational functions of the organisation are overseen by the trustees, with the support of a team of volunteers who bring a variety of skills and experience to help the Association further its work.

## Risk Management

The Trustees are responsible for identifying and reviewing the charity's risks and ensuring controls are in place to minimise fraud and error. They conduct an annual review of financial, operational, and business risks and follow established policies and procedures to manage these risks. These measures include:

- specific volunteer-role descriptions, setting out the limits of their delegated authority, together with a set of "Matters Reserved to the Trustee Board", which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment (excluding direct debits which are monitored by the Treasurer and Trustees).

To enable the effective running of the association, we added a Leave of Absence clause to our constitution, should a trustee need to leave for a period of time for health or other matters.

# Charitable Objects

HBA is a Charitable Incorporated Organisation whose charitable objects are to promote the effectiveness and efficiency, for the public benefit, of organisations which:

- 1 relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
- 2 advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

## Vision Statement

To support and represent hospital, community and other broadcasters to aid patient recovery and promote health and wellbeing to all listeners.

## Mission Statement

To support, inform, represent and develop hospital, community and other broadcaster sectors.

- **Support:** To actively support, encourage and increase the effectiveness level and quality of hospital, community and other broadcasters.
- **Inform:** To identify the challenges facing hospital, community and other broadcasters, and to help them adapt to the changing environment.
- **Represent:** Through collaboration with external stakeholders, liaise with and represent the hospital, community and other broadcaster sectors on relevant projects and policies.
- **Develop:** To provide innovation and initiatives for all hospital, community and other broadcasters.

## Public Benefit

The Trustees regularly review the Association's public benefit in line with Charity Commission guidance and have identified no significant private benefit beyond incidental occurrences during charitable activities.

# Charitable Activities

## Support, Advice & Guidance

In this reporting year, we recruited a new specialist advisor, Kym Ypres-Smith to oversee and offer advice relating to sports broadcasting.

Our Specialist Advisors continued to deliver for our members in their respective areas. One area that is notable is our Charity Governance & Management / Licensing Specialist Advisor Nigel Dallard, who dealt with:

- 9 enquiries relating to music licensing,
- 22 enquiries from 16 stations relating to management/governance issues,
- 3 enquiries in setting up new radio stations.

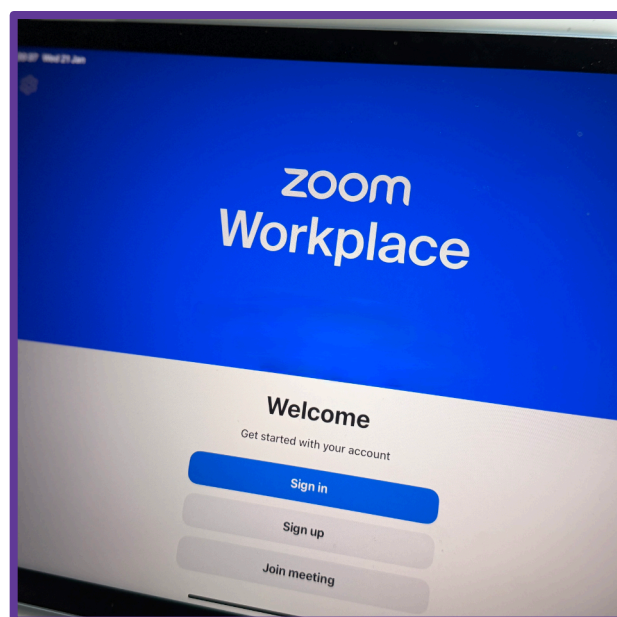
The management and governance issues faced by stations ranged from insurance; the role of trustees; the relationship between the hospital radio station and their NHS Trust or NHS Health Board and constitutional interpretation. Also in this reporting year, we recruited a Sports Broadcasting Specialist Advisor to advise member organisations of sports broadcasting rights and other queries, with work continuing for our fundraising and audio specialist advisors.

Elsewhere, our support continued by providing member organisations shared programming opportunities. In this reporting year, we relaunched the shared programming list on our website, making it easier for our volunteers to update and our members to navigate. Our new website was also launched, providing an inviting front door to those who wish to find out more about HBA or our member organisations. Utilising a new 'Dashboard' area, members are now able to generate their own achievement certificates, update member records, download shared programmes and an array of other documents and materials that they might find useful.

## Zoom Socials

We continued to run our monthly Zoom Socials, providing an opportunity for volunteers from member organisations to get together online to hear from expert speakers in a particular field, or ask questions of HBA Trustees and volunteers directly. Topics have included: How to use your jingle package; grant/funding applications; Honing in on AI; Mastering Advertising & Sponsorship and more.

These still prove a popular way for member organisations and their volunteers to engage with HBA and each other. During the reporting year, 249 volunteers from member organisations attended our Zoom Socials, our Zoom Socials saw 249 attendees, with an average of 17 members being represented throughout the year.





## Annual Conference and the National Hospital Radio Awards

Our 2025 Annual Conference and the National Hospital Radio Awards were held in Hinckley, Leicestershire. Paul Coia, who was the first voice to be heard on Channel 4, delivered our keynote address, talking through his career and taking questions from the floor.

Content at our conference this year included a talk from NHS England on the launch of their new volunteering platform; a session on volunteer engagement lead by one of our own member organisations; a discussion on licensing with PPL, who were also headline sponsors of the conference and a panel discussion with Charles Nove and Steve Hyland, both respected broadcasters, who offered their advice and guidance on how we can transition towards a meaningful future for health and wellbeing broadcasting together.

The weekend accumulated in the 2025 National Hospital Radio Awards, which celebrated volunteers of hospital, health and wellbeing broadcasters from across the country. This year, we invested in professional photographers and videographers, allowing us to not only share professional recordings of each session with stations and those who couldn't attend via our dashboard, but to also help aid the promotion of our annual conference and awards for years to come.

We looked to refresh some awards categories and introduce some new ones too. As such, the John Whitney Award was renamed the HBA Lifetime Achievement Award, while we added a new Unsung Hero category, which was awarded to Spence Canniffe from The Hospital Broadcasting Service in Glasgow for his dedication and commitment to the station.

Listening to our members is important and following their feedback, we restructured the format for Conference in 2025, kicking off with Friday Night entertainment and registration from 4:00pm, while the main day of Conference on Saturday started slightly later with proceedings starting at around 9:45am. We also sought feedback from those who didn't attend the Conference in 2025 to find out why and what we could do to encourage them to participate. The overwhelming feeling amongst those surveyed was the cost of conference, something which we've addressed for our 2026 event, by using some of our Conference Bursary fund to give everyone money off the cost of Conference 2026 across all variations of ticket types.

We were pleased to announce at the end of our 2025 Conference that our 2026 event will be held at the Holiday Inn, Bolton, Greater Manchester in March, as we look to celebrate 100 years of hospital radio.

CELEBRATING

**100**

years of hospital radio

## Station Visits

We visited several stations throughout the reporting year to attend celebratory events, including station anniversaries and to deliver long service and recognition certificates directly to volunteers. Station visits also formed a pivotal part of the research for our upcoming Impact Report, where we were able to hear stories from volunteers on the frontline.

## Long Service and Recognition Certificates

Our President, June Snowden, was awarded the British Empire Medal (BEM) for services to hospital, health and wellbeing broadcasting in HM The King's New Year Honours List, revealed at the end of 2024.

In The King's Birthday Honours List later in the year, two hospital, health and wellbeing volunteers were awarded the BEM, including Neil Stockton, Chairman of Radio Cherwell based in Oxford and Malcolm Kirby, from Red Dot Radio in Edinburgh.

Alongside those national accolades, many members made use of our new self-serve certificate portal on our website, giving volunteers the ability to recognise their own volunteers for long service or other recognitions throughout the year, with an option to invite a HBA Trustee or volunteer to present the certificate on the station's behalf.

## Communication

We launched our new website, providing members with a new way to gain access to programmes, certificates and documents that will help in their ability to run their stations or produce shows. Our new website is easier to navigate and continues to be an important hub for members organisations, packed with information, advice and guidance. New functionality also includes the ability to generate recognition certificates, and access an interactive shared programme library.

Our monthly newsletter continues to grow in popularity and is now open to anyone who wishes to subscribe. The newsletter is produced by Laura Durrant, our new editor, and now has over 2,000+ subscribers. Aside from the regular newsletters, we send ad-hoc emails to our station administrators and volunteers of stations with a range of information that supports them to run their stations and produce programmes.



Pictured: June Snowden receives BEM from Lord Lieutenant of North Yorkshire, Mrs Johanna Ropner.

## Grants Programme

Our grants programme continues to flourish, with over £12,000 awarded in grants for stations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds.

Grimsby Hospital Radio were awarded £3,500 in December 2024 for capital investment into a refresh of their IT systems, while Hospital Radio Basingstoke were awarded £2,000 to contribute to a silence detection unit.

In May 2025, £848.86 was awarded to Radio Wishing Well as capital investment into new playout system computers and in July of the same year, Torbay Hospital Radio were awarded £2,637.60 for an air conditioning system for their studios.



## Stakeholder Engagement

We continued to engage with PPL and PRS For Music and developed new stakeholder relations with several organisations, including the Experience and Partnerships team at NHS England, working closely with their Voluntary Partnerships Manager to encourage our member organisations in England to utilise the new NHS England Volunteering website to help stations recruit volunteers. Nicola Monk, the Voluntary Partnerships Manager also attended our Annual Conference to deliver a session about the new platform and to myth bust and answer queries from stations about their own NHS trusts' take on volunteer recruitment processes (e.g. the requirement to have a blood test etc.)

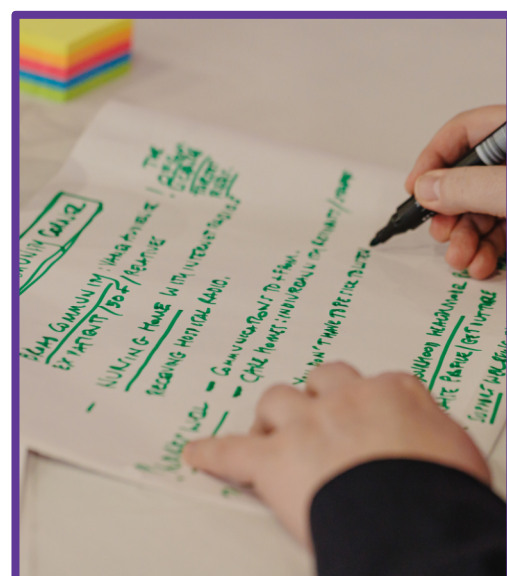
In December 2024, hospital radio was featured in the Christmas edition of the British Medical Journal (BMJ), with a two page spread highlighting the work of hospital radio, our member organisations and their volunteers, citing the importance of our work and the work of our member organisations. The BMJ is the medical professions journal and is read by nearly 80 million users annually online, while the print magazine has a circulation of around 122,000 copies. Our feature was published both online and in the print edition. Shortly after this, we engaged with the Department for Culture, Media & Sport and subsequently hospital radio was mentioned in the House of Lords, further strengthening awareness.

## Impact Study

We commissioned The Researchery to work with us to produce an updated version of our Impact Report. We know the landscape has changed in hospital, health and wellbeing broadcasting since our last report in 2016 and more so since 2020 when our stations and volunteers had to find new ways to broadcast during COVID. Some are still reeling from the effects of not being able to visit wards, while others have adapted and changed the way they operate. This report, when released during the 2025/26 reporting period, will highlight the changing shifts of hospital, health and wellbeing broadcasting, while still highlighting the pivotal role our member organisations play.



Pictured: Anna Hazelwood and Darryl Biggs, from PPL at the HBA Annual Conference, 2025.



Pictured: Delegate participating in The Researchery workshop at the HBA Annual Conference, 2025.

Pictured top left: Nicola Monk, Voluntary Partnerships Manager, NHS England, at the HBA Annual Conference, 2025.

Pictured top middle: Sam Smette, HBA Chair of Trustees, delivering a welcome to our Annual Conference in 2025.

Pictured top right: Dr. Cat Walker from The Researchery, delivering a session for members at our 2025 Conference.

# Strategy

In May 2025, the Trustees updated their strategic objectives from July 2024. Our work towards these objectives has been referenced in the Charitable Activities section of this report, however below is an overview of the updated objectives and actions within:

## Communication

**Objective:** Strengthen relationships with existing and potential stakeholders.

There has been a continued focus on improving internal and external communication and engagement with HBA volunteers, member organisations and stakeholders. During the year, regular email updates and newsletters were re-established, alongside increased use of social media to share information and opportunities.

The Board has also begun to consider how member engagement might be strengthened over time through a combination of regional activity, following feedback from our members, as well as how external media and PR activity could help raise awareness of the role and impact of hospital, health and wellbeing broadcasting.

## Governance

**Objective:** Enhance governance and board effectiveness.

Work has continued to focus on strengthening governance and leadership, with particular emphasis on trustee development and effective governance practice. Trustees explored relevant training opportunities and sources of governance support, alongside reflection on board skills and composition. Diversity and inclusion continue to be important considerations in supporting effective leadership and decision-making.

## Stakeholder Engagement

**Objective:** Strengthen relationships with existing and potential stakeholders.

Relationships across health, broadcasting and government have continued to develop. Engagement included dialogue with organisations such as PPL and NHS, as well as written communication with MPs and government departments, including a meeting with the Department for Culture, Media and Sport. HBA and hospital radio were also referenced in wider parliamentary discussion, contributing to broader awareness of the sector. Initial work to develop and share evidence of impact has taken place and will continue to evolve as part of a longer-term strategic approach.

## New Technology for Members

**Objective:** Leverage new technologies to improve broadcasting and support for members.

The Trustees continue to explore how new and emerging technologies could support member organisations in delivering health and wellbeing content. During the year, this included activity to raise awareness of digital developments, such as AI, through conference sessions, online events and informal member discussions. The Board is also mindful of the potential for shared tools or platforms to support collaboration in future and continues to keep this under review.

## Growth

**Objective:** Expand HBA's reach into health and wellbeing community broadcasting.

HBA has looked at opportunities to support sustainable growth and extend its reach within health and wellbeing community broadcasting. Early-stage conversations took place with sector bodies such as the UK Community Radio Network and the Community Media Association, alongside engagement with potential partners and sponsorships through conference activity. These discussions inform longer-term thinking around partnerships, profile and organisational sustainability.



# Accounts and financial statements

Year Ending 31 August 2025

# Financial Review

The Statement of Assets and Liabilities on page 16 shows the Association at the end of the financial period with a deficit of £40,201. This is higher than last year due mainly to the costs of developing and launching our new website and updating our research into the impact of hospital radio, which is due to be published next year.

We also reverted to our 2-day annual conference at Hinckley and provided a true gala event with excellent attendance and included interesting speakers, exhibitors and presentation of the National Hospital Radio Awards.

We were also very successful in promoting the grants and bursaries scheme this year. Funds were allocated to station grants for various improvements and developments, while bursaries were offered for volunteers to attend the conference and experience the atmosphere, participate in networking and attend informative workshops and seminars to help develop both technical and personal skills. We are grateful for the continued support of PPL which has allowed us to fund such worthy cases.

The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board and signed on its behalf by:



**Sam Smette**  
Chair of Trustees



**Robert Crow**  
Treasurer

# Receipts and Payments Accounts

## RECEIPTS AND PAYMENTS ACCOUNT

For the Year Ended 31st August 2025

		<u>2024/25</u>			<u>2023/24</u>
	<u>NOTE</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<b>INCOME</b>					
Corporate Support		-	27,500	27,500	25,000
Donations & Sale of Goods		297	-	297	21
Membership Subscriptions	<i>Note 1</i>	5,874	-	5,874	8,725
Member Events	<i>Notes 2, 10</i>	20,382	-	20,382	16,760
Interest		8,899	-	8,899	6,794
		<b>35,452</b>	<b>27,500</b>	<b>62,952</b>	<b>57,300</b>
<b>EXPENDITURE</b>					
<b>Charitable Expenditure</b>					
Member Events	<i>Note 3</i>	32,758	21,919	54,677	22,744
Member Services	<i>Note 4</i>	1,471	8,986	10,457	3,251
Projects	<i>Note 5</i>	22,206	-	22,206	26,390
Stakeholder Relations	<i>Note 6</i>	-	-	-	-
Communications	<i>Note 7</i>	148	-	148	351
Corporate Services	<i>Note 8</i>	4,281	-	4,281	3,610
		<b>60,864</b>	<b>30,905</b>	<b>91,769</b>	<b>56,346</b>
<b>Governance</b>					
Governance Expenses	<i>Note 9</i>	1,384	10,000	11,384	7,519
		<b>62,248</b>	<b>40,905</b>	<b>103,153</b>	<b>63,865</b>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>					
		<b>(26,796)</b>	<b>(13,405)</b>	<b>(40,201)</b>	<b>(6,565)</b>
Transfers between funds	<i>Note 10</i>	-	-	-	-
Total funds brought forward		145,957	15,437	161,393	167,958
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>119,161</b>	<b>2,032</b>	<b>121,192</b>	<b>161,393</b>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

# Statement of Assets & Liabilities

## **STATEMENT OF ASSETS & LIABILITIES**

**As at 31 August 2025**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<b><u>Opening Balances on 1st September 2024</u></b>			
CAF Cash current account	8,264	-	8,264
Close Brothers	50,534	22,225	72,759
Aldermore Easy Access	19,111	-	19,111
Aldermore 1 yr Fixed	60,671	-	60,671
PayPal	588	-	588
	<u>139,168</u>	<u>22,225</u>	<u>161,393</u>
<b><u>Add:</u></b>			
Financial results for this year	(26,796)	(13,405)	(40,201)
Transfers between funds	-	-	-
<b>Cash Funds at year end</b>	<u>112,372</u>	<u>8,820</u>	<u>121,192</u>
<b><u>Closing balances on 31st August 2025</u></b>			
CAF Cash current account	8,894	-	8,894
Close Brothers	70,285	8,820	79,105
Aldermore Easy Access	33,144	-	33,144
Stripe	49	-	49
	<u>112,372</u>	<u>8,820</u>	<u>121,192</u>

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

For further information regarding the restricted funds, see Note 10. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

### **ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE**

IT Equipment, 2 x laptops & an assortment of cables and accessories

Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables

Display Equipment - A selection of roll up banners

Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees:



.....  
Sam Smette  
Chair  
01-Sep-25



.....  
Robert Craw  
Treasurer  
01-Sep-25

# Notes to the accounts

## NOTES TO THE ACCOUNTS

For the Year Ended 31st August 2024

			<u>2024/25</u>	<u>2023/24</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	5,859	-	5,859	8,685
Subscriptions - Associate Members	15	-	15	40
	<b>5,874</b>	<b>-</b>	<b>5,874</b>	<b>8,725</b>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	1,800	-	1,800	5,000
Conference Delegate Fees	16,660	-	16,660	11,590
Conference Sponsorship/Tradeshaw	1,922	-	1,922	170
	<b>20,382</b>	<b>-</b>	<b>20,382</b>	<b>16,760</b>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	1,297	5,000	6,297	14,408
Conference (Includes Part Deposit for 2026)	31,077	-	31,077	8,151
Volunteer Development	-	14,073	14,073	
Conference Bursaries	-	2,846	2,846	
Transaction Fees - Conference	384	-	384	185
	<b>32,758</b>	<b>21,919</b>	<b>54,677</b>	<b>22,744</b>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants		8,986	8,986	1,848
Long Service Certificates	183	-	183	66
Services	783	-	783	783
Travel & Subsistence	505	-	505	468
Transaction Fees - Membership Subscriptions		-	-	86
	<b>1,471</b>	<b>8,986</b>	<b>10,457</b>	<b>3,251</b>
<b>5. PROJECTS</b>				
New Website	16,081		16,081	18,513
Impact Report Research	6,125		6,125	7,877
	<b>22,206</b>	<b>-</b>	<b>22,206</b>	<b>26,390</b>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events & Ambassadorial Meetings	-	-	-	-
Printing, Postage & Stationary	-	-	-	-
Travel & Subsistence	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>7. COMMUNICATIONS EXPENSES</b>				
Marketing	148		148	351
	<b>148</b>	<b>-</b>	<b>148</b>	<b>351</b>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	1,547		1,547	2,116
Bank Charges	783		783	65
Printing, Postage, Stationary & Telephone	1,318		1,318	424
Training - Development	89		89	924
Travel & Subsistence	305		305	81
Volunteer's Meeting	239	-	239	
	<b>4,281</b>	<b>-</b>	<b>4,281</b>	<b>3,610</b>

# Notes to the accounts

## 9. GOVERNANCE EXPENSES

Auditor's Fees	245		245	1,080
Insurance	777		777	627
Membership & Registration Fees	91		91	152
Trustee Board Meetings	76	10,000	10,076	5,298
AGM Meeting	195		195	222
Trustee Training	-	-	-	-
	<b>1,384</b>	<b>10,000</b>	<b>11,384</b>	<b>7,379</b>

10. MOVEMENTS IN RESTRICTED FUNDS	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
Hospital Radio Grants	15,652	5,000	11,832	-	8,820
Volunteer Development	6,573	7,500	14,073	-	-
HBA Core Funding	-	10,000	10,000	-	-
National Hospital Radio Awards	-	5,000	5,000	-	-
	<b>22,225</b>	<b>27,500</b>	<b>40,905</b>	<b>-</b>	<b>8,820</b>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- grants for hospital radio stations facing financial hardship and conference bursaries for volunteers unable to afford the cost of attending;
- development and training of HBA & hospital radio volunteers including travel and subsistence expenses for HBA volunteers;
- administrative support for HBA's role supporting and representing hospital radio in the UK.

## 12. TRUSTEES' EXPENSES

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA

Sam Smette	2,513
Ian Pinnell	1,225
Lee Thomas	2,393
Robert Crow	3,181
Roy Dickel	803
Kirsten Karron	186
Gareth Hurford	349
	<b>10,650</b>

## 13. TRUSTEES' INDEMNITY INSURANCE

The Trustees have purchased a comprehensive package of insurance cover 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 cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

## 14. ACCOUNTING POLICIES

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

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

# Independent examiner's report



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/  
members of

National Association of Hospital Broadcasting Organisations

On accounts for the year  
ended

31st August 2025

Charity no  
(if any)

1015501

Set out on pages

15-18

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2025

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: *JM Warren*

Date: 16/10/2025

Name: Joanne Warren

Relevant professional  
qualification(s) or body  
(if any):

MAAT - Member of the Association of Accounting Technicians

Address: JMW Accounting

35 Hyperion Lane, Brackley

Northamptonshire, NN13 6FU



**HBA**  
Female Presenter of the Year  
The Top 10

**HBA**  
Female Presenter of the Year  
The Top 10

# HBA

Trustees Annual Report & Accounts  
Year Ending 31 August 2025

**Web:** [hbauk.com](http://hbauk.com)  
**Email:** [info@hbauk.com](mailto:info@hbauk.com)

**NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS**

England & Wales - Charity number 1015501

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# Accounts

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# Trustees' Annual Report and Accounts



Year Ending 31 August 2024



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# Introduction

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2024.

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:** 1015501 (England & Wales)

**Official Name:** National Association of Hospitals Broadcasting Organisations

**Working Name:** Hospital Broadcasting Association (HBA)

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019

**Principal Office:** 5 Brayford Square, London, E1 0SG

### Trustees (Present)

Sam Smette - Chair since 13/04/2024

Ian Pinnell - Vice Chair since 13/04/2024

Robert Craw - Co-Treasurer since 13/04/2024

Lee Thomas - Co-Secretary since 13/04/2024

Roy Dickel - Co-Secretary since 13/04/2024

### Trustees (Former)

Nigel Dallard until 13/04/2024

Luke Davies until 13/04/2024

Grant McNaughton until 13/04/2024

John O'Donnell until 09/08/2024

Michael Sarre until 31/08/2024

### Bankers:

CAF Bank Ltd, 25 Kings Hill, West Malling, Kent, ME19 4JQ

Aldermore, 1<sup>st</sup> Floor, Block 18, Western House, Lynch Wood, Peterborough, PE2 6FZ

Close Brothers Treasury, 4<sup>th</sup> Floor, 10 Crown House, London, EC24 4FT

### Independent Examiner:

JMW Accounting, 35 Hyperion Lane, Brackley, Northamptonshire, NN13 6FU



# Welcome from the Chair

On behalf of the Trustees of the Hospital Broadcasting Association, I warmly welcome you to our Annual Report and Accounts for the year ended 31st August 2024.

Hospital, health, and wellbeing broadcasting continues to play a vital role in reaching patients in hospitals and the wider community. Many of our members not only provide a service to hospital patients, but in recent years, stations have been revolutionising their broadcast platforms by moving to online streaming, community broadcasting, and Small Scale DAB or broadcasting to care homes. This has allowed them to reach new audiences and benefit the NHS and the wider healthcare ecosystem through content that promotes and educates listeners about the advantages of living a healthy lifestyle and the importance of maintaining good mental and physical health.

Stations are increasingly discovering that they support NHS staff just as much as they do patients and the public. Staff wellbeing is a significant focus within the NHS today, and our stations continue to make a meaningful contribution to the support of staff working in hospitals and healthcare settings through their unique blend of programming.

Following the election of our new Trustee board in April 2024, we have been focussed on re-evaluating HBA and its strategic direction, making sure we can continue to support, inform, represent and develop hospital, health and wellbeing broadcasting on a national level. We are focussing on five strategic areas across a five-year period and have revised our vision and mission statement to truly reflect our direction. Our Annual Report highlights some of our most recent achievements as the national umbrella body.

The Trustee board has committed to revitalising and updating our Impact Report, which was well received in 2016. This new report will take into account how our member organisations have evolved since then, particularly after experiencing the coronavirus pandemic and adapting or expanding their operations.

First and foremost, we are committed to serving our member organisations, and you may have noticed that our recent communications reflect a greater openness and transparency. If your organisation needs assistance, has feedback, or would like to share suggestions for improvement, please do not hesitate to get in touch with us.

Much work has been done to re-establish connections with our key stakeholders, and we are particularly grateful to PPL and PRS for Music for their continued support and recognising the value of HBA and its members. We look forward to developing these relationships further, as well as establishing new connections and stakeholders.

I would also like to pay tribute to our incredible team of volunteers, who oversee a number of roles within the Association and work tirelessly behind the scenes. The fruits of their efforts are often not immediately visible, but their talent, dedication, and enthusiasm really makes a difference. From assisting with the organisation of our conference and the national hospital radio awards to ensuring our email newsletters reach your inboxes each month, answering charity governance and management queries from our members, or engaging with stakeholders, developing our new website, to managing our podcast platform, we simply could not do it without them.

In closing, I want to extend my heartfelt gratitude to everyone involved in our work and to those in our member organisations for their dedication. Together, we are making a meaningful impact in hospital, health, and wellbeing broadcasting. I look forward to our achievements ahead and to celebrating with you all in Hinckley in 2025 at our Annual Conference & National Hospital Radio Awards. Thank you for your continued support.



**Sam Smette**  
Chair of Trustees

# Structure, Governance and Management

HBA is a Charitable Incorporated Organisation governed by its constitution.

## Recruitment & Appointment of Trustees

The Trustees are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by members for a three-year term of office, usually at the AGM; and
- 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;

with the actual number being set by the Association's members at general meetings.

During the reporting period there were four Elected Trustee vacancies and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

## Induction & training of trustees

New Trustees and volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

## Risk Management

The Trustees are responsible for identifying and reviewing the charity's risks and ensuring controls are in place to minimise fraud and error. They conduct an annual review of financial, operational, and business risks and follow established policies and procedures to manage these risks.

## Organisation Structure

The operational functions of the organisation are overseen by the trustees, with the support of a team of volunteers who bring a variety of skills and experience to help the Association further its work.



# Charitable Objects

HBA is a Charitable Incorporated Organisation whose charitable objects are to promote the effectiveness and efficiency, for the public benefit, of organisations which:

1. relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
2. advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

## Vision Statement

To support and represent hospital, community and other broadcasters to aid patient recovery and promote health and wellbeing to all listeners.

## Mission Statement

To support, inform, represent and develop hospital, community and other broadcaster sectors.

- **Support:** To actively support, encourage and increase the effectiveness level and quality of hospital, community and other broadcasters.
- **Inform:** To identify the challenges facing hospital, community and other broadcasters, and to help them adapt to the changing environment.
- **Represent:** Through collaboration with external stakeholders, liaise with and represent the hospital, community and other broadcaster sectors on relevant projects and policies.
- **Develop:** To provide innovation and initiatives for all hospital, community and other broadcasters.

## Public Benefit

The Trustees regularly review the Association's public benefit in line with Charity Commission guidance and have identified no significant private benefit beyond incidental occurrences during charitable activities.

# Charitable Activities



## Support, advice and guidance

Our Specialist Advisors provided advice and guidance to members. **We received 30 requests for advice and guidance.** Topics supported included: insurance; VAT registration; (S)CIO conversion; copyright; evolution; web/streaming technology; internal governance issues; trademarks; banking; accounting; advertising and sponsorship; Ofcom compliance training; Memorandum of Understanding (MoU's) with NHS Trusts.

HBA maintains an extensive "Shared Programming" list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

The HBA commissioned a new, more user-friendly website, which is nearing completion. The trustees anticipate its launch in the final quarter of 2024.

## Zoom Socials

A monthly Zoom networking session continues to be available to all volunteers of member stations, covering a number of topics. During the reporting period, topics included: making hospital radio accessible, advertising and sponsorship, engaging with listeners, bedside entertainment systems and grants/fundraising allowing participants to ask questions, discuss challenges and solve problems in a facilitated environment. Sessions are recorded and published to YouTube and our website to further the reach to members who may have been unable to join live, or for those wishing to refer back at a later date.





## Annual Conference & National Hospital Radio Awards

Our Annual Conference was held in Winchester as a single-day event with keynote speakers including local MP and Chair of Health and Social Care Select Committee, Steve Brine and Julie Dawes, Chief Nurse, Hampshire Hospitals NHS Foundation Trust. Our conference events enable delegates to up-skill their knowledge, whilst offering a platform for networking opportunities and sharing experiences.

Unlike previous conferences, the Winchester event was primarily driven by representatives from HBA member organisations and the hospital, health, and wellbeing broadcasting community. The focus was on life beyond bedside entertainment systems, creating engaging content, and adapting to a changing NHS landscape. This approach allowed station representatives to share experiences and best practices with other HBA members.

The event culminated with the National Hospital Radio Awards, recognising and celebrating the talent from across the hospital, health and wellbeing broadcasting community, with twenty-nine participants receiving awards across eleven categories.

## Station Visits

Trustees and volunteers made visits to member-organisations across the country to attend Annual General Meetings, anniversary celebrations or other functions to represent HBA and present Long Service and Recognition Certificates.

## Grants Programme

Our Grants programme empowers member organisations to acquire necessary equipment or materials that they are unable to afford through their own funds.

Recognising the importance of raising awareness about grants and highlighting their benefits, the Association is committed to enhancing communication with its members. **Grants were awarded to the value of £1,848.00 in the reporting year.**

## Long Service & Recognition

During the reporting year, we issued 362 individual Long Service certificates, **recognising 7575 years of service**, 2 individual recognition certificates, 18 station Long Service certificates, **recognising 895 years of broadcasting.**

## Communications

While volunteer availability limited our newsletter distribution this reporting year, we successfully kept station administrators and subscribers informed about important updates from the Association as needed. In the latter part of the reporting period, we began revitalising the newsletter, with valuable contributions from our new PR and Communications Officer.



## Stakeholder Engagement

Stakeholder engagement remains a priority for the trustee board. Following the UK General Election in July 2024, HBA wrote to new Government representatives at the Department of Health & Social Care in Westminster and in the devolved nations, to increase awareness of hospital, health and wellbeing broadcasting and the benefits it can bring to patients and communities. A letter template was also drafted for HBA member-organisations to write to their newly elected MP.

Engagement also took place with PPL and PRS for Music, who oversee broadcast licensing, with meetings scheduled with both for the final quarter of 2024. Additional discussions were held with Radio Academy, Spark TSL, and Ofcom on shared issues and member-representation.

We were approached by the British Medical Journal (BMJ) with a view to working on a joint feature focussing on hospital, health and wellbeing broadcasting.



# Strategy

In July 2024, the new board of Trustees developed a strategic plan that will guide the HBA over the next five years and is focussing on five key areas, with work already in progress.

## Communication

The trustees aspire to improve both internal and external communication and engagement with HBA volunteers, member-organisations and stakeholders.

## Governance

Enhance trustees' understanding of governance with trustees identifying and enrolling in individual training courses. The board will also conduct an annual skills audit to identify gaps, and organise an internal governance training session focused on the distinction between the constitution and procedures/policies.

## Stakeholder engagement

Establish and strengthen relationships with key stakeholders, including PRS, PPL, WiFi Spark, the NHS, Ofcom, and Government, through meetings and communications, while updating the Impact Report. Developing engagement with additional groups such as National Care Homes and the UK Community Radio Network, all as part of a long-term strategic plan.

## New technology for member stations

HBA will explore and promote the use of new technologies including AI, alongside the introduction of a new volunteer role titled "Emerging Technology" to assist members in adopting these advancements.

## Growth

Aim for a 10% growth over the next 12 months by expanding membership, enhancing communication reach, building relationships with stakeholders and associates, and increasing financial investment through corporate sponsorships.

**These strategic areas will forge our targets for the next five years with progress being reviewed annually.**

# Targets

For the period of 1<sup>st</sup> September 2023 - 31<sup>st</sup> August 2024

To reinvigorate the trustee board, ensuring all the trustees receive appropriate training so they can lead the organisation and begin the groundwork to develop and create a strategic plan for the future of hospital, health and wellbeing broadcasting and the Association's role.

This objective was met with the appointment of four new trustees at our 2024 AGM. Trustees on the board have discussed training opportunities to help develop themselves in their roles and have been tasked with sourcing relevant training where necessary. This remains ongoing.

To continue to review volunteer roles/profiles, in light of the strategic direction of the Association.

A review of volunteer roles and profiles has taken place and a revised organisation structure implemented. The only notable changes in line of the strategic direction of the association include having a Trustee named as support lead for a particular set of volunteers - with the named trustee being the main point of contact for those volunteers under that work stream.

To develop a plan to engage stakeholders.

We continue to engage with stakeholders as previously identified in this report. We continue to have regular dialogue with PPL and PRS for Music and will continue to develop conversations and engagement with other stakeholders, including NHS, government bodies, Ofcom and others who can help support hospital, health and wellbeing broadcasting.

To increase uptake of HBA's core services and interactions by 5%.

The target was not met due to internal complications stemming from the absence of key volunteers, which resulted in less frequent communication and awareness-raising of our core services and interactions falling short of our initial expectations.

# Targets

For the period of 1<sup>st</sup> September 2023 - 31<sup>st</sup> August 2024

To deliver the new HBA website, including an enhanced user experience.

Not met. The website is nearing completion and the trustees anticipate launch in the final quarter of 2024.

To continue to provide a wide range of events and services to HBA's members, with the return of face-to-face events, as well as online / hybrid events, including a national conference and awards ceremony, plus a range of news, information, advice and guidance.

We continue to provide our Annual Conference and National Hospital Radio Awards as face-to-face events, with our Zoom Socials providing an easily accessible online event every month.

To provide services and events within agreed budgets, and to operate within these agreed parameters.

All of the services we provide and events have operated within the agreed budgets and parameters.

During 2024/25, our aim is to focus on our strategic direction as outlined under Strategy on page 13.



# Accounts and financial statements

Year Ending 31 August 2024

# Financial Review

The Statement of Assets and Liabilities on page 16 shows the Association at the end of the financial period with a deficit of £6,565. Much reduced from last year helped with a donation from PPL of £25,000 and increased interest payments of £6794 taking advantage of higher interest rates.

The conference venue was just a 1 day event this year with some associated costs being reduced with The HBA contributing almost £6000, thanks to all sponsors for keeping the costs down as well as a reduced set for the staging.

It is disappointing that stations have not taken advantage of our grants & bursaries only gave out £1848 this year.

Robert Crow is taking over as treasurer after just over 9 years. I wish him luck.

The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board and signed on its behalf by



**Sam Smette**  
Chair of Trustees



**Mike Sarre**  
Treasurer (2015 - 2024)

# Independent examiners report to the Trustees



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Independent examiner's  
report on the accounts

## Section A

## Independent Examiner's Report

Report to the trustees/  
members of

National Association of Hospital Broadcasting Organisations

On accounts for the year  
ended

31st August 2024

Charity no  
(if any)

1015501

Set out on pages

19 to 23

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 08 / 2024

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*JM Warren*

Date:

08/01/2025

Name:

Joanne Warren

Relevant professional  
qualification(s) or body  
(if any):

MAAT - Member of the Association of Accounting Technicians

Address:

JMW Accounting

35 Hyperion Lane, Brackley

Northamptonshire, NN13 6FU

# Receipts and payments accounts

**For the Year Ended 31st August 2024**

		<b><u>2023/24</u></b>		<b><u>2022/23</u></b>
	<b><u>NOTE</u></b>	<b><u>Unrestricted</u></b>	<b><u>Restricted</u></b>	<b><u>Total</u></b>
<b><u>INCOME</u></b>		<b>£</b>	<b>£</b>	<b>£</b>
Corporate Support		-	25,000	-
Donations		21	-	189
Membership Subscriptions	Note 1	8,725	-	6,900
Member Events	Notes 2, 11	16,760	-	27,690
Interest		6,794	-	4,283
		<b>32,300</b>	<b>25,000</b>	<b>39,062</b>
<b><u>EXPENDITURE</u></b>				
<b><u>Charitable Expenditure</u></b>				
Member Events	Note 3	17,744	5,000	24,145
Member Services	Note 4	85	3,166	1,265
Projects	Note 5	-	26,390	-
Stakeholder Relations	Note 6	-	-	90
Communications	Note 7	-	351	446
Salaries Pensions & National Insurance	Note 10	-	-	18,025
Corporate Services	Note 8	54	3,556	9,122
		<b>17,883</b>	<b>38,463</b>	<b>53,093</b>
<b><u>Governance</u></b>				
Governance Expenses	Note 9	139	7,379	7,716
		<b>18,023</b>	<b>45,842</b>	<b>60,809</b>
<b><u>SURPLUS OF INCOME OVER EXPENDITURE</u></b>				
		<b>14,277</b>	<b>(20,842)</b>	<b>(21,747)</b>
Transfers between funds	Note 11	-	-	-
Total funds brought forward		131,680	36,279	189,705
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		<b>145,957</b>	<b>15,437</b>	<b>167,958</b>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

# Statement of assets & liabilities

## As at 31 August 2024

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<b><u>Opening Balances on 1st September 2023</u></b>			
CAF Cash current account	21,825	-	21,825
Close Brothers	32,520	36,279	68,799
Aldermore Easy Access	77,081	-	77,081
Petty cash	50	-	50
PayPal	204	-	204
	<u>131,679</u>	<u>36,279</u>	<u>167,958</u>
<b><u>Add:</u></b>			
Financial results for this year	14,277	(20,842)	(6,565)
Transfers between funds	-	-	-
<b>Cash Funds at year end</b>	<u>145,956</u>	<u>15,437</u>	<u>161,393</u>
<b><u>Closing balances on 31st August 2024</u></b>			
CAF Cash current account	8,264	-	8,264
Close Brothers	50,534	22,225	72,759
Aldermore Easy Access	19,111	-	19,111
Aldermore 1 yr Fixed	60,671	-	60,671
PayPal	588	-	588
Petty cash has been written off	<u>139,168</u>	<u>22,225</u>	<u>161,393</u>

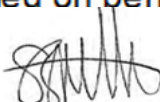
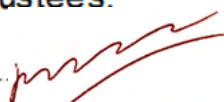
The trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.

For further information regarding the restricted funds, see Note 11. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

## **ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE**

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories  
 Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables  
 Display Equipment - A selection of Pods, Display frames & roll up banners  
 Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees.

.....  .....  .....

**Sam Smette**  
Chairman

**Mike Sarre**  
Treasurer for 23/24

Date 21/09/2024

Date 21/09/2024

# Notes to the accounts

**For the Year Ended 31st August 2024**

	<b>2023/24</b>			<b>2022/23</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	8,685	-	8,685	6,900
Subscriptions - Associate Members	40	-	40	-
	<b>8,725</b>	<b>-</b>	<b>8,725</b>	<b>6,900</b>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	5,000	-	5,000	750
Conference Delegate Fees	11,590	-	11,590	26,940
Conference Sponsorship/Tradeshaw	170	-	170	-
	<b>16,760</b>	<b>-</b>	<b>16,760</b>	<b>27,690</b>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	9,409	5,000	14,409	8,014
Conference	8,151	-	8,151	13,983
Conference General (Volunteer Expenses)	-	-	-	128
Conference Bursaries	-	-	-	1,757
Transaction Fees - Conference	185	-	185	263
	<b>17,744</b>	<b>5,000</b>	<b>22,744</b>	<b>24,145</b>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants	-	1,848	1,848	-
Long Service Certificates	-	66	66	231
Services	-	783	783	783
Travel & Subsistence	-	468	468	195
Transaction Fees - Membership Subscriptions	85	-	85	56
	<b>85</b>	<b>3,166</b>	<b>3,251</b>	<b>1,265</b>
<b>5. PROJECTS</b>				
New Website (Moved from Corporate Expenses)	-	18,513	18,513	6,314
New Website (Moved from Corporate Expenses)	-	7,877	7,877	-
	<b>-</b>	<b>26,390</b>	<b>26,390</b>	<b>6,314</b>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events & Ambassadorial Meetings	-	-	-	90
Printing, Postage & Stationary	-	-	-	-
Travel & Subsistence	-	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>	<b>90</b>
<b>7. COMMUNICATIONS EXPENSES</b>				
Adobe software licences	-	-	-	425
Marketing	-	351	351	21
	<b>-</b>	<b>351</b>	<b>351</b>	<b>446</b>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	-	2,116	2,116	2,301
Bank Charges	-	65	65	63
Printing, Postage, Stationary & Telephone	54	369	423	122
Training - Development	-	924	924	60
Travel & Subsistence	-	81	81	-
Employee Expenses	-	-	-	262
	<b>54</b>	<b>3,556</b>	<b>3,610</b>	<b>2,808</b>

# Notes to the accounts

## 9. GOVERNANCE EXPENSES

Accountants' Fees	-	1,080	1,080	1,080
Insurance	-	627	627	789
Membership & Registration Fees	-	152	152	327
Trustee Board Meetings	-	5,298	5,298	3,953
AGM Meeting	-	222	222	421
Trustee Training	-	-	-	-
Travel & Subsistence	139	1	140	1,146
	<b>139</b>	<b>7,379</b>	<b>7,519</b>	<b>7,716</b>

## 10. Payroll

Salary	-	-	-	17,500
Employer NI & Pension	-	-	-	525
	-	-	-	-
	-	-	-	18,025

## 11. MOVEMENTS IN RESTRICTED FUNDS

	<u>Bal B/fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfer</u>	<u>Bal C/fwd</u>
	£	£	£	£	£
Hospital Radio Grants	12,500	5,000	1,848	-	15,652
Volunteer Development	12,043	5,000	10,470	-	6,573
HBA Core Funding	18,524	10,000	28,524	-	-
National Hospital Radio Awards	-	5,000	5,000	-	-
	<b>43,067</b>	<b>25,000</b>	<b>45,842</b>	<b>-</b>	<b>22,225</b>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- grants for hospital radio stations facing financial hardship and conference bursaries for volunteers unable to afford the cost of attending;
- development and training of HBA & hospital radio volunteers including travel and subsistence expenses for HBA volunteers;
- administrative support for HBA's role supporting and representing hospital radio in the UK.

## 12. TRUSTEES' EXPENSES

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA.

Ian Pinnell	296
Lee Thomas	394
Mike Sarre	198
Nigel Dallard	739
Robert Craw	1,406
Sam Smette	1,342
	-
	-
	<b>4,375</b>

# Notes to the accounts

## **13. TRUSTEES' INDEMNITY INSURANCE**

The Trustees have purchased a comprehensive package of insurance cover 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 cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

## **14. ACCOUNTING POLICIES**

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

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



# Trustees' Annual Report and Accounts

Year Ending 31 August 2024

Web: [hbauk.com](http://hbauk.com)

Email: [info@hbauk.com](mailto:info@hbauk.com)

**NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS**

England & Wales - Charity number 1015501

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# Accounts

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Trustees' Annual Report and Accounts  
for the Year Ended 31 August 2023  
for

National Association of Hospital Broadcasting Organisations  
(a Charitable Incorporated Organisation registered in England & Wales, no. 1015501)  
operating as

Hospital Broadcasting Association (HBA)

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

<b>Report of the Trustees</b>	1 - 7
<b>Independent Examiner's Report</b>	8
<b>Receipt and Payments Account</b>	9
<b>Statement of Assets and Liabilities</b>	10
<b>Notes to the Accounts</b>	11 - 12

## **REPORT OF THE TRUSTEES**

**For the year ended 31 August 2023**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 2023.

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**

1015501 (England and Wales)

**Working Name:** Hospital Broadcasting Association

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019. See 'Governing Document' section below for more details.

**Principal Office:**

19 Rowan Court  
Norwich  
Norfolk  
NR5 0RT

**Trustees:**

N. S. Dallard  
L. Davies (from 25/03/2023)  
D. Huish (until 25/03/2023)  
C Hughes (until 7/10/22)  
G. Medhurst (until 25/03/2023)  
G. McNaughton  
J. O'Donnell (from 25/03/2023)  
M. R. Sarre  
S. A. Smette

**Bankers:**

CAF Bank Ltd  
25 Kings Hill West  
Malling  
Kent  
ME19 4JQ

Aldermore  
1st Floor,  
Block 18  
Western House  
Lynch Wood  
Peterborough  
PE2 6FZ

Close Brothers Treasury  
4th Floor  
10 Crown House London  
EC24 4FT

**Independent Examiner:**

Argents Chartered Accountants  
15 Palace Street  
Norwich  
Norfolk  
NR3 1RT

## **STRUCTURE, GOVERNANCE, AND MANAGEMENT**

### **Governing document**

HBA is a Charitable Incorporated Organisation governed by its constitution.

### **Recruitment and appointment of Trustees**

The Trustees are responsible for the overall governance of the Association. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting in March; and
- 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;

with the actual number being set by the Association's members at general meetings. During the reporting period there was one Elected Trustee vacancy and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

### **Induction and training of new trustees**

New Trustees, Employees and other volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

All Trustees, and the vast majority of all HBA volunteers, are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK. This also means that they are very familiar with many of the issues that the Association and its members face, and the environment in which they operate.

### **Governance and organisational structure**

The Association is governed by a board of trustees, who are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.

The operational functions of the organisation are overseen by the Executive Director, with the support of a team of Executive Leads and volunteers who bring a variety of skills and experience to help the Association further its work.

During the reporting year the Trustees and Executive Director held hybrid meetings on a bi-monthly basis in person, with shorter, video-conference meetings held every other month. In addition, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed discussions and decision-making.

The Executive Director is responsible for the management of their team of Executive Leads and volunteers and provides a report to board meetings detailing the operational activities and progression of actions during the period.

## **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees undertake a review of financial, operational, and business risks at least annually, and have a number of policies and procedures in place to minimise risk. These include:

- specific role descriptions for the Executive Director, each of the Executive Leads and committees, setting out the limits of their delegated authority, together with a set of “Matters Reserved to the Trustee Board”, which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment (excluding direct debits which are monitored by the Treasurer and Trustees).

## **OBJECTIVES AND AIMS**

### **Charitable Objects**

HBA is a Charitable Incorporated Organisation whose charitable objects are to promote the effectiveness and efficiency, for the public benefit, of organisations which:

1. relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
2. advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

### **Mission Statement**

The Association has a clearly defined mission – to support, inform, develop and represent hospital, health and wellbeing broadcasting in the UK. It aims to deliver this mission by:

- striving to influence policy and practice at a national level;
- disseminating information and advice to its member organisations;
- providing guidance and training to its member organisations; and
- encouraging the development of new stations.

### **Public Benefit**

The Trustees have a timetable for regularly reviewing the public benefit provided by each aspect of the Association’s work, taking into account the statutory guidance on this subject issued by the Charity Commission. No significant private benefit was identified outside of that obtained incidentally during the course of Association’s charitable activities.

## **CHARITABLE ACTIVITIES**

### **Support, advice and training to members**

The Association returned to having its first face-to-face Annual Conference since 2019 and offered a variety of training opportunities.

HBA maintains a “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

Working alongside Bauer Media, the HBA shared a documentary programme with its members fronted by Ken Bruce, entitled “Back to the Start”, in which Ken reflected on his time at Glasgow’s Hospital Broadcasting Service. The programme was initially broadcast on Greatest Hits Radio on 5th July 2023 and simulcast or repeated on several HBA Member Stations.

Our Specialist Advisors provided advice and guidance to members. We received 32 requests for advice and guidance from 21 member organisations. Topics supported included: insurance; VAT registration; (S)CIO conversion; copyright; evolution; web/streaming technology; internal governance issues; trademarks; banking; accounting; advertising and sponsorship; Ofcom compliance training; MoU's with Trusts.

The Association commissioned a new website which has been designed to be more user friendly and the trustees intend to launch during 2024.

Our 'learning hub' has been delayed by a lack of human resources but it is the ambition of the trustees to prioritise this project as resources become available.

## **Member Events**

### **Zoom Networking**

A monthly Zoom networking session continues to be available to all volunteers of members, covering a number of specific topics including volunteer recruitment/retention; broadcasting platforms / technologies; fundraising and finance to name a few, whilst other sessions are 'open forum', allowing participants to ask questions, discuss challenges and solve problems in a facilitated environment.

Sessions are recorded and published to YouTube to further the reach to members.

Stations were widely represented on our monthly Zoom socials.

### **Annual Conference and National Hospital Radio Awards**

After a hiatus due to COVID-19, our face-to-face annual conference returned in March 2023. The event was held at the Holiday Inn, Bolton and saw over 150 representatives from 38 member stations. Our conference events enable delegates to upskill their knowledge, whilst offering a platform for networking opportunities and sharing experiences.

Training/seminars on topics included: Knowing your audience; panel sessions on interview techniques; podcasting; station imaging/on air-branding; disability awareness and how hospital radio can be more inclusive; governance - trustees annual reports; future of hospital, health and wellbeing broadcasting.

Friday evening's entertainment included an insightful discussion from House Speaker, Sir Lindsay Hoyle MP, whilst Saturday evening culminated in celebrating talent from across hospital, health and wellbeing broadcasting at the National Hospital Radio Awards, awarding 29 accolades from across our members. We are grateful to PPL and PRS for their sponsorship of the Awards.

In order to draw in fresh participants for future conference events, the trustees and the conference team have been assessing the structure and format of the conference, to ensure it continues to remain attractive, affordable and accessible.

We also provide a conference bursary which allows newcomers to attend a conference, to gain a flavour of the content on offer. Seven individuals took up this offering.

## **Member Services**

### **Long Service & Recognition Certificates**

During the reporting year, we issued 265 individual Long Service certificates, recognising 5845 years of service, 6 individual recognition certificates, 18 station Long Service certificates, recognising 840 years of broadcasting.

### **Financial assistance to hospital, health and wellbeing broadcasters**

Our Grants programme empowers member organisations to acquire necessary equipment or materials that they are unable to afford through their own funds. Recognising the importance of raising awareness about grants and highlighting their benefits, the Association is committed to enhancing communication with its members.

Some grants were approved in principle but were not paid out during the reporting year.

### **Stakeholder engagement**

We continued to engage with stakeholders at a national level, but owing to lack of human resources, together with the residual impacts of the COVID-19 pandemic, the level of interaction was not as high as we would have wished.

### **Strategic Direction**

The trustees are aware of the growing need to review the organisation's strategic direction, to ensure it continues to remain relevant and can deliver for a wider audience, and the evolution of conventional 'hospital radio' services expanding their offerings to increase reach and public benefit and in light of the findings of the post-implementation review in the previous year.

Following the resignation of our Executive Director, the trustees took a decision not to immediately search for a replacement, to allow the Association to learn from the experience of having an employee.

It was hoped that having an Executive Director in place would allow the separation of operational activities from the board, allowing the trustees to focus on governance. Regrettably, despite our best efforts, this aspiration was not fulfilled.

The trustees have since faced constraints in availability stemming from capacity issues, trustee absence, and volunteer resource limitations. As a result, some matters, including the rebranding of the Association, the development of a training platform/learning hub, and considering potential future scope for membership, have not advanced as swiftly as originally anticipated. However, we remain optimistic about overcoming these challenges and are committed to finding positive solutions moving forward.

## **PERFORMANCE TARGETS**

### **PERFORMANCE TARGETS**

**For the period 1 September 2022 to 31 August 2023**

- 1. To continue to provide a wide range of events and services to HBA's members with the return of face-to-face events, as well as online/hybrid events, including a national conference and awards ceremony plus a range of news, information, advice and guidance.**

Target Met

2. To provide services and events within agreed budgets, and to operate within these agreed parameters.

Target Met

3. To further develop engagement and uptake of HBA's services to its members.

Target not met due to a lack of human resource.

4. To raise awareness of HBA to external stakeholders who may help benefit the association and its members.

Target not met due to a lack of human resource.

5. To relaunch the HBA website to include an enhanced user experience with accessibility and functionality in mind, and to include an additional Learning Hub area for all members.

In progress.

6. To modernise and future-proof the association through rebranding and the production of a defined and realistic strategy to increase the association's impact.

Target not met due to a lack of human resource.

7. Invest time and resources in up-skilling those who volunteer across the association to increase the capability, morale and engagement in all areas.

Target not met.

Whilst we are disappointed that we were not able to achieve all of these targets, the overarching issue was that we did not have the human resource and therefore the capacity.

#### **For the period 1st September 2023 - 31st August 2024**

1. To reinvigorate the trustee board, ensuring all the trustees receive appropriate training so they can lead the organisation and begin the groundwork to develop and create a strategic plan for the future of hospital, health and wellbeing broadcasting and the Association's role.
2. To continue to review volunteer roles/profiles, in light of the strategic direction of the Association.
3. To develop a plan to engage stakeholders.
4. To increase uptake of HBA's core services and interactions by 5%.
5. To deliver the new HBA website, including an enhanced user experience.
6. To continue to provide a wide range of events and services to HBA's members, with the return of face-to-face events, as well as online / hybrid events, including a national conference and awards ceremony, plus a range of news, information, advice and guidance.
7. To provide services and events within agreed budgets, and to operate within these agreed parameters.

#### **FINANCIAL REVIEW**

The Statement of Assets and Liabilities on page 11 shows the Association at the end of the financial period with a deficit of £21,747. Due to not receiving an expected corporate donation, it is hoped this

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

will be received at a later date. As mentioned in last year's report we did take on a paid Executive Director who resigned earlier this year so it will help our cash flow, but not our personnel resources.

As mentioned in last year's report, the conference venue charged us at 50% keeping our deficit lower than it might have been.

We budgeted £6,000 and whilst no payments were made there are some in the pipeline where we have budgeted £12,500 for the year 23/24

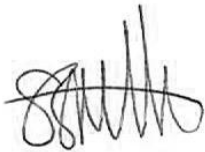
The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board and signed on its behalf by



**20/01/2024**  
**Sam Smette**  
Interim Chairman



**20/01/2024**  
**Mike Sarre**  
Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the trustees on my examination of the accounts of the National Association of Hospital Broadcasting Organisations ("the Charity") for the year ended 31 August 2023, which are set out on pages 9 to 12.

### **Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act;  
or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Johnstone FCA  
Argents Accountants Limited  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

20 March 2024

**RECEIPTS AND PAYMENTS ACCOUNT**

For the Year Ended 31st August 2022

		<u>2022/23</u>	<u>2021/22</u>		
	<i>NOTE</i>	<u>Unrestricted</u> £	<u>Restricted</u> £	<u>Total</u> £	<u>Total</u> £
<b><u>INCOME</u></b>					
Corporate Support		-	-	-	46,000
Donations		189	-	189	-
Membership Subscriptions	<i>Note 1</i>	6,900	-	6,900	8,655
Member Events	<i>Notes 2, 11</i>	27,690	-	27,690	19,500
Interest		4,283	-	4,283	1,272
		<b>39,062</b>	<b>-</b>	<b>39,062</b>	<b>75,427</b>
<b><u>EXPENDITURE</u></b>					
<b><u>Charitable Expenditure</u></b>					
Member Events	<i>Note 3</i>	15,124	9,021	24,145	-
Member Services	<i>Note 4</i>	1,265	-	1,265	2,425
President	<i>Note 5</i>	-	-	-	-
Stakeholder Relations	<i>Note 6</i>	90	-	90	190
Communications	<i>Note 7</i>	446	-	446	11,170
Salaries Pensions & National Insurance	<i>Note 10</i>	18,025	-	18,025	34,037
Corporate Services	<i>Note 8</i>	9,122	-	9,122	3,177
		<b>44,072</b>	<b>9,021</b>	<b>53,093</b>	<b>50,999</b>
<b><u>Governance</u></b>					
Governance Expenses	<i>Note 9</i>	7,716	-	7,716	11,820
		<b>51,788</b>	<b>9,021</b>	<b>60,809</b>	<b>62,819</b>
<b><u>SURPLUS OF INCOME OVER EXPENDITURE</u></b>					
		<b>(12,726)</b>	<b>(9,021)</b>	<b>(21,747)</b>	<b>12,608</b>
Transfers between funds	<i>Note 11</i>	-	-	-	-
Total funds brought forward		144,406	45,300	189,706	177,098
<b><u>TOTAL FUNDS CARRIED FORWARD</u></b>		<b>131,680</b>	<b>36,279</b>	<b>167,959</b>	<b>189,706</b>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

**STATEMENT OF ASSETS & LIABILITIES**

As at 31 August 2023

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2022</u>			
CAF Cash current account	47,923	-	47,923
Close Brothers	20,819	45,300	66,119
Aldermore Easy Access	75,540	-	75,540
Petty cash	50	-	50
PayPal	74	-	74
	<u>144,406</u>	<u>45,300</u>	<u>189,706</u>
<u>Add:</u>			
Financial results for this year	(12,726)	(9,021)	(21,747)
Transfers between funds	-	-	-
Cash Funds at year end	<u>131,680</u>	<u>36,279</u>	<u>167,959</u>
<u>Closing balances on 31st August 2023</u>			
CAF Cash current account	21,825	-	21,825
Close Brothers	32,520	36,279	68,799
Aldermore Easy Access	77,081	-	77,081
Petty cash	50	-	50
PayPal	204	-	204
	<u>131,680</u>	<u>36,279</u>	<u>167,959</u>

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

For further information regarding the restricted funds, see Note 7. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

**ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE**

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories  
 Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables  
 Display Equipment - A selection of Pods, Display frames & roll up banners  
 Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees,

.....  
**20/01/2024**  
**Sam Smette**  
 Interim Chairman

.....  
**20/01/2024**  
**Mike Sarre**  
 Treasurer

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

**NOTES TO THE ACCOUNTS**

For the Year Ended 31st August 2022

			<u>2022/23</u>	<u>2021/22</u>
	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
	£	£	£	£
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	6,900	-	6,900	8,625
Subscriptions - Associate Members	-	-	-	30
	<u>6,900</u>	<u>-</u>	<u>6,900</u>	<u>8,655</u>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	750	-	750	10,500
Conference Delegate Fees	26,940	-	26,940	-
Conference Sponsorship/Tradeshaw	-	-	-	9,000
	<u>27,690</u>	<u>-</u>	<u>27,690</u>	<u>19,500</u>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	750	7,264	8,014	-
Conference	13,983	-	13,983	-
Conference General (Volunteer Expenses)	128	-	128	-
Conference Bursaries	-	1,757	1,757	-
Transaction Fees - Conference	263	-	263	-
	<u>15,124</u>	<u>9,021</u>	<u>24,145</u>	<u>-</u>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants	-	-	-	1,500
Long Service Certificates (Moved from President exp)	231	-	231	29
Services	783	-	783	659
Travel & Subsistence (inc Station Visits moved here)	195	-	195	195
Transaction Fees - Membership Subscriptions	56	-	56	42
	<u>1,265</u>	<u>-</u>	<u>1,265</u>	<u>2,425</u>
<b>5. PRESIDENT'S EXPENSES</b>				
Ambassadorial Meetings (Moved to Stakeholder relations)	-	-	-	-
Station Visits (Now moved to member services)	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events & Ambassadorial Meetings	90	-	90	48
Printing, Postage & Stationary	-	-	-	-
Travel & Subsistence	-	-	-	142
	<u>90</u>	<u>-</u>	<u>90</u>	<u>190</u>
<b>7. COMMUNICATIONS EXPENSES</b>				
Adobe software licences	425	-	425	850
Consultancy fees - Rebranding	21	-	21	10,320
	<u>446</u>	<u>-</u>	<u>446</u>	<u>11,170</u>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	2,301	-	2,301	2,754
Bank Charges	63	-	63	93
Printing, Postage & Stationary	122	-	122	44
Telephone	60	-	60	60
Projects - website	6,314	-	6,314	-
Employee Expenses	262	-	262	226
	<u>9,122</u>	<u>-</u>	<u>9,122</u>	<u>3,177</u>
<b>9. GOVERNANCE EXPENSES</b>				
Accountants' Fees	1,080	-	1,080	1,140
Insurance	789	-	789	784
Membership & Registration Fees	327	-	327	147
Consultancy Fees - Strategic review	-	-	-	2,009
Trustee Board Meetings	3,953	-	3,953	608
AGM Meeting	421	-	421	-
Trustee Training	-	-	-	1,000
Travel & Subsistence	1,146	-	1,146	6,132
	<u>7,716</u>	<u>-</u>	<u>7,716</u>	<u>11,820</u>

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2023**

**Notes to accounts continued...**

**10. Payroll**

Salary	17,500	-	17,500	33,249
Employer NI & Pension	525	-	525	788
	-	-	-	-
	<u>18,025</u>	<u>-</u>	<u>18,025</u>	<u>34,037</u>

**11. MOVEMENTS IN RESTRICTED FUNDS**

	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
HBA Conference Support	9,000	-	-	-	9,000
Conference Bursaries	4,500	-	1,757	-	2,743
Hospital Radio Station Grants	12,500	-	-	-	12,500
Development/Training	9,300	-	-	-	9,300
HBA Administration Support	-	-	-	-	-
Volunteer expenses	-	-	-	-	-
National Hospital Radio Awards	10,000	-	7,264	-	2,736
	<u>45,300</u>	<u>-</u>	<u>9,021</u>	<u>-</u>	<u>36,279</u>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- sponsorship of the Association's national conference;
- conference bursaries for volunteers unable to afford the cost of attending;
- grants for hospital radio stations facing financial hardship;
- development and training of hospital radio volunteers;
- travel and subsistence expenses for HBA volunteers; and
- administrative support for HBA's role supporting and representing hospital radio in the UK.

**12. TRUSTEES' EXPENSES**

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA

Darran Huish (Until March 25 2023)	-
Graham Medhurst (Until March 25 2023)	836
Grant McNaughton	1,724
John O'Donnell (From March 25 2023)	-
Luke Davies (From March 25 2023)	-
Mike Sarre	577
Nigel Dallard	913
Sam Smette	342
	<u>4,392</u>

**13. TRUSTEES' INDEMNITY INSURANCE**

The Trustees have purchased a comprehensive package of insurance cover 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 cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

**14. ACCOUNTING POLICIES**

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

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

**NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS**

England & Wales - Charity number 1015501

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# Accounts

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Trustees' Annual Report and Accounts

for the Year Ended 31 August 2022

for

**National Association of Hospital Broadcasting Organisations**

(a Charitable Incorporated Organisation registered in England & Wales, no. 1015501)

operating as

**Hospital Broadcasting Association (HBA)**

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

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<b>Receipt and Payments Account</b>	<b>10</b>
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## **REPORT OF THE TRUSTEES**

**For the year ended 31 August 2022**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 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**

1015501 (England and Wales)

**Working Name:** Hospital Broadcasting Association

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019. See 'Governing Document' section below for more details.

**Principal Office:**

19 Rowan Court  
Norwich  
Norfolk  
NR5 0RT

**Trustees:**

N. S. Dallard  
D. J. Huish  
G. McNaughton  
G. Medhurst (From 19/03/2022)  
M. R. Sarre  
S. A. Smette  
C. Hughes (from 19/03/2022)

**Bankers:**

CAF Bank Ltd  
25 Kings Hill West  
Malling  
Kent  
ME19 4JQ

Aldermore  
1st Floor,  
Block 18  
Western House  
Lynch Wood  
Peterborough  
PE2 6FZ

Close Brothers Treasury  
4th Floor  
10 Crown House London  
EC24 4FT

**Independent Examiner:**

Argents Chartered Accountants  
15 Palace Street  
Norwich  
Norfolk  
NR3 1RT

### **STRUCTURE, GOVERNANCE, AND MANAGEMENT**

**Governing document**

HBA is a Charitable Incorporated Organisation governed by its constitution.

### **Recruitment and appointment of Trustees**

The Trustees are responsible for the overall governance of the Association. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting in March; and
- 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;

with the actual number being set by the Association's members at general meetings. During the reporting period there was one Elected Trustee vacancy and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

### **Induction and training of new trustees**

New Trustees, Employees and other volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

All Trustees, and the vast majority of all HBA volunteers, are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK. This also means that they are very familiar with many of the issues that the Association and its members face, and the environment in which they operate.

### **Governance and organisational structure**

The Association is governed by a board of trustees, who are responsible for overseeing strategy, direction and ensuring the charity's finances are spent in accordance with its charitable objects.

The operational functions of the organisation are overseen by the Executive Director, with the support of a team of Executive Leads and volunteers who bring a variety of skills and experience to help the Association further its work.

During the reporting year the Trustees and Executive Director held hybrid meetings on a bi-monthly basis in person, with shorter, video-conference meetings held every other month. In addition, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed discussions and decision-making.

The Executive Director is responsible for the management of their team of Executive Leads and volunteers and provides a report to board meetings detailing the operational activities and progression of actions during the period.

## **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees undertake a review of financial, operational, and business risks at least annually, and have a number of policies and procedures in place to minimise risk. These include:

- specific role descriptions for the Executive Director, each of the Executive Leads and committees, setting out the limits of their delegated authority, together with a set of “Matters Reserved to the Trustee Board”, which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment (excluding direct debits which are monitored by the Treasurer and Trustees).

## **OBJECTIVES AND AIMS**

### **Charitable Objects**

HBA is a Charitable Incorporated Organisation whose charitable objects are to promote the effectiveness and efficiency, for the public benefit, of organisations which:

1. relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
2. advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

### **Mission Statement**

The Association has a clearly defined mission – to support, inform, develop and represent hospital, health and wellbeing broadcasting in the UK. It aims to deliver this mission by:

- striving to influence policy and practice at a national level;
- disseminating information and advice to its member organisations;
- providing guidance and training to its member organisations; and
- encouraging the development of new stations.

### **Public Benefit**

The Trustees have a timetable for regularly reviewing the public benefit provided by each aspect of the Association’s work, taking into account the statutory guidance on this subject issued by the Charity Commission. No significant private benefit was identified outside of that obtained incidentally during the course of Association’s charitable activities.

## **CHARITABLE ACTIVITIES**

### **Support, advice and training to members**

Due to the continued uncertainties caused by the coronavirus pandemic, the Association did not host an annual conference in 2022, instead hosting a range of member events online throughout the year. HBA maintains a “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

We continued to provide information and advice to members on an individual basis via email and phone, through our team of specialist advisors, via our website and newsletter. Questions fielded were predominantly concerning management and charity governance issues, although advice and assistance was provided on programming, patient entertainment providers, Ofcom licensing, music copyright licensing, and technical distribution. Our team dealt with several enquiries relating to these areas.

Our website continues to be a source for news, resources and information for our member organisations, stakeholders and the general public. Following our Post-Implementation review of our 2016 Strategic Review, work is ongoing to overhaul the website to make it more user-friendly, improving navigation, so that users are able to find the information and support they need more effectively.

Our 'learning hub' is also in development with fifteen modules on small charity, Diversity Equity and Inclusion, and public health/hospital matters created and set up on our own Moodle platform.

### **Member Events**

A new offering to our stations has been monthly Zoom social video conference calls, where station volunteers can provide peer support, engage with HBA, put questions directly to our Executive Director, and enjoy presentations from a range of guest speakers on both technical and charitable matters. These have included Small Scale -DAB, volunteering strategy, campaigning, the future of patient entertainment and a behind the scenes at the awards.

This has dramatically increased member engagement and user input into the charity. One session saw the birth of a new member benefit when it was suggested that we look into providing a nationwide Alexa 'skill', which is now in development. On visiting Leeds Hospital Radio, their chair thanked us for the provision of this stating "it's just so valuable to benefit from everyone's shared experience".

### **National Hospital Radio Awards**

In lieu of a conference this year the awards ceremony was held online on 29th August with shortlisting announcements from HBA Patron Alan Dedicoat. The awards have been an important part of supporting our member charities by improving morale in what remains a challenging time due to COVID within many services. The National Hospital Radio Awards are organised annually to encourage the highest artistic standards, and to highlight the high quality of the services that members provide.

The ceremony was produced in-house as a joint project between our communications team and the awards coordinator, culminating in a forty minute ceremony, revealing the winners.

The National Hospital Radio Awards are recognised by the media industry, NHS and other healthcare professionals as showcasing the voluntary achievements of hospital broadcasters, which can easily match the quality of professional radio programmes and stations. The John Whitney Award recognises the achievement, over a number of years, of an individual volunteer. The National Hospital Radio Awards continue to showcase the talent and commitment in hospital broadcasting with only minor tweaks to the categories and criteria.

A publicity "toolbox" was made available for category winners to use locally when promoting their achievements - consisting of draft press releases, graphics, statistics and quotations. Feedback suggests they have found the toolbox contents useful for providing a local impact, raising awareness of hospital broadcasting and volunteering across the media.

The Awards section of the website was also significantly upgraded this year, clearly separating and highlighting the winners in their respective categories, along with an embedded audio player, station logo and judges' comments.

### **Recognition Certificates**

During this reporting period, the Association has continued to recognise the long service to hospital, health and wellbeing broadcasting of both individual volunteers and member organisations by issuing commemorative certificates. This year we have had a refresh and redesign on the certificates themselves and the service process has been reviewed. We have also introduced a new certificate for recognition of volunteers, irrespective of their length of service.

While we only have data for March to August this period outstripped the previous year with a total of 47 individual certificates issued, recognising 1185 years of voluntary service to hospital, health and wellbeing broadcasting. Two station certificates were issued for stations celebrating their 70th anniversaries and one new recognition certificate was issued for the creation of two new programmes.

#### **Financial assistance to hospital, health and wellbeing broadcasters**

Our Grants programme enables member organisations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds. One successful application was received this year, which can be seen in the financial section of the report. The Association acknowledges the need to raise awareness of grants to its members, and showcasing the benefits.

We extended COVID emergency grants, however despite being low on running costs many stations perceived themselves to have too much in reserves (often set aside for large upgrade projects) to be eligible. We will be working to make our position on assigned reserves clearer in our new grant application process.

Our grants' team leader and executive director have taken this time to review and simplify the process and are now looking to review how to help stations explain their reserves into restricted, unrestricted and designated to demonstrate their availability.

#### **Working at a national level**

We have represented our members through engagement with national stakeholders including WiFi Spark (including Hospedia), Phonographic Performance Society Ltd (PPL), The Performing Rights Society (PRS), The Radio Academy, Ofcom, the Student Radio Association, Independent Radio News and Radio News Hub.

HBA has shared our impact report and our COVID update with Heads of Communications and Patient Experience directly in every NHS authority hosting a hospital radio station. We also represented hospital radio at the Audio and Radio Industry Awards (ARIAs) in London.

We continue to monitor developments and announcements from all Patient Entertainment System providers, and have facilitated station engagement with WiFiSpark who are intending to make entertainment free at the point of use with developing promotional materials (for Hospedia) featuring hospital radio and instigating a pilot of their new system in Exeter.

Bauer Media Group returned to collaborate with audio for Absolute Radio Pirates, which was taken up by many stations.

We have engaged with Amazon to support stations using online broadcasting through the development of an Alexa skill to be launched next year.

#### **Strategic Review**

Following a restructuring programme that started in 2016, the Trustees commissioned a post-implementation review with an external facilitator to assess the success of the restructuring. This was completed in February 2021, with recommendations to improve the culture, clarity and capacity of the organisation in order to meet our ambitious objectives.

After careful deliberation and discussion with external consultants, the trustees recruited and appointed an Executive Director in August 2021 - our first paid member of staff.

Having an Executive Director in post is hoped to make the distinction between governance and operations clearer, thus giving the trustees' more capacity to focus on the strategic direction of HBA. Since then HBA has undertaken extensive branding research with members and stakeholders, and hired

a consultant to provide suggestions for a new name. Our new name is now decided and will be unveiled at our 2023 conference.

The report highlighted cause for concern surrounding the organisation's culture. The trustees have begun to address this, through a 'reset' meeting, facilitated by an external counsellor, Julian Lomas. The board has introduced a Code of Conduct for the organisation, and the Trustees, Executive Director and volunteers have committed to ensuring the high standards are upheld throughout office.

As part of the 'Reset' meeting, a discussion was held around Equality, Diversity and Inclusion. The Trustees agreed that the Association needed to do more going forward to represent the breadth of equality and diversity of volunteers from across the hospital, health and wellbeing broadcasting community.

There is now a need for strategy work to address the clarity of who we serve going forward and how to best support them.

The Trustees have continued to review the Governance of the Association, by adopting the Charity Governance Code for Small Charities, setting aside regular board meeting time to review compliance. A Trustee Skills audit was also undertaken by the Executive Director, in order to identify gaps in the skills and learning of the current trustee board. This will help the Association to recruit new trustees by advertising for vacancies with specific skill sets.

## **PERFORMANCE TARGETS**

### **PERFORMANCE TARGETS**

**For the period 1 September 2021 to 31 August 2022**

- 1. To continue to provide a wide range of events and services to HBA's members, including a national conference and awards ceremony, and a range of news, information, advice and guidance though may be in a virtual environment.**

Target met.

- 2. To provide the services and events within agreed budgets, and to operate within an overall, agreed budget.**

Due to the reorganisation and development of the HBA and with now having an employed Executive director along the loss of the main conference we would have ended up with a deficit but as PPL paid two years of catchup corporate support this was avoided going forward next year is expected to be in deficit and coming back into balance in 2023/24

- 3. To further develop awareness, and increase the uptake, of HBAs services to members.**

Stations have benefited from discussion opportunities in Zoom Social meetings and an increased responsiveness on the Facebook group signposting to services. This is slowly increasing awareness and uptake of services. The Comms Executive have done an excellent job of advertising the new Zoom socials.

- 4. To redevelop the website to enhance the functionality and user experience.**

A website redevelopment team has agreed on web design and CRM system developers to take the project forward. After extensive initial proposal interrogation, paid hours to develop a full, detailed specification and quote have been approved by trustees. A focus group and other user

experience/feedback has been collected to enhance the executive directors alignment of the site and CRM with operational reviews.

Our online learning and training platform is due to be launched in the next year, and our podcast network is already running with one initial podcaster performing at a commercially viable level to be converted into an income stream.

**5. To finalise and implement a strategy to increase the impact of the Association.**

6. With the evolution of hospital, health and wellbeing broadcasting and some of our members demonstrating the advancement and diversification of their own organisation's, the HBA trustees recognise the need to be representative and encourage change, in line with public health guidelines around health prevention.

Whilst a strategy is not yet in place, the trustees have begun discussing and reviewing possible areas for expansion of the Association's membership and considering how it can best support its current membership to increase its impact and raise awareness of hospital, health and wellbeing broadcasting.

**7. To set aside board time to comply with the best practice set out in "The Charity Governance Code".**

The Trustees have regularly set aside board time to review our compliance and to ensure that best practice is followed. This will continue to be reviewed on an annual basis.

**For the period 1st September 2022 - 31st August 2023**

1. To continue to provide a wide range of events and services to HBA's members with the return of face-to-face events, as well as online/hybrid events, including a national conference and awards ceremony plus a range of news, information, advice and guidance.
2. To provide services and events within agreed budgets, and to operate within these agreed parameters.
3. To further develop engagement and uptake of HBA's services to its members.
4. To raise awareness of HBA to external stakeholders who may help benefit the association and its members.
5. To relaunch the HBA website to include an enhanced user experience with accessibility and functionality in mind, and to include an additional Learning Hub area for all members.
6. To modernise and future-proof the association through rebranding and the production of a defined and realistic strategy to increase the association's impact.
7. Invest time and resources in up-skilling those who volunteer across the association to increase the capability, morale and engagement in all areas.

**FINANCIAL REVIEW**

The Statement of Assets and Liabilities on page 11 shows the Association at the end of the financial period with a surplus of £12,536. Due to receiving a corporate donation from PPL for two years to make up for missing the previous year As mentioned in last years report we have taken on a paid Executive Director which has increased our expenditure greatly and would eventually be unsustainable but going forward it is envisaged that a number of new income streams will be created to fill the gap.

As mentioned in last year's report, the late cancellation of the conference in 2020, the hotel has generously transferred the booking and retained discount to our 2023 conference.

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

We budgeted £6,000 to be awarded to member organisations on application. The amount awarded this year was £1,500. The grant recipient was:

- Arrowsound Myriad Upgrade

Overall, the Association is still financially sound and has significant cash reserves. The closing balances can be seen on page 11, a significant proportion of the reserves are held in deposit accounts, arranged to maximise the income whilst affording maximum protection from the Financial Services Compensation Scheme.

The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board and signed on its behalf by



**05/12/22**  
**Grant McNaughton**  
Chairman



**05/12/2022**  
**Mike Sarre**  
Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the trustees on my examination of the accounts of the National Association of Hospital Broadcasting Organisations ("the Charity") for the year ended 31 August 2021, which are set out on pages 11 to 14.

### **Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act;  
or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Mark Johnstone  
ICAEW  
Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

20 December 2022

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

**RECEIPTS AND PAYMENTS ACCOUNT**

**For the Year Ended 31st August 2022**

		<b>2021/22</b>			<b>2020/21</b>
	<b>NOTE</b>	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>INCOME</b>					
Corporate Support	Note 11	-	46,000	46,000	-
Donations		-	-	-	-
Membership Subscriptions	Note 1	8,655	-	8,655	7,950
Member Events	Notes 2, 11	500	19,000	19,500	(5,200)
Interest		1,272	-	1,272	1,392
		<b>10,427</b>	<b>65,000</b>	<b>75,427</b>	<b>4,142</b>
<b>EXPENDITURE</b>					
<b>Charitable Expenditure</b>					
Member Events	Note 3	-	-	-	5,584
Member Services	Note 4	42	2,159	2,201	5,876
President	Note 5	-	195	195	-
Stakeholder Relations	Note 6	48	142	190	10
Communications	Note 7	11,199	-	11,199	2,530
Salaries Pensions & National Insurance	Note 10	24,335	9,702	34,037	-
Corporate Services	Note 8	226	2,951	3,177	2,386
		<b>35,850</b>	<b>15,149</b>	<b>50,999</b>	<b>16,386</b>
<b>Governance</b>					
Governance Expenses	Note 9	2,469	9,351	11,820	9,940
		<b>38,319</b>	<b>24,500</b>	<b>62,819</b>	<b>26,326</b>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>					
		<b>(27,892)</b>	<b>40,500</b>	<b>12,608</b>	<b>(22,184)</b>
Transfers between funds	Note 10	-	-	-	-
Total funds brought forward		172,298	4,800	177,098	199,282
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>144,406</b>	<b>45,300</b>	<b>189,706</b>	<b>177,098</b>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

**STATEMENT OF ASSETS & LIABILITIES**

As at 31 August 2022

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<u>Opening Balances on 1st September 2021</u>			
CAF Cash current account	46,513	-	46,513
Close Brothers	60,485	4,800	65,285
Aldermore Easy Access	65,103	-	65,103
Petty cash	50	-	50
PayPal	147	-	147
	<u>172,298</u>	<u>4,800</u>	<u>177,098</u>
 <u>Add:</u>			
Financial results for this year	(27,892)	40,500	12,608
Transfers between funds	-	-	-
Cash Funds at year end	<u>144,406</u>	<u>45,300</u>	<u>189,706</u>
 <u>Closing balances on 31st August 2022</u>			
CAF Cash current account	47,923	-	47,923
Close Brothers	20,819	45,300	66,119
Aldermore Easy Access	75,540	-	75,540
Petty cash	50	-	50
PayPal	74	-	74
	<u>144,406</u>	<u>45,300</u>	<u>189,706</u>



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

For further information regarding the restricted funds, see Note 7. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories  
 Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables  
 Display Equipment - A selection of Pods, Display frames & roll up banners  
 Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees.

 .....  
 Chairperson  
 .....  
 Mike Sarre  
 Treasurer

Date 05/12/22

Date 05/12/22

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

**NOTES TO THE ACCOUNTS**

For the Year Ended 31st August 2022

	<b>2021/22</b>		<b>2020/21</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. MEMBERSHIP INCOME</b>			
Subscriptions - Full Members	8,825	-	8,825
Subscriptions - Associate Members	30	-	30
	<b>8,655</b>	<b>-</b>	<b>8,655</b>
			<b>7,910</b>
<b>2. MEMBER EVENTS INCOME</b>			
Awards Sponsorship	500	10,000	10,500
Conference Delegate Fees	-	-	-
Conference Sponsorship/Tradeshaw	-	9,000	9,000
	<b>500</b>	<b>19,000</b>	<b>19,500</b>
			<b>(5,200)</b>
<b>3. MEMBER EVENTS EXPENSES</b>			
National Hospital Radio Awards	-	-	-
Conference	-	-	-
Conference General (Volunteer Expenses)	-	-	-
Transaction Fees - Conference	-	-	-
	<b>-</b>	<b>-</b>	<b>-</b>
			<b>5,539</b>
			<b>45</b>
			<b>5,584</b>
<b>4. MEMBER SERVICES EXPENSES</b>			
Station Grants	-	1,500	1,500
Services	-	859	859
Travel & Subsistence	-	-	-
Transaction Fees - Membership Subscriptions	42	-	42
	<b>42</b>	<b>2,159</b>	<b>2,201</b>
			<b>5,810</b>
			<b>-</b>
			<b>-</b>
			<b>68</b>
			<b>5,878</b>
<b>5. PRESIDENT'S EXPENSES</b>			
Ambassadorial Meetings (Volunteer Expenses )	-	-	-
Station Visits (Volunteers Expenses)	-	195	195
	<b>-</b>	<b>195</b>	<b>195</b>
			<b>-</b>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>			
Events	48	-	48
Printing, Postage & Stationary	-	-	-
Travel & Subsistence	-	142	142
	<b>48</b>	<b>142</b>	<b>190</b>
			<b>4</b>
			<b>-</b>
			<b>6</b>
			<b>10</b>
<b>7. COMMUNICATIONS EXPENSES</b>			
Long Service certificates	29	-	29
Adobe software licences	850	-	850
Consultancy fees - Rebranding	10,320	-	10,320
	<b>11,199</b>	<b>-</b>	<b>11,199</b>
			<b>2,530</b>
<b>8. CORPORATE EXPENSES</b>			
IT Costs	-	2,754	2,754
Bank Charges	-	93	93
Printing, Postage & Stationary	-	44	44
Telephone	-	60	60
Employee Expenses	226	-	226
	<b>226</b>	<b>2,951</b>	<b>3,177</b>
			<b>2,388</b>

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2022**

**Notes to accounts continued...**

<b>9. GOVERNANCE EXPENSES</b>					
Accountants' Fees	-	1,140	1,140		1,800
Insurance	-	784	784		660
Membership & Registration Fees	-	147	147		35
Consultancy Fees - Strategic review	-	2,009	2,009		7,445
Trustee Board Meetings	-	608	608		-
Trustee Training	-	1,000	1,000		-
Travel & Subsistence	2,469	3,663	6,132		-
	<b>2,469</b>	<b>9,351</b>	<b>11,820</b>		<b>9,940</b>
<b>10. Payroll</b>					
Salary	23,547	9,702	33,249		-
Employer NI & Pension	788	-	788		-
	-	-	-		-
	<b>24,335</b>	<b>9,702</b>	<b>34,037</b>		<b>-</b>
<b>11. MOVEMENTS IN RESTRICTED FUNDS</b>					
	Bal B/fwd	Receipts	Payments	Transfer	Bal C/fwd
	£	£	£	£	£
HBA Conference Support	-	9,000	-	-	9,000
Conference Bursaries	2,000	2,500	-	-	4,500
Hospital Radio Station Grants	-	14,000	1,500	-	12,500
Development/Training	2,800	7,500	1,000	-	9,300
HBA Administration Support	-	18,000	18,000	-	-
Volunteer expenses	-	4,000	4,000	-	-
National Hospital Radio Awards	-	10,000	-	-	10,000
	<b>4,800</b>	<b>65,000</b>	<b>24,500</b>	<b>-</b>	<b>45,300</b>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- sponsorship of the Association's national conference;
- conference bursaries for volunteers unable to afford the cost of attending;
- grants for hospital radio stations facing financial hardship;
- development and training of hospital radio volunteers;
- travel and subsistence expenses for HBA volunteers; and
- administrative support for HBA's role supporting and representing hospital radio in the UK.

**12. TRUSTEES' EXPENSES**

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA

Darran Huish	72
Graham Medhurst	-
Grant McNaughton	1,643
Mike Sarre	1,229
Nigel Dallard	621
Sam Smette	199
	-
	<b>3,764</b>

**13. TRUSTEES' INDEMNITY INSURANCE**

The Trustees have purchased a comprehensive package of insurance cover 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 cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

**14. ACCOUNTING POLICIES**

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

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

**NATIONAL ASSOCIATION OF HOSPITAL BROADCASTING ORGANISATIONS**

England & Wales - Charity number 1015501

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# Accounts

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**Trustees' Annual Report and Accounts**

**for the Year Ended 31 August 2021**

**for**

**National Association of Hospital Broadcasting Organisations**

**(a Charitable Incorporated Organisation registered in England & Wales, no. 1015501)**

**operating as**

**Hospital Broadcasting Association (HBA)**

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

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## **REPORT OF THE TRUSTEES**

**For the year ended 31 August 2021**

The Trustees have pleasure in presenting their Annual Report and Accounts, for the year ended 31 August 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**

1015501 (England and Wales)

**Working Name:** Hospital Broadcasting Association

**Date of Incorporation:** 24 September 1992. Converted to a Charitable Incorporated Organisation on 19 September 2019. See 'Governing Document' section below for more details.

**Principal Office:**

19 Rowan Court  
Norwich  
Norfolk  
NR5 0RT

**Trustees:**

N. S. Dallard  
D. J. Huish  
G. McNaughton  
G. Medhurst (until 20th March 2021)  
M. R. Sarre  
S. A. Smette  
S. K. Bellamy (20th March 2021 to 18th July 2021)  
M. Green (20th March 2021 to 8th July 2021)

**Bankers:**

CAF Bank Ltd  
25 Kings Hill West  
Malling  
Kent  
ME19 4JQ

Aldermore  
1st Floor,  
Block 18  
Western House  
Lynch Wood  
Peterborough  
PE2 6FZ

Close Brothers Treasury  
4th Floor  
10 Crown House London  
EC24 4FT

**Independent Examiner:**

Argents Chartered Accountants  
15 Palace Street  
Norwich  
Norfolk  
NR3 1RT

## **STRUCTURE, GOVERNANCE, AND MANAGEMENT**

### **Governing document**

HBA is a Charitable Incorporated Organisation governed by its constitution.

### **Recruitment and appointment of Trustees**

The Trustees are responsible for the overall governance of the Association. The Constitution allows for the Trustee Board to consist of:

- up to six Elected Trustees, elected by the Full Members for a three-year term of office, usually at the Annual General Meeting in March; and
- 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;

with the actual number being set by the Association's members at general meetings. During the reporting period there was one Elected Trustee vacancy and two Appointed Trustee vacancies, which the Elected Trustees can fill as they see fit.

### **Induction and training of new trustees**

New Trustees, Employees and other volunteers receive an induction on appointment, to enable them to effectively participate in the management of the Association.

All Trustees, and the vast majority of all HBA volunteers, are also members of hospital broadcasting organisations across the UK and are therefore truly representative of hospital broadcasting in the UK. This also means that they are very familiar with many of the issues that the Association and its members face, and the environment in which they operate.

### **Governance and organisational structure**

The Association operates with volunteers. The work of the Association is primarily undertaken by:

- a team of five Executive Leads, appointed by the Trustees, each with a defined portfolio of responsibilities; and
- a small number of other volunteers, appointed by the appropriate Executive Lead because of their particular skills.

Two of the Trustees also held Executive Lead roles, one of these trustees retired from office at the AGM on 20th March 2021, leaving the position vacant, and are therefore actively involved in the day-to-day running of the Association. It remains an ambition for the Association to entirely split the Executive Lead and Trustee roles over time.

During the reporting year the Trustee Board met virtually via video conference 12 times (6 trustee meetings and 6 operational catch ups in-between) due to the COVID-19 pandemic. As well as the Trustees, the President and Executive Leads are invited to Trustee Board meetings to provide reports, and to facilitate informed decision-making and a rapid dissemination of decisions.

Executive Leads separately organised a number of coordination meetings and video/teleconferences with their team members.

## **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed, and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees undertake a review of financial, operational, and business risks at least annually, and have a number of policies and procedures in place to minimise risk. These include:

- specific role descriptions for each of the Executive Leads and committees, setting out the limits of their delegated authority, together with a set of “Matters Reserved to the Trustee Board”, which cannot be delegated;
- financial management and reserves policies;
- expenses policies and claim procedures; and
- dual authority banking, requiring two Trustees to authorise every payment (excluding direct debits which are monitored by the Treasurer and Trustees).

## **OBJECTIVES AND AIMS**

### **Charitable Objects**

On 19th September 2019 the Association was converted by the Charity Commission for England and Wales to a Charitable Incorporated Organisation with the charitable object to promote the effectiveness and efficiency, for the public benefit, of organisations which:

1. relieve sickness, poor health and old age by providing a local broadcasting service for hospitals, residential homes and similar institutions, and for patients receiving community care; or
2. advance health and the prevention or relief of sickness through the promotion of the benefits of living a healthy lifestyle, and the importance of maintaining good personal mental and physical health by (mainly, but not exclusively) the means of broadcasting health education messages.

### **Mission Statement**

The Association has a clearly defined mission – to support, inform, develop and represent hospital, health and wellbeing broadcasting in the UK. It aims to deliver this mission by:

- striving to influence policy and practice at a national level;
- disseminating information and advice to its member organisations;
- providing guidance and training to its member organisations; and
- encouraging the development of new stations.

### **Public Benefit**

The Trustees have a timetable for regularly reviewing the public benefit provided by each aspect of the Association’s work, taking into account the statutory guidance on this subject issued by the Charity Commission. No significant private benefit was identified outside of that obtained incidentally during the course of Association’s charitable activities.

## **CHARITABLE ACTIVITIES**

### **Support, advice and training to members**

Due to the continued disruption caused by the coronavirus pandemic which resulted in national lockdown restrictions, the Association moved its annual conference online in March. HBA maintains a “Shared Programming” list of syndicated programmes and features, the majority of which are available free-of-charge to member organisations.

We continued to provide information and advice to members on an individual basis, via email and phone, through our network of specialist advisors and more generally through our website and newsletter. Specialist advisors have taken direct questions throughout the year. Questions fielded were predominantly concerning management and charity governance issues, although advice and assistance was provided on programming, patient entertainment providers and technical distribution. Our

Management and Charity Governance Specialist Advisor dealt with 42 separate enquiries that have come in via either the Management & Charity Governance email/web-form or phone.

Our website continues to be a source for news, resources and information for our member organisations, stakeholders and the general public. Work is ongoing to redevelop the website and make it more user-friendly, improving navigation, so that visitors and members are able to find the information and support they need more effectively.

### **Annual Conference**

Following the disappointment of cancelling our March 2020 national conference, a virtual event was offered to delegates in March 2021. With promotion via our website, email, and social media, this event was extremely successful, attracting many new delegates to the conference. A variety of presentations and seminars, covering technical support, volunteer recruitment and retention and presentation guidance as well as options to futureproof hospital, health and wellbeing broadcasting, were delivered over the two-day event

Highlights of this year's event included an informal conversation with radio presenter Jo Russell, HBA Patron Alan Dedicoat, HBA Ambassador and former hospital radio presenter, Ken Bruce and Absolute Radio's Content Director and former hospital radio presenter, Paul Sylvester - HBA's newly appointed Ambassador.

"Advocating Young Trustees' focussed on the benefits and addressed the misconception of young people in office. This was led by Mita Desai, Young Trustees Movement Programme Manager alongside HBA's young trustee, Sam Smette. Saeed Atcha, CEO Youth Leads UK delivered an engaging session on Volunteer Recruitment and Retention. Broadcast Transmission Engineer, Neil Luckham, focussed on the equipment and installation requirement for hospital services considering FM transmission and David Duffy & John Evington from Viamux walked through the benefits and consideration needed to use the Small-Scale DAB platform.

The Association actively sought feedback from delegates following the virtual conference so it can identify and address areas of improvement. It is important to note that this was HBA's first attempt at a virtual conference and awards, however 72% of delegates who have never attended conference would consider attending a physical conference weekend in the future. Additional comments received include;

*"Great set of events, organised and relevant."*

*"Outstanding value and ease of use whilst participating. Need more like this."*

*"HBA have found a new direction that suits it well. Thank you."*

*"Despite the pandemic, very impressed with the high standard of sessions."*

*"I think the HBA team did a good job considering the restrictions in place, but felt the event was overpriced based on the seminars being run."*

*"An excellent event to keep us all motivated during the pandemic."*

As at 31 August 2021, reserves amounted to £177,098 which, whilst lower than last year (£199,282) due to the conference refunds and lack of corporate support, is still well in excess of the minimum set

by the Financial Reserves Policy. The Trustees are, therefore, satisfied that the Association has sufficient financial resources to survive as a going concern in the event of further adverse conditions.

### **National Hospital Radio Awards**

The National Hospital Radio Awards are organised annually to encourage the highest artistic standards, and to highlight the high quality of the services that members provide. This year the winners were announced at a virtual ceremony at the planned online conference.

The National Hospital Radio Awards are recognised by the media industry, National Health Service and other healthcare professionals as showcasing the voluntary achievements of hospital broadcasters, which can easily match the quality of professional radio programmes and stations. The John Whitney Award recognises the achievement, over a number of years, of an individual volunteer. The National Hospital Radio Awards continue to showcase the talent and commitment in hospital broadcasting with only minor tweaks to the categories and criteria.

Once again, HBA's communications team produced a publicity "toolbox" for category winners to use locally when promoting their achievements - consisting of draft press releases, graphics, statistics and quotations. Feedback suggests they have found the toolbox contents useful for providing a local impact, raising awareness of hospital broadcasting and volunteering. The Awards section of the website was also significantly upgraded this year, clearly separating and highlighting the winners in their respective categories, along with an embedded audio player, station logo and judges comments.

### **Recognition of long service**

During this reporting period, the Association has continued to recognise the long service to hospital, health and wellbeing broadcasting of both individual volunteers and member organisations by issuing, and where possible presenting, commemorative certificates. Our President was unable to complete as many ambassadorial duties personally this year, and the subsequent UK coronavirus lockdown and restrictions meant that other HBA trustees and volunteers couldn't step-in. The President offered to present these via video conference with member organisations and their volunteers on request which was well received. A total of 43 individual certificates were issued to 22 member organisations recognising 1055 years of voluntary service to hospital, health and wellbeing broadcasting. During the restrictions, many member organisations decided to defer anniversary celebrations, but 4 station certificates were issued for a collective 210 years of broadcasting.

### **Financial assistance to hospital, health and wellbeing broadcasters**

Our Grants programme enables member organisations to purchase equipment or other materials required by them which they are unable to afford to purchase from their own funds. Five station grants were awarded this year totalling £5,810. Full details of grants awarded can be found under the Financial Review.

As the conference took place online at a nominal cost to delegates, the trustees felt it was not necessary to offer any bursaries..

### **Working at a national level**

We have represented our members through engagement with a large number of national stakeholders including Hospedia, WiFi Spark, Phonographic Performance Society Ltd (PPL), The Performing Rights Society (PRS), The Radio Academy, Ofcom, Independent Radio News and Radio News Hub. HBA has liaised with Public Health England, the Scottish Government and Public Health Wales and the Department of Health, Northern Ireland ensuring that member organisations have access to the latest audio Public Service Announcements for their respective regions.

The Association has engaged a strategy to work with national and devolved governments and administrations, and NHS stakeholders, to inform them of the value of hospital broadcasting and our recent changes to the model objects of health promotion. We also attended the NHS Federation Virtual

Conference in May. In a special broadcast pre-recorded for the Hospital Broadcasting Association, His Royal Highness The Prince of Wales recognised NHS staff and volunteers on the inaugural Thank You Day, which has boosted the profile of hospital radio.

We continue to monitor developments and announcements from all Patient Entertainment System providers, and endeavour to engage with them.

### **Communications**

During the reporting period, the Communications team oversaw a number of projects, including preparations for the 2021 virtual Annual Conference and National Hospital Radio Awards, whilst updating and advising members on the latest situation regarding the Coronavirus pandemic, alongside continuing to publish our usual communications across the newsletter, website and social media.

Through dissemination across our communication channels, we were able to share and signpost member organisations offerings of support. Primarily, Independent programme makers offered their radio programmes free of charge, whilst commercial organisations including Bauer Media provided a number of specialist programmes too. In addition, Penguin Random House made a selection of their audiobooks available for stations to broadcast to their listeners.

As life started to return to normal, we noticed a decrease in the support offered to stations and, as such, our communications around Coronavirus has largely involved sharing updated Public Service Announcements with members.

In the wake of the passing of His Royal Highness Prince Phillip, The Duke of Edinburgh, we reminded member organisations of the OBIT procedures provided by stakeholders, Independent Radio News and Radio News Hub.

### **Royal Approval - Music and Memories with HRH The Prince of Wales**

One of the bigger projects of the last year was working with Clarence House on joint publicity and communications material around a special programme, Music and Memories with HRH The Prince of Wales.

The programme's aim was to promote the work of our member organisations and their volunteers on a national level as well as a thank you to those working in the NHS throughout the pandemic.

The press release was worked on collaboratively and distributed by Clarence House to media contacts, which led to widespread media publication, leading the headlines across a number of national news outlets and tabloids, including BBC News, Sky News, The Times, Metro, Daily Mail, Digital Spy and RadioToday, with additional coverage online and on social media.

### **HBA Members' Newsletter**

Our members' newsletter is sent to main station contacts volunteers of member organisations and stakeholders, who subscribe via our website. The newsletter is the Association's "internal" communication, primarily for our member organisations and includes news from national and devolved government administrations and agencies, national infrastructure charities, and other organisations, relevant to hospital, health and wellbeing broadcasting, together with extracts of media coverage of members, and news from the Association itself. Over 600 individual hospital broadcasting volunteers receive the newsletter each month.

In April 2021, the newsletter was refreshed with a new design, making it compatible with mobile devices and tablets. Feedback from members has been positive welcoming this change.

### **On-Air**

One of the communication elements we haven't moved forward on is the On-Air magazine, which was to move from PDF to a more digital, user friendly platform utilising HBA's website, with email bulletins sharing the latest stories with subscribers.

This is still very much an aspiration, potentially tied with the launch of the new website. Stories are frequently published on our website, in our members newsletter and on social media. As we had no physical Conference in 2021 we were unable to give a special printed edition of On-Air to delegates.

### **Strategic Review**

Following a restructuring programme that started in 2016, the Trustees commissioned a post-implementation review with an outside facilitator to assess the success of the restructuring. This was completed in February 2021 with recommendations to improve the culture, clarity and capacity of the organisation in order to meet our ambitious objectives. After careful deliberation and discussion with external consultants, the trustees recruited and appointed an Executive Director in August 2021 - our first paid member of staff. Having an Executive Director in post is hoped to make the distinction between governance and operations clearer, thus giving the trustees' more capacity to focus on the strategic direction of HBA

### **PERFORMANCE TARGETS**

**For the period 1 September 2020 to 31 August 2021**

- 1. to continue to provide a wide range of events and services to HBA's members, including the national conference, awards, monthly newsletter, "On-Air", and a range of advice and guidance.**

We continued to provide members with the monthly newsletter and specialist advisors were always available for members to contact. Most of the advice sought continues to relate to charity governance and station management. As reported, our national conference and awards' ceremony was held online this year. On-Air magazine has not been published but is undergoing a content and delivery review, which will see it launched via a blog and monthly round up aimed at stakeholder engagement.

- 2. to provide the services and events within agreed budgets, and to operate within an overall, agreed, balanced budget.**

Due to the cancellation of our conference in March 2021 we had a higher deficit than originally budgeted, as any outstanding payments for the previous year were refunded amounting to £5,200

- 3. to further increase the awareness and uptake of HBAs services to members.**

Grant application receipts continue to be from a core group of hospital radio stations so this will become an area of focus for next year. Due to complexities measuring service use it is difficult to get an accurate picture of service uptake and again this will be a priority for next year.

- 4. to update the website and the underlying membership database.**

Work has been undertaken to ensure the membership module continues to function.

- 5. to implement the agreed actions from the implementation review**

An external post-implementation review was completed in February 2021, which has provided much food for thought. Consultancy around rebranding has been engaged, a culture project commissioned, an Executive Director employed.

**6. to finalise and implement a strategy to engage with external stakeholders**

This has largely been put back due to the uncertainty around COVID.

**7. to work towards complying with the best practice set out in the Charity Governance Code for Micro Charities.**

The trustees have been allowing time during board meetings to review the Charity Governance Code and are working towards ensuring best practice is applied at all times. We will continue to do so over the course of the next year.

**PERFORMANCE TARGETS**

**For the period 1 September 2021 to 31 August 2022**

1. To continue to provide a wide range of events and services to HBA's members, including a national conference and awards ceremony, and a range of news, information, advice and guidance though may be in a virtual environment.
2. To provide the services and events within agreed budgets, and to operate within an overall, agreed budget.
3. To further develop awareness, and increase the uptake, of HBAs services to members.
4. To redevelop the website to enhance the functionality and user experience.
5. To finalise and implement a strategy to increase the impact of the Association.
6. To set aside board time to comply with the best practice set out in "The Charity Governance Code".

**FINANCIAL REVIEW**

The Statement of Assets and Liabilities on page 12 shows the Association at the end of the financial period with a deficit of £22,184. Due to not receiving a corporate donation from PPL and owing to concerns around COVID-19 pandemic, our Annual Conference was again cancelled meaning that all payments for the 2020 conference were refunded. Additionally, a post implementation review of our earlier reorganisation took place in 2021 at a cost of £7,445 in this reporting period, and a further £2,000 subsequently, which included advice on employing HBA's first paid member of staff. The first steps were also taken towards rebranding the association appropriately for the next phase of both its development supporting health and wellbeing broadcasting. Initial costs during this reporting period were £1,680, with further expenditure to come during the next period.

As mentioned in last year's report, the late cancellation of the conference in 2020 meant that we were held to our contract by the venue at a cost of £31,250, although the venue offered us a credit of 50% to rebook in 2021. Due to the pandemic and a third UK lockdown, we were unable to continue with this conference in 2021, but the hotel generously transferred the booking and discount to 2023, albeit with a 5% uplift in the price.

We have now refunded the remainder of the booking fees that delegates had paid, totalling £5,200 and we paid a further £45 in reverse transactions fees to PayPal for delegates who paid by card.

The cost of staging the National Hospital Radio Awards ceremony in a virtual environment, after a discount relating to the previous conference charges by Warwick Corporate Events, amounted to £5,539.

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

Due to no corporate support being received this year this has caused us to have a large unplanned deficit of £22,184.

We budgeted £6,000 to be awarded to member organisations on application. The amount awarded this year was £5,810. Those in receipt of grants were:

- Life Care Radio (Torbay & South Devon): **£1,055** - new mixing desk.
- Radio Grapevine (West Lothian): **£1,250** - upgrade of their playout system.
- Winchester Radio (Winchester): **£682** - to help make their studio COVID secure.
- Radio Horton (Banbury): **£948** - upgrade of playout system and new portable recording equipment.
- Grampian Hospital Radio (Aberdeen): **£1,875** - upgrade of playout system.

Overall, the Association is still financially sound despite the coronavirus pandemic and has significant cash reserves despite having to transfer £20,000 from one of our cash deposit accounts. The closing balances can be seen on page 12, a significant proportion of the reserves are held in deposit accounts, arranged to maximise the income (despite the currently low interest rates) whilst affording maximum protection from the Financial Services Compensation Scheme.

The Association has a set of Financial Management Policies which define the controls to be implemented to ensure that the Association's assets are secure. These policies meet all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities".

The Association has a Financial Reserves Policy which details the reasons why it needs to retain a certain level of reserves to enable it to continue to operate in case of certain eventualities. The policy meets the Charity Commission guidelines "Charities and Reserves".

In preparing this report, the Trustees have opted for independent examination under the Charities Act 2011 and to use receipts and payments accounting.

The Trustees confirm that all the relevant information has been made available to the Association's advisers to assist in the preparation of the attached financial statements.

Approved by order of the Trustee Board on 22/02/2022 and signed on its behalf by

**22/02/22**  
**Grant McNaughton**  
Chairman

**22/02/2022**  
**Mike Sarre**  
Treasurer

## **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

I report to the trustees on my examination of the accounts of the National Association of Hospital Broadcasting Organisations ("the Charity") for the year ended 31 August 2021, which are set out on pages 11 to 14.

### **Responsibilities and basis of report**

As the charity trustees of the Charity, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the Charity as required by section 130 of the Act;  
or
- the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

### **Mark Johnstone FCA**

Argents Chartered Accountants  
15 Palace Street  
NORWICH  
Norfolk  
NR3 1RT

24 February 2022

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

**RECEIPTS AND PAYMENTS ACCOUNT**

**For the Year Ended 31st August 2021**

		<u>2020/21</u>			<u>2019/20</u>
	<i>NOTE</i>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>	<u>Total</u>
		£	£	£	£
<b>INCOME</b>					
Corporate Support	<i>Note 10</i>	-	-	-	24,100
Donations		-	-	-	5
Membership Subscriptions	<i>Note 1</i>	7,950	-	7,950	8,465
Member Events	<i>Notes 2, 10</i>	(5,200)	-	(5,200)	20,299
Interest		1,392	-	1,392	1,903
		<u>4,142</u>	<u>-</u>	<u>4,142</u>	<u>54,772</u>
<b>EXPENDITURE</b>					
<b>Charitable Expenditure</b>					
Member Events	<i>Note 3</i>	5,584	-	5,584	45,667
Member Services	<i>Note 4</i>	3,887	1,989	5,876	4,136
President	<i>Note 5</i>	-	-	-	214
Stakeholder Relations	<i>Note 6</i>	10	-	10	2,787
Communications	<i>Note 7</i>	2,530	-	2,530	867
Corporate Services	<i>Note 8</i>	1,015	1,371	2,386	1,979
		<u>13,026</u>	<u>3,360</u>	<u>16,386</u>	<u>55,650</u>
<b>Governance</b>					
Governance Expenses	<i>Note 9</i>	9,940	-	9,940	5,086
		<u>22,966</u>	<u>3,360</u>	<u>26,326</u>	<u>60,736</u>
<b>SURPLUS OF INCOME OVER EXPENDITURE</b>					
		<u>(18,824)</u>	<u>(3,360)</u>	<u>(22,184)</u>	<u>(5,964)</u>
Transfers between funds	<i>Note 10</i>	-	-	-	-
Total funds brought forward		191,122	8,160	199,282	205,246
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>172,298</u>	<u>4,800</u>	<u>177,098</u>	<u>199,282</u>

There were no other gains and losses during the year apart from the Income and Expenditure shown.

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

**STATEMENT OF ASSETS & LIABILITIES**

**As at 31 August 2021**

	<u>Unrestricted</u>	<u>Restricted</u>	<u>Total</u>
	£	£	£
<b><u>Opening Balances on 1st September 2020</u></b>			
CAF Cash current account	42,077	8,160	50,237
Close Brothers	84,217	-	84,217
Aldermore Easy Access	64,778	-	64,778
Petty cash	50	-	50
PayPal	-	-	-
	<u>191,122</u>	<u>8,160</u>	<u>199,282</u>
<b><u>Add:</u></b>			
Financial results for this year	(18,824)	(3,360)	(22,184)
Transfers between funds	-	-	-
<b>Cash Funds at year end</b>	<u>172,298</u>	<u>4,800</u>	<u>177,098</u>
<b><u>Closing balances on 31st August 2021</u></b>			
CAF Cash current account	41,713	4,800	46,513
Close Brothers	65,285	-	65,285
Aldermore Easy Access	65,103	-	65,103
Petty cash	50	-	50
PayPal	147	-	147
	<u>172,298</u>	<u>4,800</u>	<u>177,098</u>

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

For further information regarding the restricted funds, see Note 7. All other funds held at year end are unrestricted and available to be applied in furtherance of the Association's charitable objectives at the discretion of the Trustees.

**ASSETS RETAINED FOR THE ASSOCIATION'S OWN USE**

IT Equipment, 2 x laptops, 2 x projectors & an assortment of cables and accessories  
 Audio Equipment - 2 x PA amplifiers & Speakers with an assortment of Mics, Stands & cables  
 Display Equipment - A selection of Pods, Display frames & roll up banners  
 Power - A range of mains extension leads, cable protector & safety cutout

Signed on behalf of the Trustees

Grant McNaughton  
 Chairman

Mike Sarre  
 Treasurer

Date. 22/2/2022

Date.. 22/2/2022

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

**NOTES TO THE ACCOUNTS**

**For the Year Ended 31st August 2021**

	<b>2020/21</b>			<b>2019/20</b>
	<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>1. MEMBERSHIP INCOME</b>				
Subscriptions - Full Members	7,910	-	7,910	8,375
Subscriptions - Associate Members	40	-	40	90
	<b>7,950</b>	<b>-</b>	<b>7,950</b>	<b>8,465</b>
<b>2. MEMBER EVENTS INCOME</b>				
Awards Sponsorship	-	-	-	8,200
Conference Delegate Fees	(5,200)	-	(5,200)	7,549
Conference Sponsorship/Tradeshaw	-	-	-	4,550
	<b>(5,200)</b>	<b>-</b>	<b>(5,200)</b>	<b>20,299</b>
<b>3. MEMBER EVENTS EXPENSES</b>				
National Hospital Radio Awards	5,539	-	5,539	13,042
Conference 2020	-	-	-	31,997
Conference General (Volunteer Expenses)	-	-	-	498
Transaction Fees - Conference 2020	45	-	45	130
	<b>5,584</b>	<b>-</b>	<b>5,584</b>	<b>45,667</b>
<b>4. MEMBER SERVICES EXPENSES</b>				
Station Grants	3,821	1,989	5,810	4,011
Travel & Subsistence	-	-	-	65
Transaction Fees - Membership Subscriptions	66	-	66	60
	<b>3,887</b>	<b>1,989</b>	<b>5,876</b>	<b>4,136</b>
<b>5. PRESIDENT'S EXPENSES</b>				
Ambassadorial Meetings (Volunteer Expenses )	-	-	-	12
Station Visits (Volunteers Expenses)	-	-	-	202
	<b>-</b>	<b>-</b>	<b>-</b>	<b>214</b>
<b>6. STAKEHOLDER RELATIONS EXPENSES</b>				
Events	4	-	4	2,700
Printing, Postage & Stationary	-	-	-	2
Travel & Subsistence	6	-	6	85
	<b>10</b>	<b>-</b>	<b>10</b>	<b>2,787</b>
<b>7. COMMUNICATIONS EXPENSES</b>				
Long Service certificates	-	-	-	17
Adobe software licences	850	-	850	850
Consultancy fees - Rebranding	1,680	-	1,680	-
	<b>2,530</b>	<b>-</b>	<b>2,530</b>	<b>867</b>
<b>8. CORPORATE EXPENSES</b>				
IT Costs	750	1,371	2,121	1,810
Bank Charges	84	-	84	65
Printing, Postage & Stationary	-	-	-	4
Telephone	181	-	181	100
Volunteer Meetings	-	-	-	-
	<b>1,015</b>	<b>1,371</b>	<b>2,386</b>	<b>1,979</b>

**National Association of Hospital Broadcasting Organisations operating as Hospital Broadcasting Association**  
**Trustees' Annual Report & Accounts for the year ended 31 August 2021**

**Notes to accounts continued...**

**9. GOVERNANCE EXPENSES**

Accountants' Fees	1,800	-	1,800	1,800
Insurance	660	-	660	1,094
Data Protection Registration Fee	35	-	35	35
Consultancy Fees - Strategic review	7,445	-	7,445	-
Trustee Board Meetings	-	-	-	662
Trustees (volunteer expenses)	-	-	-	1,495
	<b>9,940</b>	<b>-</b>	<b>9,940</b>	<b>5,086</b>

**10. MOVEMENTS IN RESTRICTED FUNDS**

	<u>Bal B/fwd</u>	<u>Receipts</u>	<u>Payments</u>	<u>Transfer</u>	<u>Bal C/fwd</u>
	£	£	£	£	£
PPL for Conference Bursaries	2,000	-	-	-	2,000
PPL for Hospital Radio Station Grants	1,989	-	1,989	-	-
PPL for Volunteer Development/Training	2,800	-	-	-	2,800
PPL for HBA Administration Support	1,371	-	1,371	-	-
	<b>8,160</b>	<b>-</b>	<b>3,360</b>	<b>-</b>	<b>4,800</b>

The restricted funds listed above result from a grant from Phonographic Performance Ltd (PPL), one of the UK's music copyright collecting bodies. PPL has requested that proportions of the grant be allocated to different aspects of the Association's work, as follows:

- sponsorship of the National Hospital Radio Awards
- sponsorship of the Association's national conference;
- conference bursaries for volunteers unable to afford the cost of attending;
- grants for hospital radio stations facing financial hardship;
- development and training of hospital radio volunteers;
- travel and subsistence expenses for HBA volunteers; and
- administrative support for HBA's role supporting and representing hospital radio in the UK.

**11. TRUSTEES' EXPENSES**

This is a summary of amounts claimed to re-imburse payments incurred whilst carrying out on HBA business or purchases of equipment for the HBA

Darran Huish	-
Graham Medhurst	-
Grant McNaughton	69
Ian Pinnell	-
Mike Sarre	-
Nigel Dallard	517
Sam Smette	-
	<b>586</b>

**12. TRUSTEES' INDEMNITY INSURANCE**

The Trustees have purchased a comprehensive package of insurance cover 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 cover is the most cost-effective means of insuring the Association, and that the consequential personal benefit to themselves is in the best interests of the charity.

**13. ACCOUNTING POLICIES**

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

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