BRADFORD TALKING MAGAZINES LTD

England & Wales · Charity number 1077122

Details

Other names	BRADFORD TALKING MAGAZINES
Status	Registered
Legal form	Charitable company
Company number	03749034
Registered	1999-08-24
Register	View on the Charity Commission register

Contact

Address	11-12 Eldon Place Bradford BD1 3AZ
Phone	01274 848150
Email	jo.ingham@btm.org.uk
Website	btm.org.uk

Activities

Objects: TO RELIEVE PERSONS WITH VISUAL IMPAIRMENT OR THOSE LABOURING UNDER SOME TEMPORARY OR PERMANENT INCAPACITY OR DISABILITY WHICH MAKES READING A STRAIN BY ENABLING SUCH PERSONS TO ACCESS INFORMATION BY MEANS OF AUDIO OR TACTILE MATTER

Activities: Based at 11-12 Eldon Place, Bradford BD1 3AZBTM works with people who cannot access the written word : people who have a visual impairment, people with learning disabilities, people who are deaf and any person who cannot access the written word. Information produced in a wide range of formats: audio and braille: EasyRead: British Sign Language as well as a multitude of different languages.

Classification

- **How:** Provides Advocacy/advice/information
- **What:** General Charitable Purposes, Education/training, Disability, Arts/culture/heritage/science
- **Who:** Children/young People, Elderly/old People, People With Disabilities, People Of A Particular Ethnic Or Racial Origin, Other Charities Or Voluntary Bodies, Other Defined Groups

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Geography

- Throughout England

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£182,343	£293,381	-	-
2024-03-31	£334,430	£491,970	-	-
2023-03-31	£411,283	£393,939	-	-
2022-03-31	£379,895	£343,208	-	-
2021-03-31	£431,660	£392,759	-	-

Trustees

Name	Role	Appointed
Steven Grisag	Chair	2022-11-22
David Spicer		2025-06-25
IMTIAZ NAQVI		
Isla Skinner		2023-07-17
JULIE ANN RALPH		2018-11-06
MATLOOB HUSSAIN		

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BRADFORD TALKING MAGAZINES LTD

England & Wales - Charity number 1077122

Accounts

Bradford Talking Magazines Ltd

Charity number 1077122

A company limited by guarantee number 03749034

Annual Report and Financial Statements

for the year ended 31 March 2025

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COMMUNITY ACCOUNTING

WEST YORKSHIRE

Bradford Talking Magazines Ltd

Annual Report and Financial Statements

for the year ended 31 March 2025

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Prepared by West Yorkshire Community Accountancy Service CIO

Bradford Talking Magazines Ltd

Trustees' report for the year ended 31 March 2025

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Steven Grisag	Chair	
David Spicer		Appointed 25 June 2025
Isla Skinner		
Julie Ralph		
Imtiaz Naqvi		
Matloob Hussain		
Anne Lindley		Resigned 11 November 2025

Company Secretary
Joanna Ingham

Charity number	1077122	Registered in England and Wales
Company number	03749034	Registered in England and Wales

Registered and principal address
11-12 Eldon Place
Bradford
West Yorkshire
BD1 3AZ

Bankers
Lloyds Bank plc
45 Hustlergate
Bradford
BD1 1NT

Independent examiner
Alan Dodd FCCA
West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 8 April 1999. It is governed by a memorandum and articles of association, as amended on 23 June 1999. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

Bradford Talking Magazines Ltd

Trustees' report (continued) for the year ended 31 March 2025

Objectives and activities

The charity's objects

To relieve persons with visual impairment or those labouring under some temporary or permanent incapacity or disability which makes reading a strain by enabling such persons to access information by means of audio or tactile matter.

The charity's main activities

We are committed to enabling any person who cannot access the written word for whatever reason, access to any information they may need or want to enable them to live a full and happy life that they are in control of.

We have, over 35 years, built up a broad range of skills and knowledge in developing and delivering accessible work and presentations. Accessible information is vital for communicating with people who have restricted ability to see and read effectively. We have custom-built audio and filming studios which enables us, with our work groups, to respond quickly to peoples information needs.

Public benefit statement

In setting our objectives and planning our activities our Trustees have given serious consideration to the Charity Commission’s general guidance on public benefit.

Achievements and performance

This year has continued to bring significant challenges, particularly with cuts to funding and the loss of valued staff members. Despite these difficulties, we remained committed to championing accessible information for the communities who need it most.

Our weekly workgroups have worked on a wide range of accessible information for our contracts and our social enterprise clients, staying true to our ethos of coproduction. We have had an increase in numbers of people attending, giving people valuable and meaningful skills and reducing isolation.

It was the final year of our National Lottery funded Hear Our Voice project. Our assistants, all of whom had lived experience, were amazing and a real asset to the project. We wish them every success for the future. To celebrate the end of the project we held an exhibition where participants were able to showcase their work. This was attended by family members, friends and carers, all of who we were in awe of the work.

Changes to the way services were funded and delivered across the wider district meant that we lost funding to some of our local council and NHS commissioned work. We remain committed to renewing these partnerships in the future when things are better for the district as a whole.

Our social enterprise was still active and busy and we produced information for a variety of old and new clients, including Bradford Teaching Hospitals, Bradford Hate Crime Alliance and Mencap.

Our dedicated staff team have worked through adversity with resilience and compassion. I want to express my heartfelt thanks for their unwavering commitment. We have also continued to work closely with our Board to strengthen our financial sustainability.

Challenges with our building have persisted, but we are beginning to see positive change. We’ve started to use our asset strategically to help secure our future, and we feel optimistic about the path ahead.

We would like to thank everyone who has funded us this year, enabling us to continue with our work to ensure that everyone has access to information enabling them to live a happy, healthy and fulfilled life.

Financial review

The net expenditure for the year was £111,038, including net expenditure of £118,692 on unrestricted funds and net income of £7,654 on restricted funds, after transfers.

We have lost a lot of our funding and staff over this financial year. We have taken a bridging loan of £100k secured on our building recently to improve our cash flow situation, repayment of which has been extended to 2027.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were in deficit by £6,524.

It is the policy of the charity that unrestricted free reserves should be maintained at a level equivalent to between three and six months of expenditure, i.e. between approximately £73k and £146k at current expenditure levels. Clearly we are a long way from meeting these targets, and the trustees are exploring ways of increasing income and reducing costs in order to sustain the charity's viability. In view of the loan taken out in August 2025, the trustees are confident that the organisation can continue trading as a going concern until at least twelve months from the balance sheet date.

Bradford Talking Magazines Ltd

Trustees' report (continued) for the year ended 31 March 2025

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on 13/3/2026

Julie Ralph (Trustee)

Bradford Talking Magazines Ltd

Independent examiner's report to the trustees of Bradford Talking Magazines Ltd

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2025, which are set out on pages 7 to 14.

Responsibilities and basis of report
As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 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:

1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2 the accounts do not accord with those records; or
3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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.

Alan Dodd FCCA

14/3/2026

West Yorkshire Community Accountancy Service CIO
Stringer House
34 Lupton Street
Leeds
LS10 2QW

Bradford Talking Magazines Ltd

Statement of Financial Activities

(including summary income and expenditure account)

for the year ended 31 March 2025

	Notes	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Income from:					
Grants and donations	(2)	214	163,168	163,382	293,392
Social Enterprise income		18,675	-	18,675	40,074
Interest receivable		286	-	286	964
Total income		19,175	163,168	182,343	334,430
Expenditure on:					
Salaries NI and pensions	(3)	85,933	101,268	187,201	237,934
BSL interpreters and translation		1,932	12,550	14,482	18,412
Project expenditure		1,526	9,751	11,277	2,048
Volunteer expenses		674	743	1,417	2,732
Rates and water		1,830	11	1,841	2,952
Repairs and maintenance		2,467	7,219	9,686	169,246
Heat and light		8,972	1,444	10,416	8,347
Insurances		2,656	-	2,656	2,562
Telephone		3,404	32	3,436	2,824
Computer and website		8,962	107	9,069	15,060
Printing, postage and stationery		733	-	733	695
Subscriptions and sundry expenses		1,158	439	1,597	4,178
Bookkeeping and payroll		5,869	-	5,869	6,110
Independent examination		1,650	-	1,650	3,191
Travel and training		25	1,742	1,767	487
Depreciation		20,282	-	20,282	15,192
Professional fees and HR support		9,608	272	9,880	-
Bank charges		122	-	122	-
Total expenditure		157,803	135,578	293,381	491,970
Net income / (expenditure)		(138,628)	27,590	(111,038)	(157,540)
Transfers between funds		19,936	(19,936)	-	-
Net movement in funds		(118,692)	7,654	(111,038)	(157,540)
Fund balances brought forward		490,320	-	490,320	647,860
Fund balances carried forward	(4)	371,628	7,654	379,282	490,320

All incoming resources and resources expended derive from continuing activities.

Bradford Talking Magazines Ltd

Balance sheet

as at 31 March 2025

		2025 Unrestricted £	2025 Restricted £	2025 Total £	2024 Total £
Fixed assets					
Tangible assets	(6)	378,152	-	378,152	378,498
Total fixed assets		378,152	-	378,152	378,498
Current assets					
Debtors and prepayments	(7)	6,307	-	6,307	61,440
Cash at bank and in hand	(8)	9,191	7,654	16,845	72,742
Total current assets		15,498	7,654	23,152	134,182
Current liabilities: amounts falling due within one year					
Creditors and accruals	(9)	22,022	-	22,022	22,360
Total current liabilities		22,022	-	22,022	22,360
Net current assets / (liabilities)		(6,524)	7,654	1,130	111,822
Net assets		371,628	7,654	379,282	490,320
Funds					
Unrestricted funds					
General unrestricted funds		371,628	-	371,628	451,820
Designated funds	(5)	-	-	-	38,500
Unrestricted funds		371,628	-	371,628	490,320
Restricted funds	(4)	-	7,654	7,654	-
Total funds		371,628	7,654	379,282	490,320

For the year ending 31 March 2025 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who are also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on 13/3/2026

Julie Ralph (Trustee)

Bradford Talking Magazines Ltd

Notes to the accounts

for the year ended 31 March 2025

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.
There has been no change to the accounting policies since last year.
No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, if it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.
Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt.
Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:
Freehold land: nil
Freehold buildings: over 50 years
Fixtures and fittings: over 5 years
Computer equipment: over 3 years

1 Accounting policies continued

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

2 Grants and donations

	2025 Unrestricted funds £	2025 Restricted funds £	2025 Total funds £	2024 Total funds £
Bradford MDC	-	75,544	75,544	140,023
Department of Work and Pensions	-	6,818	6,818	1,433
Equality Together	-	8,941	8,941	-
Hale	-	16,093	16,093	31,406
National Lottery Community Fund	-	55,772	55,772	74,483
Bradford District and Craven CCG	-	-	-	15,000
West Yorkshire Health and Care Partnership	-	-	-	27,447
Talking Newspapers Federation	-	-	-	2,600
Other donations	214	-	214	1,000
	214	163,168	163,382	293,392

3 Staff costs and numbers

	2025 £	2024 £
Gross salaries	174,131	220,673
Social security costs	14,391	17,719
Employment allowance	(5,000)	(5,000)
Pensions	3,679	4,542
	187,201	237,934

The average number of employees during the year was 6.8, being an average of 6.3 full time equivalent. There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2025 £	2024 £
Costs of the scheme to the charity for the year	3,679	4,542

4 Restricted funds

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Accessible Information	-	73,891	73,891	-	-
Department of Work and Pensions	-	6,818	800	(6,018)	-
Equality Together	-	8,941	8,941	-	-
Hale	-	16,093	16,093	-	-
National Lottery Community Fund	-	55,772	34,200	(13,918)	7,654
Warm Spaces	-	1,653	1,653	-	-
	-	163,168	135,578	(19,936)	7,654

Restricted funds (prior year)

	Balance b/f £	Incoming £	Outgoing £	Transfers £	Balance c/f £
Accessible Information	-	73,891	73,891	-	-
Department of Work and Pensions	-	1,433	1,433	-	-
Equality Together	-			-	-
Hale	-	31,406	31,406	-	-
National Lottery Community Fund	48,595	74,483	123,078	-	-
Warm Spaces	-	-	-	-	-
Bradford District and Craven CCGs	-	15,000	15,000	-	-
Innovation Fund	-	26,330	26,330	-	-
Equipment Fund net value	48	-	48	-	-
WYHHCP Champions	-	27,447	27,447	-	-
Big Conversation	-	4,802	4,802	-	-
Talking Newspapers Federation	-	2,600	2,600	-	-
Adult Social Care website	-	35,000	35,000	-	-
	48,643	292,392	341,035	-	-

4 Restricted funds (continued)

Fund name	Purpose of restriction
Accessible Information	To deliver accessible information in a range of formats including easy read, audio and BSL (British Sign Language)
Department of Work and Pensions	Access to work grant in respect of one employee. Transfers relate to equipment capitalised in the accounts which was purchased for the general use of the charity.
Equality Together	Our Lives Our Way project, supporting disabled people to lead happy, healthy lives
Hale	Citizens engagement.
National Lottery Community Fund	Hear Our Voice project, to enable and support people with lived experience to gain skills to prepare them for employment. Transfers relate to equipment capitalised in the accounts which was purchased for the general use of the charity.
Warm Spaces	To deliver welcoming spaces offering families the opportunity to have refreshments and socialise with other families
Bradford District and Craven CCGs	To deliver accessible information in a range of formats, on health matters.
Innovation Fund	A partnership project to support people to live independent lives.
Equipment Fund net value	The value of restricted fixed assets.
WYHHCP Champions	Funded by West Yorkshire Health and Care Partnership to fund a member of staff who facilitated a group of people with learning disabilities.
Big Conversation	Funded by CBMDC Department of Health and Wellbeing, to support organising and delivering a series of workshops with people with learning disabilities across the district.
Talking Newspapers Federation	Funded the Talking Telegraph,
Adult Social Care website	Website funded by CBMDC.

5 Designated funds

	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Staff contingency fund	38,500	-	-	(38,500)	-
	38,500	-	-	(38,500)	-

Fund name	Reason for designation
Staff contingency fund	This fund represented a provision for redundancy pay in the event that the charity had to cease activities. This fund has been brought within the charity's general unrestricted funds as at 1 April 2024.

6 Tangible assets

	Equipment	Fixtures and fittings	Land and Buildings	Total
Cost	£	£	£	£
At 1 April 2024	174,387	25,923	454,576	654,886
Additions	17,056	2,880	-	19,936
At 31 March 2025	191,443	28,803	454,576	674,822
Depreciation				
At 1 April 2024	165,365	25,923	85,100	276,388
Charge for year	12,470	720	7,092	20,282
At 31 March 2025	177,835	26,643	92,192	296,670
Net book value				
At 31 March 2025	13,608	2,160	362,384	378,152
At 31 March 2024	9,022	-	369,476	378,498

Security over assets
Bridge Help Limited has a legal charge over the charity's freehold property at 11-12 Eldon Place, Bradford.

7 Debtors and prepayments

	2025	2024
	£	£
Debtors	2,851	36,666
Prepayments	3,456	6,491
Accrued income	-	18,283
	6,307	61,440

8 Cash at bank and in hand

	2025	2024
	£	£
Cash at bank	16,766	72,661
Cash in hand	79	81
	16,845	72,742

9 Creditors and accruals

	2025	2024
	£	£
Creditors	901	6,461
Accruals	14,899	12,431
Taxation and social security	5,539	2,589
Other creditors	683	879
	22,022	22,360

10 Related party transactions

Trustee expenses
No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits
No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel
The total employee benefits received by key management personnel were £45,137.

BRADFORD TALKING MAGAZINES LTD

England & Wales - Charity number 1077122

Accounts

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BRADFORD TALKING MAGAZINES LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

Charity Registration No. 1077122
Company Registration No. 03749034 (England and Wales)

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BRADFORD TALKING MAGAZINES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I Naqvi M Hussain A Lindley J Ralph S Grisag I Skinner	 (Appointed 17 July 2023)
Secretary	J S Ingham	
Charity number	1077122	
Company number	03749034	
Registered office	11-12 Eldon Place Bradford BD1 3AZ	
Independent examiner	Alison Whalley FCA Azets Audit Services Ltd Carlton House Grammar School Street Bradford BD1 4NS	
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT	

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BRADFORD TALKING MAGAZINES LTD

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BRADFORD TALKING MAGAZINES LTD

CHAIR

FOR THE YEAR ENDED 31 MARCH 2024

It's that time of year again, wow how time flies, feels like yesterday I was introducing myself as Chair in the last Annual Report after taking over from John the previous Chair of BTM.

Think we can all agree, it's been a fairly turbulent year in more ways than one, with lots of ups and downs, not just with BTM but also for many other
organisations in the voluntary sector. Whether is reduction in finance awards or not renewing contracts from funding providers, it has been undoubtedly tough going for everyone involved at BTM. Delivering services on a lesser budget has been challenging to say the least, resulting in a lot of thinking outside the box on ways to move forward.

It is in this sort of hard times we find that our resilience is tested to the extreme, but I feel confident everyone on the Trustee Management Committee, and including the staff are all determined to leave no stone unturned in making sure BTM continues to respond promptly to disabled people's information needs by continuing to deliver the projects within our existing portfolio that is done so brilliantly and according to the high standard we expect of ourselves.

In 2016 the Accessible Information Standard was introduced (over 8 years ago) to ensure all organisations that provide NHS care or publicly funded social care are legally obliged to ensure they follow the 5 principles with patients and service users regards their communication methods.

The latest feedback from users of these services indicates there is still lots of room for improvement and we at BTM will continue to challenge with vigour and diligence towards making these improvements happen. As a home for accessible information, BTM must continue to encourage accountability to those responsible at not practicing accessible information as required by the standard.

I'd like to take this opportunity to give a big shout out to all the project participants who have worked extremely hard on their individual personal development or achieving their own goals within an advocacy role capacity advising professionals what they can do to make a better and more accessible world for disabled people. Always brings a smile to my face when I personally observe some of these projects in action either via social media, newsletters or other media sources.

Finally, I'd like to thank Jo and all the staff for their hard work and dedication shown and including the Trustees for their continued support and commitment who kindly volunteer their time to ensure high standards of governance in line with the Charity Commissions latest guidance.

- Steve Grisag

Signed by:
Steven Grisag
B20253AA30064F1...

.....

Chairman

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BRADFORD TALKING MAGAZINES LTD

CHIEF OFFICER

FOR THE YEAR ENDED 31 MARCH 2024

BTM have been supporting people for over 40 years to access information in their first format of choice, enabling them to be active citizens and fully partake in society.

Over this last year we have celebrated many achievements and also faced our fair share of challenges! Along with many of our local VCSE partners we have experienced significant cuts to our funding this year. This has resulted in some of our groups and projects ending and staff redundancies.

We have also been living with the aftermath of the significant challenges we faced with our building in the last year, the cost of which diminished the reserves that we worked so hard to build up over the years.

But as ever I remain extremely proud of our staff team and remain in awe of our wonderful co- production workgroup members made up of people with lived experience of learning disability, sensory needs and mental ill health.

They continue to work through these challenging times and adversity, making sure that we deliver on our endeavours to support anyone who needs information in an alternative format.

We were successful in our tender to continue to provide accessible information on behalf of the Department of Health and Wellbeing, City of Bradford District Council. Our co-production workgroups have already completed some work for this contract and we look forward to working together over the next 3 years.

Our Hear Our Voice lottery funded project workgroups have had an amazing year and our assistants have flourished, with some going on to paid employment elsewhere at the end of their contracts.

Although our Social Enterprise has been quiet compared to previous years, as a result of cuts to funding for everyone, we have had the opportunity to work with a variety of clients who are all passionate about making their information accessible.

Although our Social Enterprise has been quiet compared to previous years, as a result of cuts to funding for everyone, we have had the opportunity to work with a variety of clients who are all passionate about making their information accessible.

On behalf of myself and the BTM Trustees I would like to offer our heartfelt thanks to everyone who has supported us over the last year. This includes the BTM team, our workgroup members and volunteers, our sector colleagues and partners, our commissioners and funders, and our donors.

- Jo Ingham

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees present their report and accounts for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the Charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The Charity's objects are to relieve persons with visual impairment or those labouring under some temporary or permanent incapacity or disability, which makes reading a strain or those people who have English as a second language by enabling such people to access information by means of audio or tactile matter, and there has been no change in these during the year.

The principal activity of the charity for the year under review was the provision of audio information for any persons who have difficulty with the written word.

The charity is organised so that the trustees meet regularly to manage its affairs.

The objects of the company are maintained by the policies set by the trustees and enacted by the staff. There have been no material changes during the year.

BTM works with and for those people who have difficulty accessing the written word. This includes people who have a visual impairment, people who are deaf, people who have English as a second language, people with learning disabilities and those who have poor literacy skills. It promotes following the guidance of the 'Five Principles of Producing Better Information for Disabled People' and puts at the centre of its work involvement of those people requiring alternative formats to the standard written word.

This broad range of accessible information work enables people and communities to:

- better understand information provided by statutory organisations such as local councils and health authorities; enabling choice and participation by individuals and minority groups.
- be informed and entertained whilst promoting health and well being
- have an opportunity to participate in the production of better information, promoting independence and control
- Have their say about how and what they would like making accessible, which give them power over their lives and involvement with society in its widest context.
- to promote our working groups and enable them to transfer their skills into wider community groups

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the Charity should undertake.

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Through our contracts and social enterprise, we have produced over 70 pieces of accessible information in a variety of formats including easy read, audio and British Sign Language (BSL).

We have facilitated over 200 workgroup sessions with people with lived experience.

This has supported people, not only in our local area, but across the country to access information on a wide variety of topics.
Our grant agreement with our local authority saw us producing easy read instructions for new changing places toilets across the district, BSL and audio versions of grants guidance, and updating our accessible voting information in readiness for the General Election as well as many other pieces.

We worked alongside our local NHS Integrated Care Partnership to co- produce information enabling people to have their say on local consultations, producing easy read leaflets about health checks and developing easy read summaries of reports.

Highlights from our social enterprise include training on Deaf awareness and neurodiversity, short films and animations, and audio information to support a person with a visual impairment.

The team and our workgroups have played a key role in delivering this vital information, enabling people to be fully involved in the world around them.

“BTM is a great place to come. I have learnt new skills such as co- producing easy read which I knew nothing about until I came here. I’m now one of the experts at co-producing it. I love working as a team and I’ve also improved my computer skills.”

- Hana co-production workgroup member

Our projects and contracts

Bradford Council Department of Health and Wellbeing
Over the last year we have completed several pieces of work as part of our contract including updating our suite of accessible voting resources, accessible content for the council website, information for new Changing Places toilets in the district and many more.

As the contract was coming to an end in March 2023, we had lots of meetings and visits from the Commissioning Team, who had to put together a case for the contract going forward. This resulted in us having to submit a new tender which we were successful with from May 2024.

Bradford District and Craven Health and Care Partnership
Over the past year our work for the partnership has been very quiet despite us championing the need for accessible information as a statutory and legal duty. Work completed included accessible versions of the LeDeR report, SMI health check leaflet in easy read and several consultation events.

Unfortunately, this contract is not being funded for the coming year 2024-2025.

Hear Our Voice
Last year the Hear Our Voice project has seen our community of people with learning disabilities, mental health problems, autistic people and the deaf develop their skills in digital media, socialising and creativity.

We have so many success stories from past participants who have built confidence in themselves and are now able to communicate their needs and ideas, some of which have moved on from participants to paid staff on the project and others who have gone on to paid employment elsewhere,
university, and volunteering with other organisations. We are very proud of the positive impact we have had on the communities we engage with.

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We have also been incredibly proud of what all of our project assistants have achieved in a short space of time. One of our assistants has gone on to full time work as a teaching assistant, another set up his own creative writing group and will start his animation degree at Bradford University in September.

Daniel has been coming to the sessions for a while. During this time, he has considerably improved his existing skills and he is very keen to learn new skills. He has learned how to become a team player by contributing to group projects and by creating storyboards for the group. We are slowly encouraging him to work outside of his comfort zone by teaching him how to do things in different ways and to learn from when things have gone wrong. Daniel was a big part of the David Hockney Project researching about David Hockney and creating the story board.

Daniels's film, Café Chaos, was entered into the Smiley Film Awards! Although it didn't win it was a great experience and it was an opportunity for many more people to view this wonderful film. It has also given Daniel greater confidence in his skills and abilities. Click on this link to see what Daniel says about Café Chaos and the HOV project: https://youtu.be/L_dH9kd0Fb

Learning Disability Health and Care Champions
The Health and Care Champions work to the themes of:

- Start Well
- Live Well
- Age Well
- Working with people with learning disabilities

Over the last year they have worked on a variety of different topics including reasonable adjustments, menopause, a film to help recruit new healthcare workers, and some clips busting some myths about people with learning disabilities.

Unfortunately, this project is no longer being funded as of March 2024.

Our Lives Our Way
Our Lives Our Way supports people to try new things and build new skills. The programme is led by its members and together we create opportunities for disabled people with different experiences and backgrounds to meet, socialise, plan and do things that its members want, will enjoy, and will support people towards their independence.
It is a partnership project between Equality Together, who are the lead, BTM, Bradford People First and People First Keighley and Craven.

BTM runs the Trips and Travels group and members meet each week to plan trips out, such as researching travel, booking tickets and restaurants and making sure everyone is included. The trips are then held every other week. This year the group have been bowling, to museums, the seaside and meals out.

Unfortunately, this project is no longer being funded as of May 2024.

Citizens Engagement
Citizens Engagement is one part of the Here 4 BDCC Partnership contract with BMDC. It is led by HALE working jointly with BTM, CNET, KHL and the wider Here 4 BDCC partners.

The aim of the project is to engage and co-produce in the sector to involve people in their communities.

Our role is to make sure disabled people and people with sensory needs have full and equal access. We do this through engagement sessions with other disability groups and by making sure that materials and information are accessible. This includes BSL, easy read, audio, community languages and others.

BTM along with other partner organisations have played an important and helpful role in engaging with people about a range of health related

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information. We worked with many people who were struggling with the rise in cost of living by providing them with advice and signposting them to services where they can receive additional support.

We have been actively involved in engagement with the people of Shipley, addressing concerns and collating their feedback around the closure of Shipley Hospital. We are also working alongside our partners to engage with communities in Airedale, listening to their ideas about the new Airedale Hospital as part of the Hospitals 2.0 programme funded by the government. We are in the second year of Listen In, which has been a huge success.

BTM have visited 19 groups so far to find out how our communities are doing with their health and wellbeing, where they live, their work, education, family life and their experiences with health and care services. This year has been focused on specific groups of people such as Children and Young People, Disabled People and their Carers, and LGBTQ+ communities. We are looking forward to continuing with this work over the next year. In total we have engaged with over 2,463 people this year!

Co-production Partnership
The Co-Production Partnership is jointly managed by Equality Together and BTM. It works to give disabled people a voice on how services are developed across the Bradford District and Craven.

In March 2024 we held our latest district wide event for disabled people, their carers and people who work in services. This brought together almost 100 people to look at what the important issues are for disabled people in the Bradford District.

The Co-Production Partnership was asked to nominate a disabled person to be a representative on Bradford Council's Health and Social Care Overview and Scrutiny Committee.
We are pleased to announce that someone was selected for this role.

They said "I hope I can help get our views as disabled people to more areas of the council in order to help improve accessibility and services for myself and my fellow people with disabilities. I will try my utmost best and thank you for choosing me."

Friendship Project
We were able to form a Deaf Friendship group thanks to a small grant from the Bradford District Local Friendship Grants Scheme.

The group met regularly on a Thursday morning to plan trips and look at the accessibility of information for venues across the district.
The trips included visits to the Industrial and police museum, the cinema and theatre. It was often challenging to find BSL interpreted and subtitled
performances for films and the theatre, with the subtitled versions often being cancelled at short notice.

Talking Telegraph
The Talking Telegraph is a free monthly talking newspaper for people with visual impairments. BTM took the reins from a long established and very hard-working group of volunteers in October 2023.

Articles of interest are sourced from a local newspaper by a group of volunteers. They are then recorded and edited in our studios, saved to memory sticks and sent to a distribution list across our area.

Our co-production workgroups
Co-production at BTM is about working together in an equal and equitable way to make information that is easy for everyone to understand.

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BTM have long-established workgroups that are attended by people with learning disabilities and/or autism, mental ill health, members of the Deaf community and people with visual impairments. They are integral to the work we do.

Having existing workgroups allows us to quickly respond to the needs of people in the Bradford District, for example during the Covid-19 pandemic. We were able to keep up with the fast-changing rules and regulations to keep people informed of the latest guidance such as wearing masks, lockdowns, and information about the vaccines.

Groups are facilitated by our experienced staff but driven by the members as they have a detailed understanding of what is needed by them and their peers.

Accessible information is created by workgroup members with support from staff, everything we do is co-produced. The process includes breaking down information into manageable chunks, working together to find easier to understand language, sourcing images, filming, editing and formatting to final versions.

Each workgroup member has the opportunity to be involved in every aspect of the process. We have a range of accessible media equipment, film and audio studios, and Adobe software packages for formatting and editing. Workgroup members are all trained in using this equipment which helps to develop their skills.

Anyone attending a BTM workgroup has the opportunity to be involved in the wider activities of our organisation.

This includes:

- co-producing and co-delivering training sessions on subjects such as neurodiversity, Deaf awareness, and the Accessible Information Standard

- attending meetings such as the Healthier Lives group, Tackling Disability Hate crime group, co-production partnership

- volunteering for the Talking Telegraph, an audio talking newspaper for people with visual impairments

- applying for paid roles such as our lottery funded project Hear Our Voice mentors.

We also support workgroup members to find other volunteering roles and look for paid employment.

We have facilitated over 200 workgroup sessions in the last year.

Our People
Being a good employer and promoting positive wellbeing has always been high on our list of priorities, so it was very difficult for us to have to make 2 posts redundant in early 2024 due to funding cuts.

As a charity we often have to make difficult decisions about how we use our resources and, on this occasion, we were unable to keep the posts going from our own reserves. Fortunately, both post holders were able to secure employment elsewhere quickly and we wish them all the luck in their new ventures.

The remainder of the team have worked and continue to work tirelessly, supporting each other, our workgroups and the wider population with accessible information.

Investing in ourselves is usually way down our list of priorities but I am pleased to say that this year 2 of our small team have completed qualifications in British Sign Language (BSL), 4 have completed first aid training and one has completed Level 2 Award in Skills for Teaching Independent Travel.

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'I have been able to complete BSL level two this year because BTM have funded the course. I have really appreciated the opportunity because I think it's important to be able to communicate with deaf colleagues, participants at BTM and the wider deaf community in their language. I have also enjoyed participating in the course and like learning new things.' Anna, BTM Team Member

We continue to be able to employ people with lived experience through our Hear Our Voice project. Over the past year our Assistants have flourished, one has gone on to gain full-time employment in Deaf education, another has started a university course and others gone on to further volunteering opportunities. This is due to them gaining skills and confidence through their employment with us.

Over the past year I have been assisting the volunteers on the HOV Wednesday group with their projects. I have spent time getting to know the group and supporting each group member to contribute in the project.

I have learnt to be person centred when supporting each individual group member, as everyone has different needs such as J, who is a member in a wheelchair and has very little mobility. I prepare him a drink whenever required and also operate the camera equipment on his behalf.

Working with the staff members has provided me with opportunities to learn how to use editing software such as Adobe Premiere. I have developed my skills around subtitling, audio editing, colour balancing and using the Protools audio recording software in the studio.

Learning to use the equipment such as digital SLR cameras and setting up tripods has encouraged me to take up photography in my spare time.

Working on these projects has improved my people skills and I enjoy interacting with group members, many of whom have moderate mental health issues. I find we have many things in common and like to listen to their stories. I have been researching courses that I can do in the future around mental health support as I think this may be something I like to do in the future.

I have also spent time with the British sign language groups at BTM and have recently been taking private lessons to learn some sign language, so that I am better able to communicate with the deaf volunteers.

Besides my work as the HOV mentor I have volunteered my time to the Talking Telegraph project at BTM. I have been learning how to use the studio equipment to record stories from the telegraph and argus so that people with visual impairments can also access the articles.

- BTM
Hear Our Voice Assistant

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Public benefit that is provided by the Charity
BTM works with and supports people who have difficulty accessing the written word. This lack of information or access to it means people can be excluded from taking an active role in their own lives or society in general.

Our broad range of accessible information work enables people and communities to:

- Better understand information provided by statutory organisations such as the local authority and NHS which then enables choice and participation

- Be informed and enabled whilst promoting health and wellbeing and individual choice

- Have an opportunity to participate in the production of accessible information which helps to promote independence and control

- Have their say about how and what information they would like making accessible. This gives people power over their own lives and involvement within society.

We would like to state formally that we do not discriminate against people with low income. We actively support people accessing our services with the free workgroups we offer.

The Trustees have reviewed the guidance by the Charity Commission and consider we comply with the public benefit requirements.

Achievements over the last year against our objectives
From 2023 – 2024 our main objectives were:

Work with more young people and people from minority ethnic backgrounds

- We have recruited new members to our workgroups this year, many of whom are from diverse backgrounds. The majority of our Hear Our Voice Monday group are under the age of 25

- We have also made connections with local schools and colleges in a bid to encourage more students to attend our workgroups when they have left education.

Maximise the potential of our building 11-12 Eldon Place

- We have now completed the refurbishment and essential building work to our fully accessible building so that it meets health and safety standards. We continue to welcome people every day of the week.

- We have had valuations carried out on the property this year as this had not been done since we bought the building in 2011. We will continue to look at the feasibility of renting out office space to help us to generate income.

Keep up to date with AI and other technological developments

- We have carried out research into AI and how it could help us with our work, however we still truly believe that co-production with our workgroups is the best way to deliver our accessible information.

- Our Hear Our Voice workgroups have, however, used AI to help them with a project to make a set of top trump cards.

Work in partnership with other local organisations

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- We have strengthened our relationships with other local VCSE organisations over the last year, in particular Equality Together and Bradford People First.

- Our Chief Officer is a member of the Leaders Network, part of the Bradford District VCSE Community. This has enabled us to network and forge more partnerships with local organisations.

- Our work in the wider West Yorkshire area has given us the opportunity to showcase our work to a bigger audience, we will continue to work on these relationships over the coming year.

Continue to employ people with lived experience

- Our Hear Our Voice project has been able to continue to employ 3 people with lived experience, thanks to The National Lottery Reaching
Communities Fund. Assistants are employed for 6 hours a week and are a full part of the BTM team.

- We have also been able to employ 2 part-time BSL workers who have lived experience of sensory loss, this has enabled us to deliver more work to support the Deaf community across our district.

Further our work with the Deaf community

- We have continued to work with our 2 Deaf groups, giving people the opportunity to learn new skills and co-produce information in the first language of their choice – BSL. The groups are led by our BSL worker and supported by BSL interpreters who provide communication support between Deaf and hearing people to make sure everyone can be a part of and feel welcome in the groups.

- We have made links with schools and colleges across the district who support Deaf students in an effort to recruit more people to our groups. We have also been part of a working group to look at our local health and social care systems approach to BSL.

Our main objectives for 2024 to 2025 are:
- Seek more funding and generate more income for ourselves through our social enterprise so we can become financially sustainable

- Get better systems and processes in place to maximise our efficiency. Promote ourselves better.

- Continue to champion the need for accessible information including promoting the Accessible Information Standard.

- Work with more people and employ more people with lived experience. Seek opportunities for working alongside the private sector and making them aware of the need for accessible information in their workplaces.

- Look at opportunities for merging with like-minded organisations to make better use of resources and having a stronger voice across the district.

In presenting this overview of our financial and trading activities the Trustees have complied with the duty in Section 4 of the Charities Act 2006 and have reviewed their Memorandum and Articles of Association and feel they comply with the public benefit guidance published by the Charity Commission.

Diversity
In the past year we have supported, enabled and worked alongside a broad range of people with lived experience of disability and sensory loss to encourage participation in planning, consultation and

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discussion groups. The work has been co-produced in English, British Sign Language and a variety of community languages spoken by our diverse communities.

We have used a broad platform of distributing the information such as audio MP3 files, QR codes, films clips with language subtitles and voiceovers, and animations to reach as many people as possible.

Our staff team and Board of Trustees are ethnically diverse and include people with lived experience of disability, sensory loss, mental ill health and carers.
They all have good knowledge of the local area.

We have Urdu, Punjabi and Bengali/Sylheti speakers and our BSL worker is a member of the Deaf community and fluent in BSL. Three of our team members have level one BSL, and one other is learning level 2.

We welcome people from all across the Bradford District and Craven to our workgroups. Our recruitment policies for workgroup members are updated regularly to ensure we reach the widest possible pool of members. We continually assess our service to make sure it meets everyone's needs, whatever their background or culture.

Communicating
We continue to network and consult with other VCSE organisations across the Bradford District and Craven and the wider West Yorkshire area.

Over the past year we have worked closely with Equality Together, Bradford People First and People First Keighley and Craven, Hale, Exclusively Inclusive and many others.

We value the work we do in coming together to support the people of our district in our mutual endeavours. Communication is a key part of this to make sure we are not duplicating work but instead working together.

We have contributed to the wider issues of the district and communicate with partners on a variety of different topics including the Bradford Council
budget proposals, information about medicine waste, consultations on the new Airedale Hospital and many others.

We jointly manage the Co-Production Partnership which gives disabled people a voice in how services are developed in the Bradford District.

The involvement of the Trustees
The Trustees are fully conversant with the ongoing activities of the Charity and technical developments with our field or work. They drive forward the activities of the Charity and our social enterprise.

They support and encourage staff to propose new ideas and pathways to develop services for people who need accessible information.

The Trustees receive regular reports from staff and workgroups and they are confident that BTM has shown a commitment to rising to challenges and strengthening our position and reputation and meeting our objectives.

This year we have welcomed a new Trustee Isla Skinner and we actively recruit to our diverse board.

The Future
Utilising our home at 11-12 Eldon Place

We want to continue to maximise the opportunity to secure our future and expand the services we deliver with disabled people.

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This year has seen us complete vital and necessary repairs to the building in order to comply with health and safety regulations. Though this has hugely depleted our reserves, we are now confident that the building is safe and secure for the future.

The coming year will see us working closely with our Board, Team and workgroup members about the future of our current home.

Social Value and Asset Sharing
BTM provides accessible information across the district. The need for social value goes beyond our organisation, to the much wider society we serve.
We want to ensure that everyone has access to information to enable them to make informed choices and access all opportunities. We do this in lots of different ways including:

- Giving people access to a safe environment with refreshments, opportunities to socialise, use technology or spend quiet time
- Supporting workgroup members to increase confidence and skills, improving their opportunities to access paid employment or other volunteering opportunities. This also supports decision making and personal responsibility
- Co-production of accessible information and sharing on a wide variety of topics e.g., money management, gambling, staying positive, how to keep warm, cost of living crisis. This provides vital information for people on low incomes or in crisis
- Offering space to other VCSE organisations in the district for meetings, workshops and consultations
- Production and distribution of the Talking Telegraph, a monthly talking magazine for people with visual impairments.

Thank you to everyone who has supported us over the last year, through contracts, funding, grants and donations.

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Financial review

The income for the year amounted to £334,430 (2023 £411,283) with expenditure amounting to £491,970 (2023 £393,939) resulting in a net expense of £157,540 (2023 £17,344 income), which includes £15,192 depreciation charge.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, £122,000 - £245,000. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. General funds at 31 March 24 amounted to £73,275 (2023 £29,852) which is not yet within reserve target.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

Risks

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The legal details are shown on page 1 of the accounts; the date of incorporation is 8 April 1999.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

I Naqvi
M Hussain
A Lindley
J Ralph
S Grisag

The methods adopted for the recruitment and appointment of new trustees

People can be put forward to join the trustee board by filling in an application form that will be discussed by the trustees. The individual, group or organisation may be asked to attend a meeting to further explore their application. The charity can also propose honorary members or recruit new members to the board where it feels, after review, that it would broaden its skills and knowledge base by doing so.

Qualifying third party indemnity provisions

Indemnity insurance has been taken out during the year and is included in the insurance costs.

This report is prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

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The Trustees' rreport was approved by the Board of Trustees.

Signed by:
Steven Grisag
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S Grisag
Trustee

Date: 19 December 2024

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2024

The Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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BRADFORD TALKING MAGAZINES LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRADFORD TALKING MAGAZINES LTD

I report on the financial statements of the Charity for the year ended 31 March 2024, which are set out on pages 30 to 45.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of FCA with the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

(i) examine the financial statements under section 145 of the 2011 Act;

(ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

(iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

  (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and

  (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

  have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed by:
Alison Whalley
BC2221165F424D2...

Alison Whalley FCA
Independent Examiner
Azets Audit Services Ltd
Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 19 December 2024

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
Income from:							
Donations and legacies	**3**	1,000	292,392	293,392	1,018	336,547	337,565
Charitable activities	**4**	40,074	-	40,074	73,314	-	73,314
Investments	**5**	964	-	964	404	-	404
Total income		42,038	292,392	334,430	74,736	336,547	411,283
Expenditure on:							
Charitable activities	**7**	150,935	341,035	491,970	83,193	310,746	393,939
Net (expenditure)/income for the year/ Net movement in funds		(108,897)	(48,643)	(157,540)	(8,457)	25,801	17,344
Fund balances at 1 April 2023		599,217	48,643	647,860	607,674	22,842	630,516
Fund balances at 31 March 2024		490,320	-	490,320	599,217	48,643	647,860

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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BRADFORD TALKING MAGAZINES LTD

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	2024 £	2023 £	2023 £
Fixed assets					
Tangible assets	**11**		378,498		391,303
Current assets					
Debtors	**12**	61,440		42,919	
Cash at bank and in hand		72,742		269,407	
		134,182		312,326	
Creditors: amounts falling due within one year	**13**	(22,360)		(55,769)	
Net current assets			111,822		256,557
Total assets less current liabilities			490,320		647,860
Income funds					
Restricted funds	**16**		-		48,643
Unrestricted funds					
Designated funds	**17**	417,045		569,365	
General unrestricted funds		73,275		29,852	
			490,320		599,217
			490,320		647,860

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2024. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 19 December 2024.

Signed by:

Steven Grisag

B20253AA30064F1...

S Grisag

Trustee

Company Registration No. 03749034

Docusign Envelope ID: ADF2454A-B24A-4586-9D09-BA52B0E6E12A

BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Bradford Talking Magazines Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 11-12 Eldon Place, Bradford, BD1 3AZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

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1 Accounting policies **(Continued)**

1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Other trading activities are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line basis
Fixtures and fittings	20% straight line basis
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

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1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2024	2024	2024	2023	2023	2023
	£	£	£	£	£	£
Donations and gifts	1,000	-	1,000	1,018	1,000	2,018
Grants listed below	-	292,392	292,392	-	335,547	335,547
	1,000	292,392	293,392	1,018	336,547	337,565
Grants receivable for core activities						
BMDC - Department of Health and Wellbeing	-	73,891	73,891	-	82,499	82,499
Bradford District and Craven CCG	-	15,000	15,000	-	60,000	60,000
National Lottery Community Fund - Hear Our Voice	-	74,483	74,483	-	74,459	74,459
BMDC Innovation Fund	-	26,330	26,330	-	25,500	25,500
WYHHCP Champions	-	27,447	27,447	-	24,276	24,276
Department of Wellbeing	-	4,802	4,802	-	-	-
BMDC Adult Social Care	-	35,000	35,000	-	25,000	25,000
BMDC - Big Conversation	-	-	-	-	13,000	13,000
Hale	-	31,406	31,406	-	30,813	30,813
Dept of Work and Pensions	-	1,433	1,433	-	-	-
Talking Newspapers Federation	-	2,600	2,600	-	-	-
	-	292,392	292,392	-	335,547	335,547

4 Charitable activities

	2024	2023
	£	£
Social enterprise income	40,074	73,314

Docusign Envelope ID: ADF2454A-B24A-4586-9D09-BA52B0E6E12A

5 Investments

	Unrestricted funds 2024 £	Unrestricted funds 2023 £
Interest receivable	964	404

6 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the current or previous year.

No travel expenses were reimbursed to trustees during the current or prior year.

7 Charitable activities

	Charitable Activity 2024 £	Depreciation 2024 £	Total 2024 £	Charitable Activity 2023 £	Depreciation 2023 £	Total 2023 £
Staff costs	219,879	-	219,879	267,244	-	267,244
Depreciation	-	15,192	15,192	-	14,895	14,895
Translation	18,412	-	18,412	18,066	-	18,066
Project expenditure	2,048	-	2,048	393	-	393
Volunteer and staff travel and expenses	2,732	-	2,732	3,228	-	3,228
	243,071	15,192	258,263	288,931	14,895	303,826
Share of support costs (see note 8)	230,516	-	230,516	87,209	-	87,209
Share of governance costs (see note 8)	3,191	-	3,191	2,904	-	2,904
	476,778	15,192	491,970	379,044	14,895	393,939
Analysis by fund						
Unrestricted funds	135,791	15,144	150,935	68,298	14,895	83,193
Restricted funds	340,987	48	341,035	310,746	-	310,746
	476,778	15,192	491,970	379,044	14,895	393,939

Docusign Envelope ID: ADF2454A-B24A-4586-9D09-BA52B0E6E12A

8 Support costs

	Support costs	Governance costs	2024	Support costs	Governance costs	2023
	£	£	£	£	£	£
Staff costs	18,055	-	18,055	16,368	-	16,368
Rates	2,952	-	2,952	3,656	-	3,656
Repairs and maintenance	169,246	-	169,246	26,082	-	26,082
Heat and light	8,347	-	8,347	9,495	-	9,495
Insurance	2,562	-	2,562	2,522	-	2,522
Telephone	2,824	-	2,824	1,348	-	1,348
Computer and website	15,060	-	15,060	17,570	-	17,570
Printing, postage and stationery	695	-	695	1,839	-	1,839
Sundry	4,178	-	4,178	4,413	-	4,413
Book keeping and payroll	6,110	-	6,110	3,360	-	3,360
Travel	487	-	487	556	-	556
Independent examination	-	3,191	3,191	-	2,904	2,904
	230,516	3,191	233,707	87,209	2,904	90,113
Analysed between						
Charitable activities	230,516	3,191	233,707	87,209	2,904	90,113

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

Included in Governance cost is £5,941 (2023 £2,904) paid to the Accountancts for Independent Examination.

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9 Employees

The average monthly number employees during the year was:

	2024 Number	2023 Number
Charitable activities	12	12
Management and administration	1	1
Total	13	13

Employment costs	2024 £	2023 £
Wages and salaries	220,673	257,775
Social security costs	12,719	18,740
Other pension costs	4,542	7,097
	237,934	283,612

There were no employees whose annual remuneration was more than £60,000 in the current or prior year.

10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

11 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2023	454,576	25,923	172,000	652,499
Additions	-	-	2,387	2,387
At 31 March 2024	454,576	25,923	174,387	654,886
Depreciation and impairment				
At 1 April 2023	78,008	25,923	157,265	261,196
Depreciation charged in the year	7,092	-	8,100	15,192
At 31 March 2024	85,100	25,923	165,365	276,388
Carrying amount				
At 31 March 2024	369,476	-	9,022	378,498
At 31 March 2023	376,568	-	14,735	391,303

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11 Tangible fixed assets **(Continued)**

12 Debtors

	2024	2023
Amounts falling due within one year:	**£**	**£**
Trade debtors	36,666	28,969
Prepayments and accrued income	24,774	13,950
	61,440	42,919

13 Creditors: amounts falling due within one year

	Notes	2024	2023
		£	**£**
Other taxation and social security		2,589	5,576
Deferred income	**14**	-	35,000
Trade creditors		6,461	5,906
Accruals		13,310	9,287
		22,360	55,769

14 Deferred Income

Deferred income is included in the financial statements as follows:

	2024	2023
	£	**£**
Deferred income is included within:		
Current liabilities	-	35,000
Movements in the year:		
Deferred income at 1 April 2023	35,000	71,519
Released from previous periods	(35,000)	(71,519)
Income deferred in the year	-	35,000
Deferred income at 31 March 2024	-	35,000

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15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £4,542 (2023 £7,097) were made. At 31 March 2024 £879 (2023 £2,038) was included in creditors. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

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16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			Movement in funds		
	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 1 April 2023	Incoming resources	Resources expended	Balance at 31 March 2024
	£	£	£	£	£	£	£
Department of Health and Wellbeing - Accessible Information	-	72,500	(72,500)	-	73,891	(73,891)	-
Bradford Disctrict and Craven CCGs - Accessible Information	-	60,000	(60,000)	-	15,000	(15,000)	-
Innovation Fund	-	25,500	(25,500)	-	26,330	(26,330)	-
Equipment Fund Net Value	162	-	(114)	48	-	(48)	-
National Lottery Community Fund - Hear Our Voice	22,680	74,459	(48,544)	48,595	74,483	(123,078)	-
Hale	-	30,812	(30,812)	-	31,406	(31,406)	-
Wellbeing Autism	-	10,000	(10,000)	-	-	-	-
WYHHCP Champions	-	24,276	(24,276)	-	27,447	(27,447)	-
Department of Health and Wellbeing - Big Conversation	-	13,000	(13,000)	-	4,802	(4,802)	-
Adult Social Care Website	-	25,000	(25,000)	-	35,000	(35,000)	-
Warm Spaces	-	1,000	(1,000)	-	-	-	-
Department of Work and Pensions	-	-	-	-	1,433	(1,433)	-
Talking Newspapers Federation	-	-	-	-	2,600	(2,600)	-
	22,842	336,547	(310,746)	48,643	292,392	(341,035)	-

Docusign Envelope ID: ADF2454A-B24A-4586-9D09-BA52B0E6E12A

16 Restricted funds **(Continued)**

Department of Health and Wellbeing – Accessible information BTM receives funding from the CBMDC to deliver accessible information in a range or formats including easy read, audio and British Sign Language.

Bradford District and Craven CCG's – Accessible information, we receive funding to deliver accessible information in a wide range of formats as above on health matters.

Innovation Fund (Our Lives Our Way) is a partnership project to support people to live independent lives.

Equipment Fund Net Value shows the value of the restricted fixed assets.

National Lottery Community Fund Hear Our Voice, this project aims to enable and support people with lived experience to gain skills to prepare them for employment.

The Citizens Engagement element is led and funded to us by HALE.

WYHCCP Health and Care Champions, was funded by West Yorkshire Health and Care Partnership, to fund a member of staff who facilitates a group of people with learning disabilities.

Department of Health and Wellbeing Big Conversation, this project was funded by the CBMDC Department of Health and Wellbeing. It supported the organising and delivering of a series of workshops with people with learning disabilities across the district.

Adult Social Care Website was funded by CBMDC.

Warm Spaces was funded by CBMDC to deliver welcoming spaces offering families the opportunity to have a hot or cold drink, socialise with other families and offer signposting and support services. In the current year it also funded a Coronation celebration.

Department of Work and Pensions funded a work grant for one employee.

Talking Newspapers Federation funded the Talking Telegraph.

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17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022	Transfers	Balance at 1 April 2023	Resources expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£	£
Equipment Fund Net Value	8,281	6,404	14,685	-	(5,617)	9,068
Building Fund Net Value	383,660	(7,090)	376,570	-	(7,093)	369,477
Staff Contingency Fund	57,000	(8,890)	48,110	-	(9,610)	38,500
Major repairs	-	130,000	130,000	(130,000)	-	-
	448,941	120,424	569,365	(130,000)	(22,320)	417,045

The designated funds represents the net book value of capital items not included in the restricted equipment fund. A transfer has been made in the year to show the depreciation of assets in the year. The funds will reduce as the assets are depreciated. The contingency fund is to provide for redundancy pay in the unlikely event the charity has to wind down.

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18 Funds

	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 1 April 2023	Incoming resources	Resources expended	Transfers	Balance at 31 March 2024
	£	£	£	£	£	£	£	£	
Restricted funds	22,842	336,547	(310,746)	-	48,643	292,392	(341,035)	-	-
Designated funds	448,941	-	-	120,424	569,365	-	(130,000)	(22,320)	417,045
General funds	158,733	74,736	(83,193)	(120,424)	29,852	42,038	(20,935)	22,320	73,275
	630,516	411,283	(393,939)	-	647,860	334,430	(491,970)	-	490,320

19 Analysis of net assets between funds

	General Funds 2024	Designated funds 2024	Restricted Funds 2024	Total 2024	General Funds 2023	Designated funds 2023	Restricted Funds 2023	Total 2023
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2024 are represented by:								
Tangible assets	-	378,498	-	378,498	-	391,255	48	391,303
Current assets/(liabilities)	73,322	38,500	-	111,822	29,852	178,110	48,595	256,557
	73,322	416,998	-	490,320	29,852	569,365	48,643	647,860

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20 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2024	2023
	£	£
Aggregate compensation	45,137	44,341

There were no further related party transactions which require disclosure (2023 none).

BRADFORD TALKING MAGAZINES LTD

England & Wales - Charity number 1077122

Accounts

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BRADFORD TALKING MAGAZINES LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Charity Registration No. 1077122
Company Registration No. 03749034 (England and Wales)

DocuSign Envelope ID: 986BE1AD-3C46-4985-AB5F-BC57376EBDD4

BRADFORD TALKING MAGAZINES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I Naqvi	
	M Hussain	
	A Lindley	
	J Ralph	
	Mr S Grisag	
	S Grisag	(appointed 24 November 2022)
Secretary	S Crowe	Resigned 31 August 2022
	J S Ingham	Appointed 1 September 2022
Charity number	1077122	
Company number	03749034	
Registered and principal office	11-12 Eldon Place Bradford BD1 3AZ	
Independent examiner	Alison Whalley FCA Azets Audit Services Ltd Carlton House Grammar School Street Bradford BD1 4NS	
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT	

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BRADFORD TALKING MAGAZINES LTD

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Chair's Introduction: Steve Grisag

I begin with introducing myself as the newly elected Chair of BTM. I took up the post in May 2023 following the resignation of our then Chair John Simpson. John was a great friend of BTM and provided high levels of support and encouragement to the whole team, together with positive leadership of the Board of Trustees.

This is my second period with BTM having previously been a Trustee following my retirement from the local authority between 2017 and 2020. I returned in April 2023 and was elected Chair in May 2023. I look forward together with the Trustees to supporting Jo and the team into a successful future.

Jo Ingham became Chief Officer in May 2022, taking over from Sue Crowe as she stepped into retirement. Jo has managed the change of role exceptionally well, alongside what has been a challenging year for BTM. Essential Building work has seen high levels of disruption to the building with some necessary closures throughout the year. All of the Team have shown resilience and determination in continuing to meet our contractual obligations and supporting each other. On behalf of the Trustees and myself I cannot thank them enough for 'keeping the show on the road'.

We have said goodbye to some team members and welcomed new ones which Jo's report will reflect. I am particularly proud of how we have continued with employing mentors with lived experience into the work groups. Providing employment opportunities such as this is for some people their first experience of paid employment and hopefully a steppingstone to future success and opportunities.

Overall, this has been a year of change and adaptation. Thanks to the leadership and support, the team have worked together ensuring that BTM remains a positive force in working with people with disabilities and who are Deaf BSL users. I would like to thank the Board of Trustees for their continued support and commitment to BTM. Looking forward to the challenges ahead and continuing progress of the positive work BTM delivers to the Bradford District disabled community of which it was set up to serve many decades ago.

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

A year of change and challenge

A message from our Chief Officer – Jo Ingham

I can't believe it has been almost a year since I took over the role of Chief Officer of BTM, after working for the charity for 10 years.

I had big shoes to fill as our previous Chief Officer, Sue Crowe, had worked for BTM for over 40 years! We wish Sue all the best for her retirement and thank her for all her hard work over the years.

I am proud to work with both a fantastic team and a very supportive Board of Trustees.

Whilst it has been a good year it has not been without its challenges. The first being the very sad news that our long-standing Treasurer Sue Sheldrick, passed away peacefully but suddenly in September 2022. She is sorely missed by us all.

We also said goodbye to John Simpson, our Chair for 5 years, as he stepped away due to personal commitments in February 2023. We thank him for all his hard work and support over the years.

We faced significant challenges with our building, 11-12 Eldon Place, which needed substantial remedial work to be carried out. This is now complete and we look forward to many more years in the building.

Our team and workgroups have continued to flourish and have produced a huge amount of information over the year, a snapshot of which you will see further on in this report. Once again, we have covered a huge range of topics from Dying Matters to supporting people through the winter months and the cost-of-living-crisis.

We have been integral to setting up the new Co-Production Partnership alongside Equality Together. The partnership will give disabled people across the district a real voice and a chance to be involved in topics and services that affect their day to day lives.

Our social enterprise has seen a slight decline over the year but we feel this has been due to the cost-of-living crisis and everyone feeling the pinch. We have stayed in contact with our regular clients and are looking forward to working with them over the next year when things are looking up again.

We have forged strong links and working relationships with other local disability organisations including Bradford People First, People First Keighley and Craven and Equality Together. We plan to build on these relationships over the next year to ensure that everyone has access to the tools they need to be fully involved in their own lives and society.

I would like to thank everyone that has supported both me personally and BTM over the last year.

Jo Ingham

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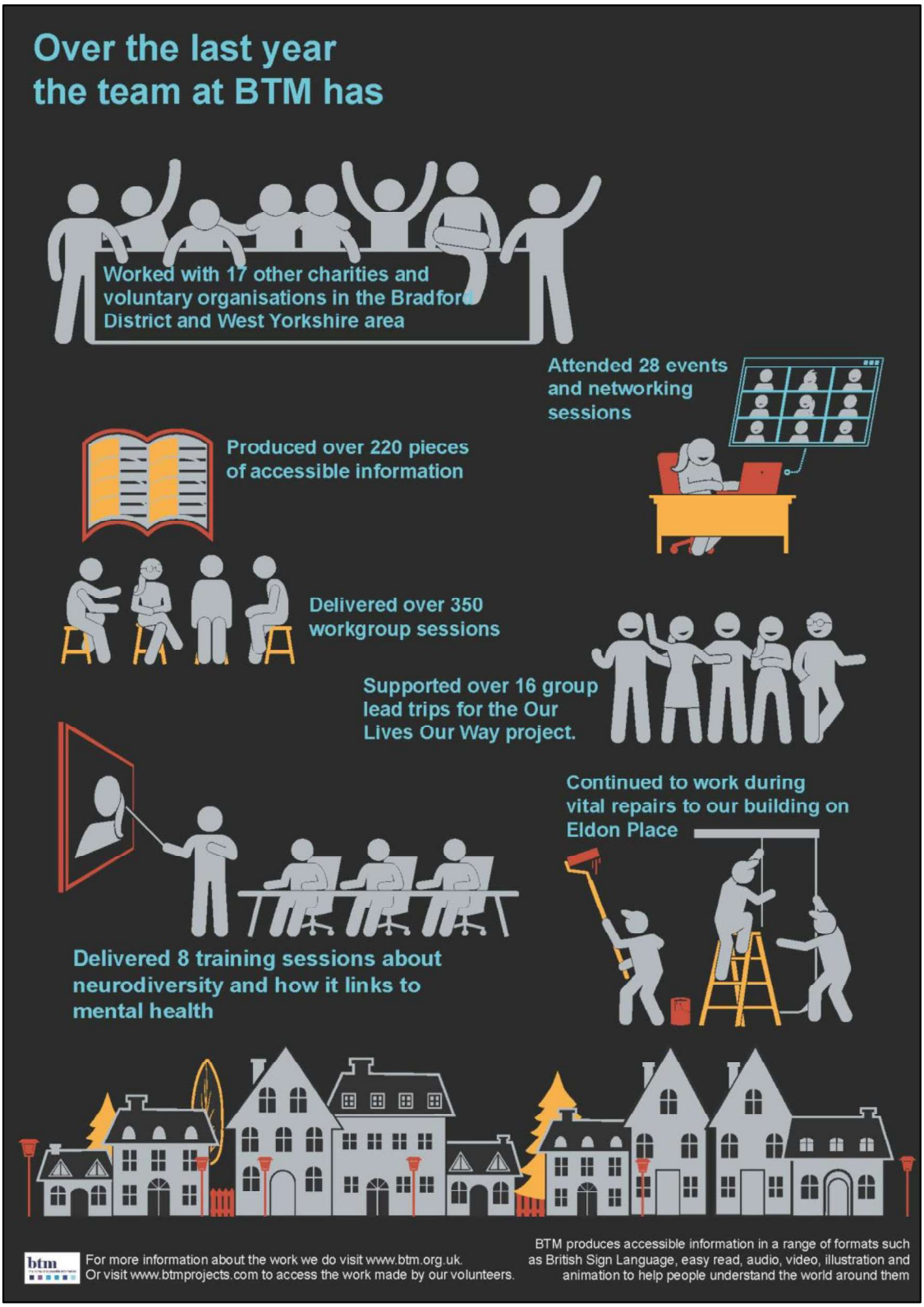
BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023



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Commissions and projects run by BTM include:

Bradford Councils Department of Health and Wellbeing

We have had changes to our Contract Officers this year which has led to new systems and processes being put in place for all our work.

We have produced work once again to support the very successful Promote the Vote campaign, which has included making easy read booklets, films and audio recordings about a variety of different political topics.

We ran several successful engagement sessions with different groups of disabled people to support the new Disability Housing Strategy for Bradford and Districts. This took up most of our contract for the year as it was a huge piece of work.

We also received some variations to our contract to undertake some work covering Human Rights and making the health and social care pages of the council's website accessible.

Bradford District and Craven Health and Care Partnership (formally the Clinical Commissioning Group)

Over the last year, the Clinical Commissioning Group has become an integrated care partnership. We worked closely with them to make sure people were aware of the changes and created an easy read guide.

Other work completed included documents to support the engagement around Shipley Hospital, a workshop for people to feedback about the new Healthy Minds website and a film created to show the Partnerships workforce details of our contract and how to request accessible information through the contract.

Citizens Engagement (as part of Here 4 BDCC)

Citizens Engagement is one part of the Here 4 BDCC Partnership contract with BMDC. It is led by HALE working with ourselves, CNET, KHL and the wider Here 4 BDCC partners.

The aims of the project are to engage and co-produce in the sector to involve people in their communities.
Our role is to make sure disabled people and people with sensory needs have full and equal access. We do this through engagement sessions with other disability groups and by making sure that materials and information are accessible.
This includes BSL, easy read, audio, community languages and others.

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Hear Our Voice

Hear Our Voice is a project funded by the National Lottery Community Fund. We work with people with learning disabilities, autistic people, people who are deaf and people with mental health conditions. The project supports people to improve their skills and knowledge so that they can become more independent. This Hear Our Voice project has been running for 1 year and will continue to 2025.

The projects aims are to;

- Develop member's confidence in sharing their opinions and skills
- Support members to improve their employability skills such as computer skills, team work and planning projects and communication skills
- Encourage people to share their thoughts and opinions to help develop services in the community
- Develop member's skills in digital media such as filming, animation, illustration and photography

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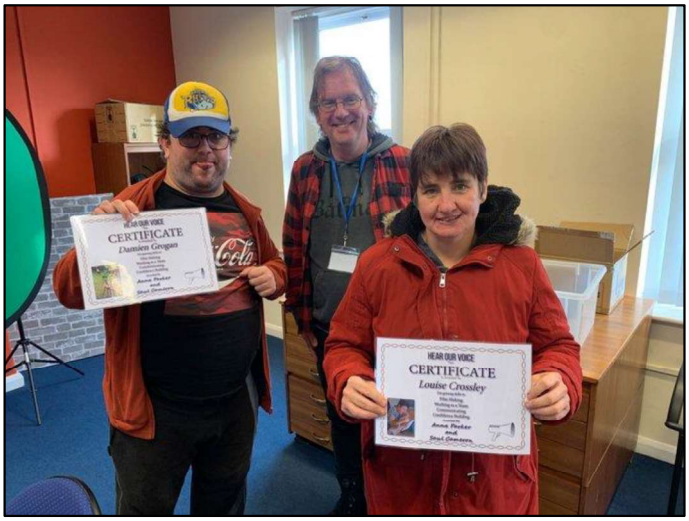

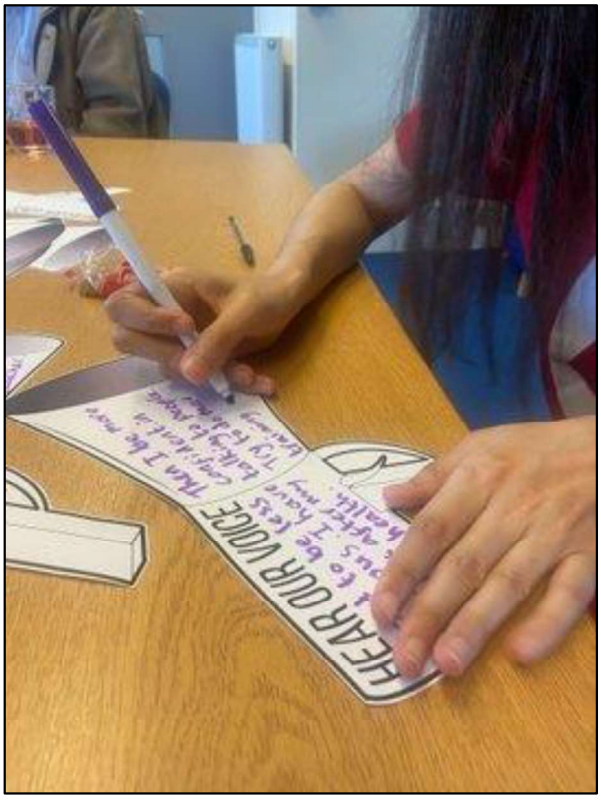

Anna filming with HOV members

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Our Lives Our Way

Our Lives Our Way supports people to try new things and build new skills. The programme is led by its members and together we create opportunities for disabled people with different experiences and backgrounds to meet, socialise, plan and do things that its members want, will enjoy, and will support people towards their independence.

This project is a partnership between Equality Together, who are the lead, BTM, Bradford People First and People First Keighley and Craven.

Ben, our Project Worker, facilitates the trips and travels group every Tuesday. He also supports individuals on a 1 to 1 basis and works closely with other staff members in other areas of the project.

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Learning Disability Health and Care Champions

This project is funded by West Yorkshire Health and Care Partnership.

We work to the partnerships Learning Disability Challenge themes which are:

- Start Well
- Live Well
- Age Well
- Working with people with learning disabilities

We have a core group of champions that meet in our office every week. They work with the partnership and people with learning disabilities across the wider West Yorkshire area. This includes making easy read information about health conditions, gathering feedback and insight from people with learning disabilities and their families and carers, making films to support the work of the challenge and much more.

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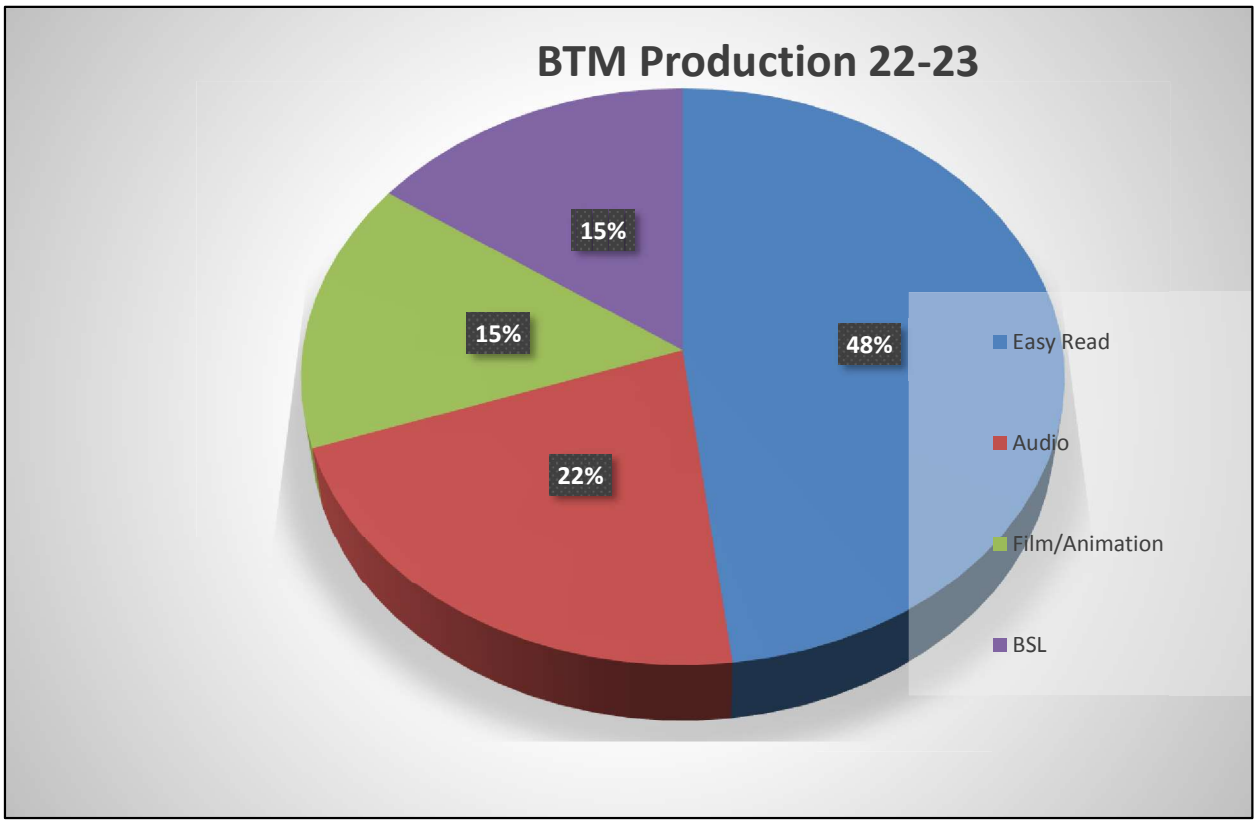
Social Enterprise

Our social enterprise has been fairly quiet over the last year. We feel this is due to the cost-of-living crisis and some of the national and local changes to statutory organisations.

The management and staff team along with the support of our Trustees have been promoting our social enterprise not only in our local area of Bradford but across the wider West Yorkshire area and further. We hope to see an increase in the need for our services over the next year.

Some of the clients we have worked with in the last year include Bradford University, Bradford Teaching Hospital Foundation Trust, Humberside Fire and Rescue, Victim Support and others.



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Staff team

Our current team is made up of a variety of staff with different skills. They support and enable our workgroup members to develop and share a wide variety of different information needs.
This year has been challenging and the team have once again pulled together to make sure that our work and our workgroups have continued to run seamlessly. We have had some staff changes and are hoping to add to our successful team over the coming years.

Layeq Miah

Layeq is our Reception and Administrative support but he does so much more. This year he has worked hard to develop his skills and he often helps out with easy read design formatting, developing power point presentations and is our excel spreadsheet king!

Omar Sardar

Omar is our Workgroups Co-ordinator and Engagement Officer for our Citizens Engagement project with HALE.

Omar makes sure that all our workgroups run smoothly, that they have appropriate cover and that all records are up to date. He makes sure that all our commissioned co-produced work is completed in a timely manner and in line with our contracts.
He facilitates our long-standing Friday group of people with learning disabilities and also the Learning Disability Health and Care Champions project.

Sam Allen

Sam is our BSL Media Producer. As a member of the Deaf community herself, she is passionate about making sure information is accessible to people who have BSL as their first language.

Sam produces all our commissioned British Sign Language work and also our social enterprise work.
She also facilitates our Thursday Deaf group and provides Deaf awareness training.

Colin Hargrave

Colin is our Digital Media Producer. He is also our first port of call with any IT issues. Colin designs all of our booklet templates, our branding, our promotional material and much more. He also produces our motion graphic animations and can pretty much turn his hand to anything design wise.

David Hargrave

David is our Digital Media Co-ordinator. He is the first port of call with any of our media related work. He works with our clients and contract officers from storyboarding an initial idea, filming, editing, subtitling, voiceovers and signing off the finished product.
This year has been a busy year with more and more people using film and animation to share information.

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Anna Parker

Anna runs Hear Our Voice, our National Lottery Community Fund project.
Anna works full time on this project, facilitating workgroups 3 days of the week and project managing the rest of the time.
She is also always keen to help out with other bits as and when needed.
Anna is now on maternity leave.

Ben Purkiss

Ben works 3 days on the Our Lives Our Way Project supporting the trips and travel group. The other 2 days he works as a digital media assistant helping us to produce film and animation.

Sophia Watkins

Sophia is our newest member of staff. She works alongside Sam to make information accessible to the Deaf community.
Sophia is now on maternity leave.

We have said goodbye to a couple of team members over the last year. We wish them well for the future.

Our workgroups

Our workgroups of people with lived experience are an integral part of BTM. They are at the centre of everything we do as all of our information is co-produced.
Our Friday group of people with learning disabilities and our Thursday Deaf group are our longest running and most experienced. They work on breaking down information, making it simpler and then producing it in the most accessible way for the people that need it.
The work is then shared with our other groups and with our wider networks to make sure it is fit for purpose before the final stages.

We have had several new members joining over the last year and they have all been a great asset.

Group members also gain valuable skills from coming here. These include photography, film and audio editing, writing and communication, social and many others. They also get access to information that they might otherwise miss out on.
Some of the feedback we have received from group members this year is below:

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED) (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

"I enjoyed creating BSL videos about voting and having to now use ID. The accessible BSL information created that I was involved in made the voting process much clearer for the deaf community and enabled us to have a say and understand what process is involved when voting as it can be confusing"

"I love filming and I met my now best friend at this group. Being part of this group provides me with valuable information in a way that I can understand in BSL"

"I like filming and photography and learning new media skills at the group"
"I have learnt media skills by coming to BTM and had 1:1 coaching from staff for filming and working on projects"

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Highlights of the year 2022-2023

In January, Tracy Brabin, Mayor of West Yorkshire came to visit us as part of her Tell Tracy campaign. She spoke to our Deaf group about buses in West Yorkshire and asked some questions such as:

- Do you use the bus? What are your thoughts about the buses in West Yorkshire?
- Are you confident to use the bus?
- Do you find buses easy and accessible to use?
- Can you tell us about your experience of your local bus service?
- If you don't use them, why not?
- What is important to you about using the bus – ideas and suggestions?

The group really enjoyed Tracy's visit and were pleased to be able to contribute their feedback about their experiences with the buses in West Yorkshire. Tracy had taken the time to learn some BSL before she came too which we were all very impressed by!

Thank you, Tracy!

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Naidex Conference

One of the members of the Our Lives Our Way trips and travels group wanted to attend the Naidex Conference in Birmingham. Naidex is the National Accessibility, Inclusion and Disability expo. It is the UK's biggest and most established event for the disability community.

Ben, Our Lives Our Way programme worker, worked with a member of the Trips and Travel group to plan the trip. They researched the best and most cost-effective way to get there, train times, routes to and from the train station, and other information that would help to plan their trip. All this helped the member to develop his skills and reach his goal of being able to travel to places more independently.

They had a great time at Naidex, they did some networking and met some really interesting people. We are now hoping to go again next year with a bigger group and maybe even have a stand.

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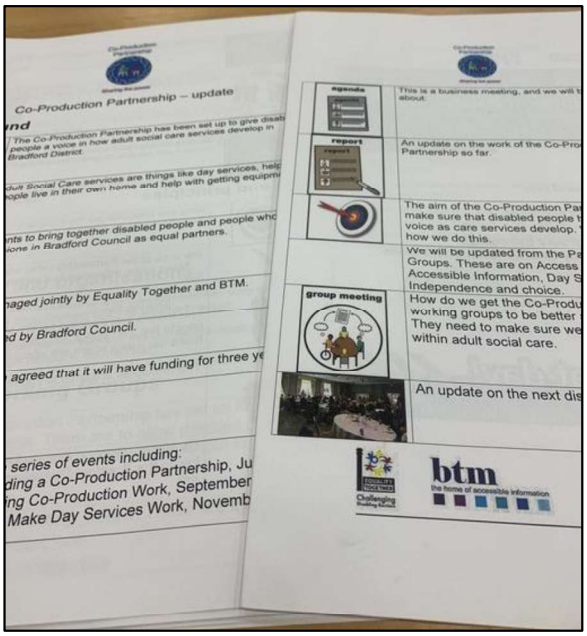
Co-Production Partnership

The Co-Production Partnership is working to give disabled people a voice in how services are developing in Bradford. It is jointly managed by ourselves and Equality Together.

Co-production is about ensuring that people who use services are given a genuine say in what they are and how they are run.
It means going beyond consultation but including people who are affected from the start of the process as genuine partners.



In November the Co-Production Partnership worked with disabled people, service providers and Bradford Council to look at what really good day services look like.

We held three in person events as well as one online event.

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People who attend day services said that what they are looking for is similar to what most people are wanting in their day to day lives. These include: friendship and socialising; routine; having something to do; making a contribution; and having a space where people can be themselves.

The Co-Production Partnership Board has been set up to help make sure that the Partnership is doing a good job at giving disabled people a voice in how the services they use develop. It is also a chance for disabled people and decision makers in Bradford Council to talk and listen to each other.

It held its first meeting on 15th March. It brought together 17 people from 10 organisations.

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Training

Neurodiversity training

BTM delivers several different training courses including Deaf awareness, learning disability awareness and the Accessible Information Standard 2016.

In the last year we were asked by the Cellar Trust to design and deliver a package on neurodiversity and how it can link to mental health.

The sessions were co-designed with some of our workgroup members who are neurodiverse. We also reached out to the community and asked people to film their stories which we use throughout the training session.

The sessions proved very successful and we would like to thank the Cellar Trust for giving us the opportunity to design and deliver them.

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

Part
Report of the Board of Trustees

Introduction
The Trustees present their Annual Report and Accounts for year ended 31st March 2023; which constitutes the Directors Report for Companies Act purposes.

The Directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the Trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and of Trustees under the Charities Act.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Name, registered office and constitution of the charity

The legal details are shown on the Legal and Administrative information page of the accounts; the date of incorporation is 8th April 1999. Bradford Talking Magazines is also known as BTM.

btm
the home of accessible information

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Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document

The objects are to relieve persons with visual impairment or those suffering under some temporary or permanent incapacity or disability which makes reading a strain by enabling such persons to access information by means of audio, digital or other appropriate media.

In furtherance of its objects, it is also:

- Researching and developing media in a wide range of formats
- Organising and running training programmes, courses, events and exhibitions
- Developing, promoting and supporting self-governing groups of people with disabilities to be in control of their lives, further self-determination and live a better life
- To work with disabled people to educate and inform other organisations on practical steps they can take to be more inclusive and equitable.

The principal activity of the charity for the year under review was the development and production of a wide range of information for any persons who have difficulty with the written word. This was done with the direct involvement of people with disabilities and or wide range of work groups. This information was for a broad range of subjects including the cost-of-living crisis, local authority and NHS policies and plans, and many others.

Accessible information was researched, developed and delivered with disabled people in a range or formats including easy read, British Sign Language, audio and film.

The Charity is organised so that the Trustees meet regularly to manage its affairs.
The objects of the company are maintained by the policies developed and reviewed by staff and Trustees. They are enacted and reviewed annually. There have been no material changes during the year.

Public benefit that is provided by the Charity

BTM works with and supports people who have difficulty accessing the written word. This lack of understanding of information or access to it means people can be excluded from taking an active role in their own lives or society in general.

Our broad range of accessible information work enables people and communities to:

- Better understand information provided by statutory organisations such as the local authority and NHS which then enables choices and participation
- Be informed and enabled whilst promoting health and wellbeing and individual choice
- Have an opportunity to participate in the production of accessible information which helps to promote independence and control
- Have their say about how and what information they like making accessible. This gives people power over their own lives and involvement within society.

We would like to state formally that we do not discriminate against people with low income. We actively support people accessing our services with its sliding scale of charges and free services we offer.

The Trustees have reviewed the guidance by the Charity Commission and consider we comply with the public benefit requirements.

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Achievements over the last year against our objectives

From 2022 – 2023 our main objectives were:

To continue the growth of our charitable work with disabled people

We have a wide range of different projects and workgroups that contribute to the Bradford and wider voice. These include:

- Learning disability health and care champions
- Hear Our Voice groups which are made up of people with learning disabilities, people with mental ill health and members of the Deaf community
- Our longstanding Thursday Deaf group and Friday learning disability group
- Our Lives Our Way trips and travel group.

To stabilise our future with the changes to our Chief Officer

Our new Chief Officer, Jo Ingham, has worked closely with the team, Trustees and workgroup members to refresh our planning, update our business plan and strengthen our direction for the coming years.

To continue to employ people with disabilities

We were pleased that we were able to employ 2 people with lived experience to our Hear Our Voice project. We would like to thank the National Lottery Community Fund for giving us the opportunity to do this.

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The mentors have played a vital role in supporting new members of the project over the last year

To ensure that as many people as possible have information in their first format of choice

This is a key component of what we do, it is core to co-producing accessible information and supporting people to have their voice heard and be able to partake fully in society.

To give opportunities to people with lived experience to engage with us through workshops and training sessions

We have delivered 330 workgroup sessions to people with lived experience of learning disabilities, sensory loss and mental ill health. We have also co-produced information, delivered presentations and training to over 50 other organisations.

Our main objectives for 2022 to 2023 are:

Work with more young people and people from minority ethnic backgrounds

Maximise the potential of our building 11-12 Eldon Place

Keep up to date with AI and other technological developments

Work in partnership with other local organisations

Continue to employ people with lived experience

Further our work with the Deaf community

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In presenting this overview of our financial and trading activities the Trustees have complied with the duty in Section 4 of the Charities Act 2006 and have reviewed their Memorandum and Articles of Association and feel they comply with the public benefit guidance published by the Charity Commission.

Diversity

In the past year we have supported, enabled and worked alongside a broad range of people with lived experience of disabilities and sensory loss to encourage participation in planning, consultation and discussion groups. The work was co-produced in English, British Sign Language and a variety of community languages spoken by our diverse communities.

We have used a broad platform of different ways of distributing the information such as audio MP3 files, QR codes, films clips with language subtitles and voiceovers and animations to reach as many people as possible.

We have worked with organisations such as Race Equality Network to translate important information to the many diverse communities that make up the Bradford district.

We actively recruit people with lived experience to our workgroups from as many different backgrounds and communities as possible. One of our objectives for the following years is to work with more people from minority ethnic backgrounds.

Communicating

We continue to network and consult with other VCSE organisations across the Bradford District and Craven and the wider West Yorkshire area.

We contribute to other organisations by being part of their working committees such as West Yorkshire Health and Care Partnership Learning Disability Challenge, the Co-Production Partnership, the Healthier Lives group and many others.

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The involvement of the Trustees

The Trustees are fully conversant with the ongoing activities of the Charity and technical developments with our field or work.
They drive forward the activities of the Charity and our social enterprise.
They support and encourage staff to propose new ideas and pathways to develop services for people who cannot access the written word.

The Trustees receive regular reports from staff and workgroups and they are confident that BTM has shown a commitment to rising to challenges and strengthening our position and reputation and meeting our objectives.

The Future

Utilising our home at 11-12 Eldon Place
We want to continue to maximise the opportunity to secure our future and expand the services we deliver with disabled people.
This year has seen us make vital and necessary repairs to the building in order to comply with health and safety regulations.
Though this has hugely depleted our reserves, we are now confident that the building is safe and secure for the future.

Social Value and Asset Sharing

We bring added value to our local communities by offering a free meeting place and use of our technological facilities to people who want to promote their services.
Various local groups have held meetings, coffee mornings, advice sessions and training courses including HALE, the Access to Information group, Healthier Lives group and many others.

Our thanks to those who commission our work and who have supported us through our social enterprise this year.

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Financial review

The income for the year amounted to £411,283 (2022 £379,895) with expenditure amounting to £393,939 (2022 £343,208) resulting in a net surplus of £17,344 (2022 £36,687), which includes £14,895 depreciation charge.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, £85,000 - £171,000. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. General funds at 31 March amounted to £29,852 (2022 £158,733) which is not yet within reserve target.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The legal details are shown on page 1 of the accounts; the date of incorporation is 8 April 1999.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

I Naqvi	
M Hussain	
A Lindley	
J Simpson	(Resigned 14 March 2023)
J Ralph	
S Sheldrick	(Deceased 19 September 2022)
Mr S Grisag	
S Grisag	(Appointed 24 November 2022)

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BRADFORD TALKING MAGAZINES LTD

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2023

The methods adopted for the recruitment and appointment of new trustees

People can be put forward to join the trustee board by filling in an application form that will be discussed by the trustees. The individual, group or organisation may be asked to attend a meeting to further explore their application. The charity can also propose honorary members or recruit new members to the board where it feels, after review, that it would broaden its skills and knowledge base by doing so.

Indemnity insurance has been taken out during the year and is included in the insurance costs.

This report is prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The Trustees' report was approved by the Board of Trustees.

DocuSigned by:
Mr Steven Grisag
B20253AA30064F1...

Mr S Grisag
Trustee
Dated: 6 December 2023

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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BRADFORD TALKING MAGAZINES LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRADFORD TALKING MAGAZINES LTD

I report on the financial statements of the Charity for the year ended 31 March 2023, which are set out on pages 37 to 53.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of FCA with the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

(i) examine the financial statements under section 145 of the 2011 Act;

(ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

(iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

  (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and

  (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

  have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

DocuSigned by:
Alison Whalley
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Alison Whalley FCA
Independent Examiner
Azets Audit Services Ltd
Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 6 December 2023

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Income from:							
Donations and legacies	**4**	1,018	336,547	337,565	1,050	298,282	299,332
Charitable activities	**3**	73,314	-	73,314	80,537	-	80,537
Investments	**5**	404	-	404	26	-	26
Total income		74,736	336,547	411,283	81,613	298,282	379,895
Expenditure on:							
Charitable activities	**7**	83,193	310,746	393,939	44,612	298,596	343,208
Net (expenditure)/income for the year/ Net movement in funds		(8,457)	25,801	17,344	37,001	(314)	36,687
Fund balances at 1 April 2022		607,674	22,842	630,516	570,673	23,156	593,829
Fund balances at 31 March 2023		599,217	48,643	647,860	607,674	22,842	630,516

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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BRADFORD TALKING MAGAZINES LTD

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	**11**		391,303		392,102
Current assets					
Debtors	**12**	42,919		29,536	
Cash at bank and in hand		269,407		306,222	
		312,326		335,758	
Creditors: amounts falling due within one year	**13**	(55,769)		(97,344)	
Net current assets			256,557		238,414
Total assets less current liabilities			647,860		630,516
Income funds					
Restricted funds	**16**		48,643		22,842
Unrestricted funds					
Designated funds	**17**	569,365		448,941	
General unrestricted funds		29,852		158,733	
			599,217		607,674
			647,860		630,516

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 6 December 2023

DocuSigned by:
Mr Steven Grisag
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Mr S Grisag
Trustee

Company Registration No. 03749034

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1 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

2 Accounting policies

Charity information

Bradford Talking Magazines Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 11-12 Eldon Place, Bradford, BD1 3AZ.

2.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

2.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

2.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

2.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

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2 Accounting policies **(Continued)**

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:
- The donor specifies that the grant must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

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2 Accounting policies **(Continued)**

2.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Other trading activities are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

2.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line basis
Fixtures and fittings	20% straight line basis
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

2.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

2.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

2.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

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2 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

2.10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

2.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

2.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

3 Charitable activities

	2023	2022
	£	£
Social enterprise income	73,314	80,537

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4 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2023 £	2023 £	2023 £	2022 £	2022 £	2022 £
Donations and gifts	1,018	1,000	2,018	1,050	-	1,050
Grants listed below	-	335,547	335,547	-	298,282	298,282
	1,018	336,547	337,565	1,050	298,282	299,332
Grants receivable for core activities						
BMDC - Department of Health and Wellbeing	-	82,499	82,499	-	66,200	66,200
Bradford District and Craven CCG	-	60,000	60,000	-	60,000	60,000
Bradford District and Craven CCG - Engaging People	-	-	-	-	27,676	27,676
National Lottery Community Fund - Hear Our Voice	-	74,459	74,459	-	30,710	30,710
BMDC Test and Trace	-	-	-	-	4,000	4,000
BMDC Innovation Fund	-	25,500	25,500	-	31,375	31,375
Good Things Foundation	-	-	-	-	3,000	3,000
WYHHCP Champions	-	24,276	24,276	-	39,321	39,321
WYHHCP Steering Group	-	-	-	-	12,000	12,000
Covid Communities	-	-	-	-	24,000	24,000
BMDC Adult Social Care	-	25,000	25,000	-	-	-
BMDC - Big Conversation	-	13,000	13,000	-	-	-
Hale	-	30,813	30,813	-	-	-
	-	335,547	335,547	-	298,282	298,282

5 Investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Interest receivable	404	26

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6 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the current or previous year.

During the year £nil was reimbursed travel expenses, nil trustees (2022 £nil, nil trustees).

7 Charitable activities

	Charitable Activity 2023 £	Depreciation 2023 £	Total 2023 £	Charitable Activity 2022 £	Depreciation 2022 £	Total 2022 £
Staff costs	267,244	-	267,244	212,633	-	212,633
Depreciation	-	14,895	14,895	-	15,407	15,407
Translation	18,066	-	18,066	11,317	-	11,317
Project expenditure	393	-	393	2,023	-	2,023
Volunteer and staff travel and expenses	3,228	-	3,228	4,293	-	4,293
	288,931	14,895	303,826	230,266	15,407	245,673
Share of support costs (see note 8)	87,209	-	87,209	94,895	-	94,895
Share of governance costs (see note 8)	2,904	-	2,904	2,640	-	2,640
	379,044	14,895	393,939	327,801	15,407	343,208
Analysis by fund						
Unrestricted funds	68,298	14,895	83,193	29,205	15,407	44,612
Restricted funds	310,746	-	310,746	298,596	-	298,596
	379,044	14,895	393,939	327,801	15,407	343,208

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

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8 Support costs

	Support costs	Governance costs	2023	Support costs	Governance costs	2022
	£	£	£	£	£	£
Staff costs	16,368	-	16,368	32,284	-	32,284
Rates	3,656	-	3,656	3,830	-	3,830
Repairs and maintenance	26,082	-	26,082	13,599	-	13,599
Heat and light	9,495	-	9,495	7,336	-	7,336
Insurance	2,522	-	2,522	2,753	-	2,753
Telephone	1,348	-	1,348	2,341	-	2,341
Computer and website	17,570	-	17,570	20,877	-	20,877
Printing, postage and stationery	1,839	-	1,839	2,329	-	2,329
Sundry	4,413	-	4,413	6,021	-	6,021
Book keeping and payroll	3,360	-	3,360	2,940	-	2,940
Travel	556	-	556	585	-	585
Independent examination	-	2,904	2,904	-	2,640	2,640
	87,209	2,904	90,113	94,895	2,640	97,535
Analysed between						
Charitable activities	87,209	2,904	90,113	94,895	2,640	97,535

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

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9 Employees

The average monthly number employees during the year was:

	2023 Number	2022 Number
Charitable activities	6	8
Management and administration	1	2
Total	7	10

Employment costs	2023 £	2022 £
Wages and salaries	257,775	218,886
Social security costs	18,740	14,183
Other pension costs	7,097	11,848
	283,612	244,917

There were no employees whose annual remuneration was more than £60,000.

10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

11 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2022	454,576	25,923	157,905	638,404
Additions	-	-	14,095	14,095
At 31 March 2023	454,576	25,923	172,000	652,499
Depreciation and impairment				
At 1 April 2022	70,917	25,923	149,461	246,301
Depreciation charged in the year	7,091	-	7,804	14,895
At 31 March 2023	78,008	25,923	157,265	261,196
Carrying amount				
At 31 March 2023	376,568	-	14,735	391,303
At 31 March 2022	383,658	-	8,444	392,102

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11 Tangible fixed assets **(Continued)**

12 Debtors

	2023	2022
Amounts falling due within one year:	**£**	**£**
Trade debtors	28,969	21,658
Prepayments and accrued income	13,950	7,878
	42,919	29,536

13 Creditors: amounts falling due within one year

	Notes	2023	2022
		£	**£**
Other taxation and social security		5,576	5,531
Deferred income	14	35,000	71,519
Trade creditors		5,906	13,819
Accruals		9,287	6,475
		55,769	97,344

14 Deferred income

	2023	2022
	£	**£**
Arising from grants	35,000	71,519
	35,000	71,519

Deferred income is included in the financial statements as follows:

	2023	2022
	£	**£**
Deferred income brought forward	71,519	86,096
Release to the SOFA during the year	(71,519)	(91,806)
Deferred during the year	35,000	77,229
Deferred income carried forward	35,000	71,519

Deferred income relates to grants received in advance.

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15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £7,097 (2022 £11,848) were made. At 31 March 2023 £2,038 (2022 £2,187) was included in creditors. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

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16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds			Movement in funds		
	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 1 April 2022	Incoming resources	Resources expended	Balance at 31 March 2023
	£	£	£	£	£	£	£
Department of Health and Wellbeing - Accessible Information	-	66,200	(66,200)	-	72,500	(72,500)	-
Bradford District and Craven CCGs - Accessible Information	-	60,000	(60,000)	-	60,000	(60,000)	-
Innovation Fund	-	31,375	(31,375)	-	25,500	(25,500)	-
Test and Trace	-	4,000	(4,000)	-	-	-	-
Equipment Fund Net Value	4,446	-	(4,284)	162	-	(114)	48
National Lottery Community Fund - Hear Our Voice	18,710	18,710	(14,740)	22,680	74,459	(48,544)	48,595
Citizens Engagement	-	27,676	(27,676)	-	-	-	-
Tablet Project	-	3,000	(3,000)	-	-	-	-
Hale	-	-	-	-	30,812	(30,812)	-
Wellbeing Autism	-	-	-	-	10,000	(10,000)	-
WYHHCP Champions	-	39,321	(39,321)	-	24,276	(24,276)	-
WYHHCP Steering	-	12,000	(12,000)	-	-	-	-
Covid Communities	-	24,000	(24,000)	-	-	-	-
Department of Health and Wellbeing - Big Conversation	-	12,000	(12,000)	-	13,000	(13,000)	-
Adult Social Care Website	-	-	-	-	25,000	(25,000)	-
Warm Spaces	-	-	-	-	1,000	(1,000)	-
	23,156	298,282	(298,596)	22,842	336,547	(310,746)	48,643

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16 Restricted funds **(Continued)**

Department of Health and Wellbeing – Accessible information

BTM receives funding from the CBMDC to deliver accessible information in a range or formats including easy read, audio and British Sign Language.

Bradford District and Craven CCG's – Accessible information, we receive funding to deliver accessible information in a wide range of formats as above on health matters.

Bradford District and Craven CCG's – Engaging People, this was a partner project with HALE and CNet to engage with local communities about health issues.

Innovation Fund (Our Lives Our Way) is a partnership project to support people to live independent lives.

Equipment Fund Net Value shows the value of the restricted fixed assets.

Test and Trace, this was funded through CABAD (Community Action Bradford and District). We gathered peoples thoughts on Covid-19 and put out key messages to help people action information.

National Lottery Community Fund Hear Our Voice, this project aims to enable and support people with lived experience to gain skills to prepare them for employment.

Citizens Engagement, this is one element of the Here 4 BDCC Partnership which is responsible for the delivery of the VCSE support improvement programme contract.

The Citizens Engagement element is led and funded to us by HALE.

Keeping Connected, was funds to distribute tablets across the district during the Coivd-19 lockdowns.

WYHCCP Health and Care Champions, was funded by West Yorkshire Health and Care Partnership, to fund a member of staff who facilitates a group of people with learning disabilities.

WYHHCP steering group, was to employ a person with lived experience to work alongside the member of staff for the above.

Covid Communities. Funding was received to enable people to have access to key messages about Covid-19 and the vaccination programme.

Department of Health and Wellbeing Big Conversation, this project was funded by the CBMDC Department of Health and Wellbeing. It supported the organising and delivering of a series of workshops with people with learning disabilities across the district.

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17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2021	Transfers	Balance at 1 April 2022	Transfers	Balance at 31 March 2023
	£	£	£	£	£
Equipment Fund Net Value	4,946	3,335	8,281	6,404	14,685
Building Fund Net Value	390,752	(7,092)	383,660	(7,090)	376,570
Staff Contingency Fund	57,000	-	57,000	(8,890)	48,110
Major repairs	-	-	-	130,000	130,000
	452,698	(3,757)	448,941	120,424	569,365

The designated funds represents the net book value of capital items not included in the restricted equipment fund. A transfer has been made in the year to show the purchase of assets in the year. The funds will reduce as the assets are depreciated. The contingency fund is to provide for redundancy pay in the unlikely event the charity has to wind down.

A transfer has been made into designated funds to cover the cost of asbestos removal.

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18 Funds

	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 1 April 2022	Incoming resources	Resources expended	Transfers	Balance at 31 March 2023
	£	£	£	£	£	£	£	£	
Restricted funds	23,156	298,282	(298,596)	-	22,842	336,547	(310,746)	-	48,643
Designated funds	452,698	-	-	(3,757)	448,941	-	-	120,424	569,365
General funds	117,975	81,613	(44,612)	3,757	158,733	74,736	(83,193)	(120,424)	29,852
	593,829	379,895	(343,208)	-	630,516	411,283	(393,939)	-	647,860

19 Analysis of net assets between funds

	General Funds 2023	Designated funds 2023	Restricted Funds 2023	Total 2023	General Funds 2022	Designated funds 2022	Restricted Funds 2022	Total 2022
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2023 are represented by:								
Tangible assets	-	391,255	48	391,303	(1)	391,941	162	392,102
Current assets/(liabilities)	29,852	178,110	48,595	256,557	158,734	57,000	22,680	238,414
	29,852	569,365	48,643	647,860	158,733	448,941	22,842	630,516

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20 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2023 £	2022 £
Aggregate compensation	44,341	50,810

There were no further related party transactions which require disclosure (2022 none).

BRADFORD TALKING MAGAZINES LTD

England & Wales - Charity number 1077122

Accounts

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BRADFORD TALKING MAGAZINES LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

Charity Registration No. 1077122
Company Registration No. 03749034 (England and Wales)

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BRADFORD TALKING MAGAZINES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I Naqvi M Hussain A Lindley J Simpson J Ralph
Secretary	S C Crowe(to 31 August 2022, then J S Ingham)
Charity number	1077122
Company number	03749034
Registered and principal office	11-12 Eldon Place Bradford BD1 3AZ
Independent examiner	Alison Whalley FCA Naylor Wintersgill Limited Carlton House Grammar School Street Bradford BD1 4NS
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT

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BRADFORD TALKING MAGAZINES LTD

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BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES
For the year ended 31st March 2022

Chair's Introduction: John Simpson

A year of change

This is a year of detailed planning and big changes for BTM, we have weathered the storm of the COVID19 pandemic, renegotiated contracts, secured new ones and put in place plans for the successor to our long serving Chief Officer, Sue Crowe.
Sue started at BTM in 1982, yes you are reading that right. The charity has grown massively since those small beginnings of a team of 6 youth opportunities students who created a talking magazine for older people called Bradford Cassette. They would walk to the Sensory Needs building on Morley Street and play it to a group of people with sight loss.
I first supported the work of BTM when I accepted a secondment from my role with The John Lewis Partnership as part of their Golden Jubilee Scheme. Once my 6 months support was concluded Sue wasted no time in getting me to join the Management Committee and having worked within the charity I was well acquainted with its mission and objectives. As Chair I support a team of people who are committed to ensuring the voice and challenge of disabled people is strong. I am very proud to be able to support the work that staff and volunteers undertake and have seen the charity grow under Sue's stewardship. We are delighted that Jo Ingham our Operations Manager, was interviewed, was successful and will be stepping into the role from July 2022. Sue and Jo have worked together for many years and the organisation is a credit to them and the staff and volunteers.
Highlights from the last year have included:

- The conclusion of our Keeping Connected Project, BTM have secured and delivered 1,000 across the Bradford District to a broad range of people needing digital connectivity
- The securing of several new contracts
- Our social enterprise delivering at 29% above the predicted outcome
- Plans for additions to the staff team to continue our high standard of delivery
- The strengthening of membership to our disabled peoples workgroups
- The continuation of our Hear Our Voice Reaching Communities Lottery funded project

The Management team were particularly pleased to hear from Sue that she had been successful with our continuation bid to the Reaching Communities Lottery Fund. They were heartened by the achievements of the Hear Our Voice project so

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far and have awarded a further 3 years support, thanks to people who play the National Lottery.
We will be employing mentors to support the project coordinator from amongst previous members of the project work groups. For some this will be their first paid role. BTM Management committee are also keen that we re-establish district wide work with other self-advocacy groups and charitable organisations.
Recently we have been part of the Advanced Care Planning work with West Yorkshire Health and Care Partnership and the Health and Care Champions gave a presentation at the Dying Matters event in Keighley that was very well received. We are also working with Bradford Council to develop and support a series of engagement events looking at Social Housing and where and how people want to live their lives. These events will continue into the summer of 2022.

As a team, with our staff, we have been building on our Business Plan and extending it to 2024.
We want to ensure that the charity has a secure future that enables us to be true to our objectives and continue to work alongside a wide range of people with disabilities to ensure they have life opportunities:

- to access information in a wide range of formats of their choice
- to have the opportunity to work directly with BTM
- to be directly involved in planning and decision making
- to develop their own skills
- build confidence and enthusiasm for shifting the power to make their own choices and challenge services

Finally I would like to acknowledge the participation of the Board of Trustees over the last year and thank them for their continued commitment to the work of our charity.

John Simpson **Chair of Trustees: BTM**

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Chief Officers Review of the Charity's Work

I am so proud to be a member of the team that is BTM; with quiet confidence and broad range of expertise we have worked alongside people with disabilities right across the district. We have supported people to be challenging and have their opinions heard and acted on.

#nothingaboutmewithoutme

#nevermoreneeded

This is a huge year for me, personally, as I move to retiring from the charity that has been the majority of my working life experience.

I would like to start by saying how delighted I am that Jo, our current Operations Manager, will be taking up the reins when I retire in the summer of 2022. Wow, 40 years, it has flown by. The charity is a long way from its beginnings as a Youth Opportunities Project at the Cathedral Centre on Captain Street in Bradford. We became an independent charity and never looked back, now having the added security of owning our own building on Eldon Place.

I still pull up onto the car park at 11-12 Eldon Place and marvel at the achievements of BTM, its staff, management, work groups and volunteers and I think that is the point we would not be successful if it wasn't for the team work and support for everyone that BTM works with.

Many people who visit our building say they love the atmosphere the unhurried busy work rooms, the involvement of disabled people, the sharing of knowledge and the opportunities to increase the skills of everyone who participates.

BTM has had another good year with growing numbers of disabled people participating in our workgroups, working relationships moving forward, existing partnerships strengthened and new ones forged. We have worked together on many issues that are important to disabled people from Hospital

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Passports to Personalisation, choice and control to sharing your wishes for the end of life through the #Dying Matters campaign.

Photos from the Dying Matters Event at Alice Street Keighley

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Commissions held by BTM include:

Bradford Council's Department of Health and Wellbeing

You will not be surprised to learn that the vast majority of our work under this contract was ensuring that all Covid19 and Vaccination messages were available to people in their first format of choice.

We have worked with other departments in the council to ensure as many of the Bradford District communities and individuals as possible can access important messages from their council. In all we have produced over 70 different pieces of information to make sure people have the information and updates they need.

Other work with the Department of Health and Wellbeing includes:

- Promote the Vote, films including British Sign Language and audio to accompany various posters and booklets for local elections. Many of our accessible formats were shared and used by organisations across the country.
- The Big Conversations: we refreshed the information ready to relaunch the work group sessions with people with learning disabilities' as soon as it is safe to do so
- The 10 year Cultural Plan, BTM has worked with the council to ensure their messages are inclusive and that as many people as possible get to comment on the Cultural Plan for their district.

Bradford Districts Clinical Commissioning Group

BTM worked with our CCG on a broad range of information. Very often requested through information gathered from peoples' comments on the Grassroots system

We have completed a broad range of work including:

- Recording, editing and mastering information in 14 different languages to go out to different communities on Covid19 and raising awareness of Hands-Face-Space. To compliment this workour work groups made their own personal stories into promotional film clips to encourage people to stay safe.
- Completed an accessible set of documents to encourage people to take up the Annual Health Check Invite during lockdown and how that

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might be different.

- Preparing an ELearning package to support our work delivering training sessions with GP practices on accessibility, reasonable adjustments and the importance of the Annual Health Checks forpeople with learning disabilities and them having an inclusive Health Action Plan. Worked on changes to Personal Health Budgets with our workgroups ensuring the information was useful to as many peopleas possible

- Made accessible formats of information of the Carers Strategy

- The Healthy Minds Animation made accessible with audio and British Sign Language

As well as our formal contract work we have, through our direct workwith people with lived experience, raised areas of concern with organisations like the Peoples Board and Grassroots reporting whichhas meant their concerns have been discussed and addressed.
This 'ear to the ground' working is invaluable, both in terms of trust fromthe people we work with and organisations who deliver services.

Staff and workgroup teams

Our current team is made up of a variety of staff supporting and enabling students, volunteers and work group members to develop and share a wide variety of information needs.
This team had to adapt and be creative in a short save of time organising their work groups to be able to function on line and feel supported through what were confusing and upsetting times.

Our work groups and volunteers have asked for information on:

- local hospitals, so that they can receive information every time in the format of their choice

- GP practices and getting longer appointments and accommodations within that appointment to meet their needs for example being able to record on your phone what the doctor tells you so that you can listen to it

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again later to refresh your memory. We were able to address this directly with practices through our training.

- Pharmacies and what services they now offer
- The personal budget and how people can better understand how to handle their money and what it can be spent on
- Most recently they completed an update of many of our older booklets. Checking accuracy, that legal rules haven't changed and that pictures are still relevant to the words.
- We have also reproduced and circulated Annual Health Check information to encourage people with disabilities to ensure they ask for and attend an annual health check. Most recently we did a one page facts sheet with Waddiloves, who then distributed to the wider disability communities raising awareness of the importance of taking up your free annual health check.

We also work in partnership with a broad range of other statutory and voluntary organisations needing to make their information accessible to ensure as many people as possible have access to knowledge to support them in their daily lives

Team Overview

Operations Manager: Jo Ingham

As Sue and our Chairperson, John, have already said this has been an exceptional year. I have been proud to be part of a team which was able to deliver such a detailed level of accessible information for all the people we work with.

I am so pleased to be taking up the position of Chief Officer in the Summer of 2022. I would like to thank the Trustees, Sue and the team for all their support. I am also looking forward to welcoming our new Operations Manager, Debbie Skowronski, to the team.

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The accessible information delivery was achieved by a fantastic team effort in a wide range of formats. This included easy read, BSL, audio, film, animation and others. Co-ordinating our various workstreams, including our main contracts with the local authority and CCG, can be a juggling act but we always deliver.

As lockdown eased, we came back into the office in May 2021. We still continued to support our local council and CCG with work to inform the public especially around the Covid-19 vaccine.

Our workgroups gradually came back, if they felt comfortable, and we were once again back to normal. It was fantastic!

Social enterprise

Our Social Enterprise has once again been really successful and we have completed many jobs. A few highlights include:

- Virtual tours of hospital and medical centre settings for the Bradford District Care Trust
- Accessible resources for Victim Support
- Winter Plan for Calderdale CCG
- Training on the Accessible Information Standard for Project 6
- Bradford Royal Infirmary members newsletter
- BSL interpretation of a story book for the West Yorkshire Fire Service – Frankie the Fire Dog.

I look forward to having another successful year!

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Design and Animation Lead

David Hargrave

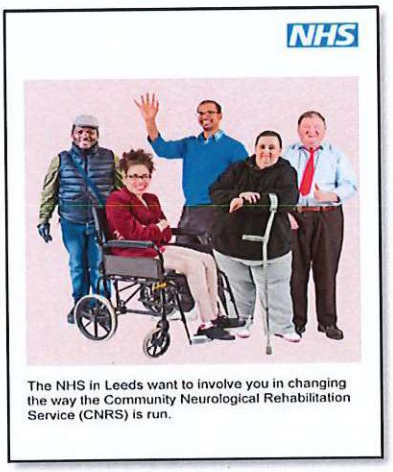
Demand for the creation and production of people's stories and video work has increased significantly over the last year. BTM Management Committee have supported the creation of a further media post so that we can deliver work for people and organisations across the district.

We also work for people across West Yorkshire and beyond. Here are some examples of our work:
Easy Read document for NHS Leeds

Neurological Services Questionnaire

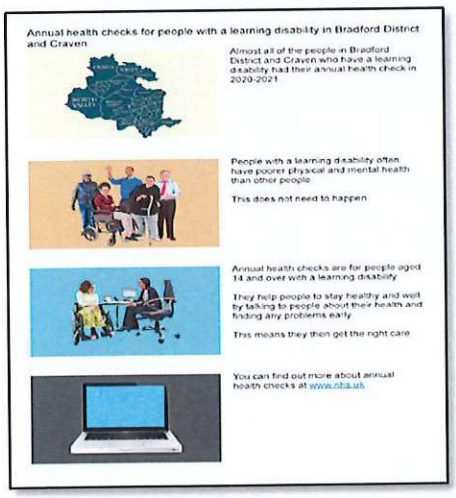
Easy Read

Leeds CCG easy read questionnaire.
About what changes are necessary for the Community Neurological Rehabilitation Service (CNRS) to be more accessible to service users. A redesign of the questionnaire was necessary so as to be accessible.



The NHS in Leeds want to involve you in changing the way the Community Neurological Rehabilitation Service (CNRS) is run.

Annual Health Checks for people with a learning disability


Annual health checks for people with a learning disability in Bradford District and Craven

Almost all of the people in Bradford District and Craven who have a learning disability had their annual health check in 2020-2021

People with a learning disability often have poorer physical and mental health than other people

This does not need to happen

Annual health checks are for people aged 14 and over with a learning disability

They help people to stay healthy and well by talking to people about their health and finding any problems early

This means they then get the right care

You can find out more about annual health checks at www.nhs.uk

This was a piece of easy read for Bradford CCG about Annual Health Checks for people with learning disabilities.

Overall it was a fairly straight forward piece, with photos from Photosymbols and Getty, that didn't take too long to put together.

However the CCG have recently started working to a new accessibility standard, which would allow digital software screen readers to read out the booklets to people.

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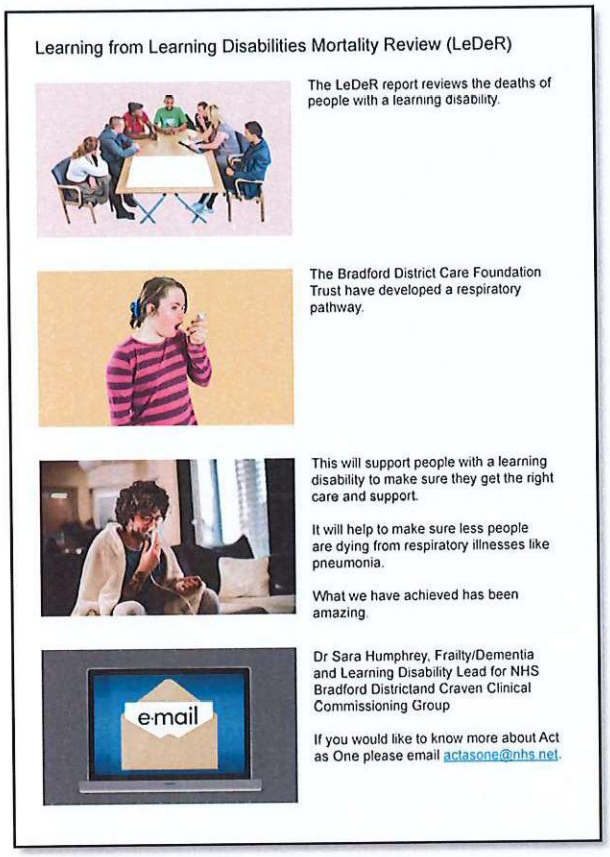
This would allow people with vision impairments or those who happen to like an artificial voice to listen to audio version of the written words as well as descriptions of the imagery.

A couple of days were required to learn the new skills necessary to tag all the elements of a booklet that you would want audio described.



It must be noted that we have always provided audio files of our booklets that can usually be accessed through a QR code on the back page of each booklet.

Technological advances are being made all the time which increases the clarity of images and audio and how quickly we can put together a first draft of a document. A good example is how now the programmes we use can pick up the audio and produce subtitltes, sometimes they are, shall we say creative, but it is a good tool to work with and I am sure will be refined!

Mencap Transition Film

This was a film made in partnership with Mencap, Bradford People First and Shipley College.

The film was about young people with learning disabilities and/or Autism transitioning from young people services to adult services.

We were introduced to Saffron, who currently studies at Shipley College and was willing to take part in our film. Saffron was very capable in front of the camera, filming was completed within a morning and we should definitely remember her for any future videos. The editing of the film was completed with the assistance of volunteers from Bradford People First.

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Stephen Simpson "What is Autism?" film

The first cut from filming last week has been completed for this project. Stephen Simpson, the lead practitioner from the Bradford/Airedale Neurodevelopmental Service (BANDS) asked BTM to make a film that can be used to explain what Autism is and what the service provides.

The film is aimed at adults (18+) who may be looking to self-refer themselves to the Autism pathway. More filming is to still be completed. This will consist of interviews of people who have used the service. Also we need to acquire appropriate imagery to support the messages within the video.

NHS Bradford Teaching Hospital Patient Story - Lynne

We completed another patient story. The hardest part about these films is the amount of details that the hospital insists on cutting, as it often causes difficulty with the flow of the story. Lynne, who we interviewed, was very confident in front of the camera and also very blunt about her treatment in BRI.

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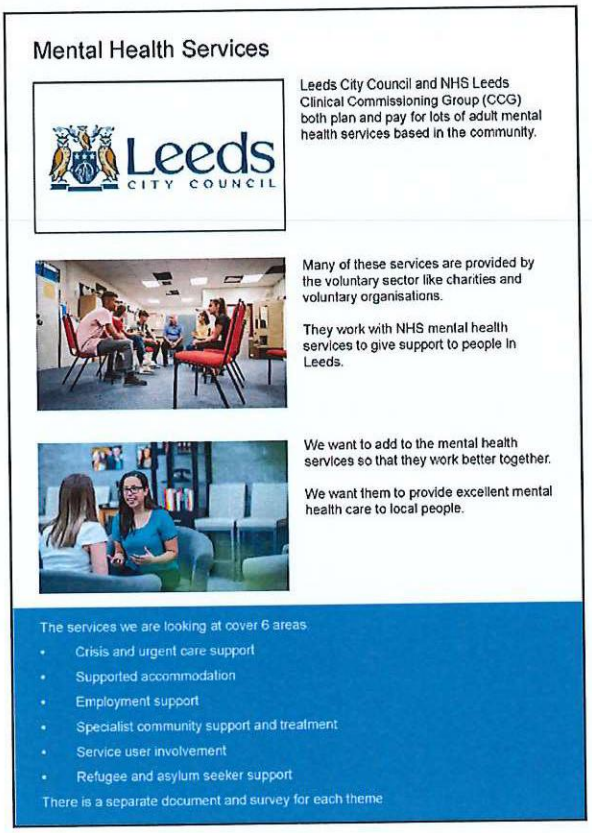
Leeds mental health services questionnaires

The workload consisted of six questionnaires from Leeds CCG to be turned into easy read documents. Each document was about 20 pages long.

- Crisis and Urgent Care Support
- Employment Support
- Refugee and Asylum Seeker Support Services
- Specialist Community Support Services
- Service User Involvement
- Supported Accommodation



Each document required an easy read accessible questionnaire
but the main difficulty was finding appropriate photos of some of the services.

WYHHCP "How I keep healthy at home" videos

The Health and Care Champions from the West Yorkshire and Harrogate Health and Care Partnership have been working on health tips for people with learning disabilites and/or Autism across the district.

The aim was to make the tips accessible to all and to also be fun.

Tips include instructions on how to make healthy fish and chips. Exercising at home, gardening advice, information

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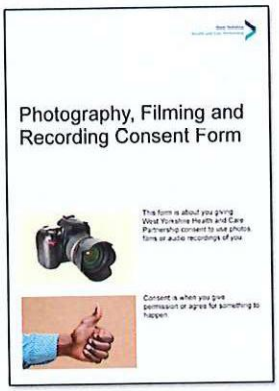
about taking up walking and turning your front room into a dance studio.

The volunteers decided on what advice they would like share and were then filmed within the studio, using the autocue to promt them when talking to camera.

The volunteers then told me what they would like as a background.

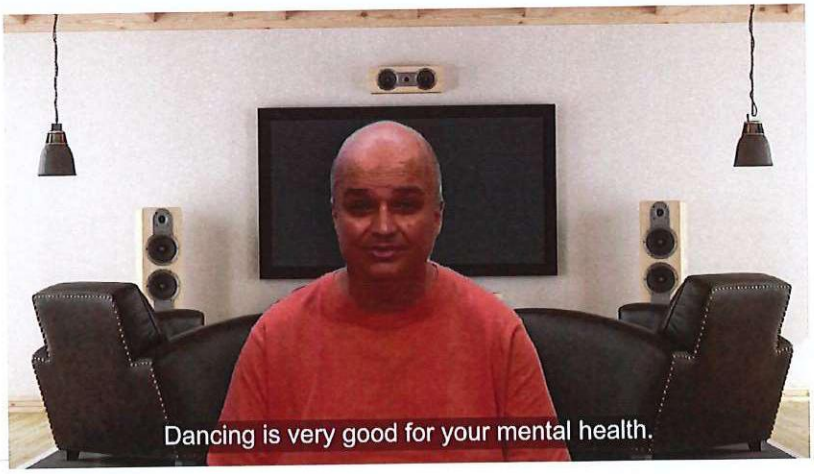
It's worth mentioning that due to some upgrades within the studio, such as lenses and audio equipment, this type of work can be completed much quicker. It is very satisfying to be able to support people to make their own choices and they were delighted with the finished films



WYHCP consent form

I designed with the team a new Easy Read consent form for the West Yorkshire Health and Care Partnership.

This will allow the volunteers and people at engagement and consultation events to better understand what they are agreeing to when being filmed, and how the films will be used. I hope this has given you an idea of the work we do and its diversity.



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Colin Hargrave:

Media and Tech

This, as David explains, has been an extremely busy year for the media department. In support of the work of the team I have undertaken a broad range of work from for example: Editing, formatting and image sourcing for booklets for our 3 main projects: The council's Department of health and Wellbeing, the CCG (Now Bradford and Craven Partnership part of the Integrated Care System) and our Social Enterprise work supporting organisations outside of our local district to ensure their information is accessible,

- BRI newsletter
- Maria Pedley diabetes letters
- Cancer screening easy read
- Post Covid19 guides
- New Covid19 rules
- ICS easy read
- The LeDeR report, which explains the deaths of people with lived experience.

As well as updates/edits to
- Understanding Strokes
- Carbohydrates

Going for cervical screening

An easy read guide

Our Lives Our Way

I continue to work with staff from Bradford People First and People First Keighley and Craven to create resources and provide support to the Our Lives Our Way groups. This includes the Trips and Travel group and the Drop in Club House in Shipley.
This is a trip to the Corn Exchange in Leeds, completely organised by the group members.

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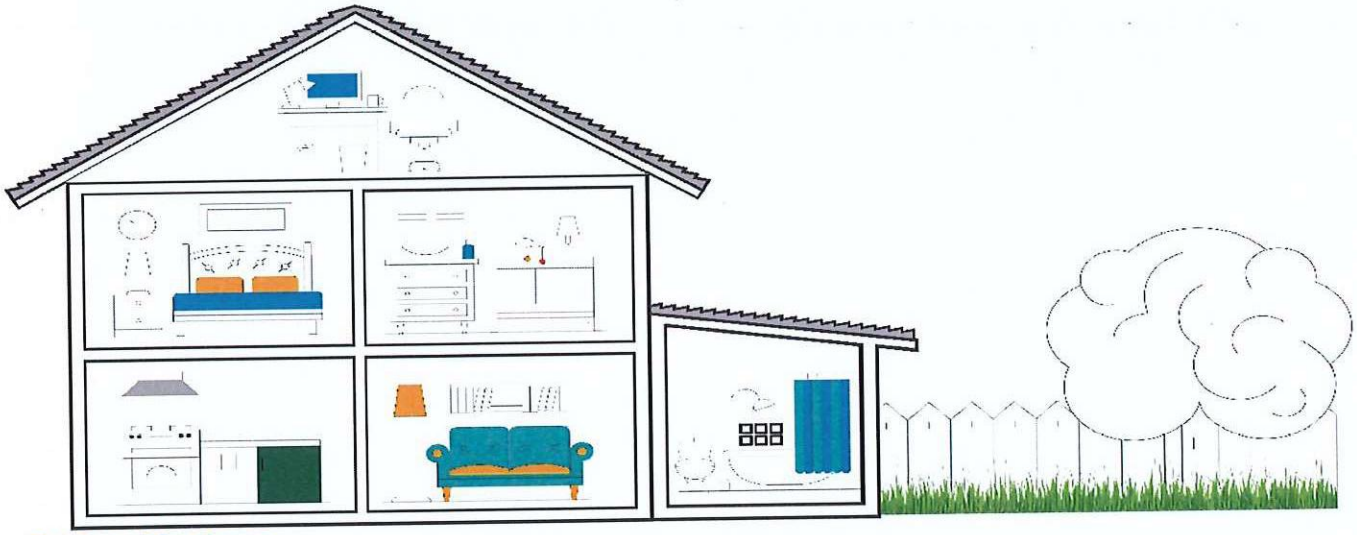
Upskilling

In order to add to my skill set, I have recently been working with David on site to handle sound recording using the new TASCAM DR 60D DSLR audio recorder equipment, this allows us to record on site with less distortion and background noise.

New work

I worked with the team to design an interactive community session based on where people live and accessible features of their home and local area. Each small image in this picture had to be made separately from the couch to the sink and shower. Having run a trial session, will be implementing changes and additions to make the session easier and more engaging.

I also undertake on site video/photography and support other staff members to assist with filming, audio recording and troubleshooting issue as they arise.



Dying Matters

Recently attended the Dying Matters event in Keighley, and assisted with the filming and photography documenting the event.

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British Sign Language and Technology

Samantha Allen

Completed projects:

In the past year, we have held discussions with the West Yorkshire and Harrogate Cancer Alliance on spreading the message about signs of cancer, staying healthy etc. Our workgroups had several discussions with the team from Cancer Alliance and helped them with making theirinformation accessible.

I am also proud of the evening and day workshops held at the BTM office, facilitated by Talk Cancer representatives with BSL interpreters providing access. We had about 20 Deaf attendees for both sessions including both professionals and individual members of the Deaf community. This was very successful and I would like to do more of this in the future when the coronavirus pandemic restrictions allow.

We have created various BSL videos for numerous clients, these were either in film, audio, animation or just BSL. The BSL videos were for West Yorkshire and Harrogate, NHS, Bradford Public Health, CCG's and Bradford District Council amongst many others.

We also created a video for General Practioners which explores the journey of a Deaf patient and their interaction and experiences with their GP surgery regarding accessibility, etc. We must thank Leylands Medical Centre for their willingness to help us make the film with their facilities and staff.

I have found the BSL video workload has increased dramatically due to the coronavirus pandemic and the need for people to understand the ever changing messages. This translation work is vital to make sure the Deaf community are kept up to date with what is happening, especially as we did not have a BSL interpreter on the daily Covid-19 briefings. The BSL translation work has included public health announcements, government guidance, changes to restrictions due the Covid-19 pandemic and information around changes to services such as GP and hospital arrangements while face to face appointments were restricted or reduced. These Coronavirus updates and information, were kept brief and succinct, most clips were roughly 3 minutes long which is an ideal length in terms of an information/public announcement video.

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BTM have recently been in meetings with The Cellar Trust regarding and exciting new piece of work translating their online self-help course. The course is designed to help participants develop self-care and self-help strategies that enable them to improve their management of their mental health and wellbeing, encouraging them to identify triggers and feelings as they develop so that they do not reach crisis. This will be a challenging translation as there are a lot of metaphors used and I need to ensure that the information is clear and informative.

I recently gave a presentation alongside other team members about BTM and the services that we offer to TWIG (Trust Wide Involvement Network) This had to be arranged online due to current restrictions, however, the presentation was well received and we had some good audience participation and questions which was positive.

Hear Our Voice Project
TNLCF Anna Parker

The initial Hear Our Voice project ended in September 2021. The project participants produced some brilliant digital projects including short films, animations and digital illustrations as well as developing their confidence and work skills. Despite the lockdown, we were able to facilitate weekly

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work groups for people to continue developing their skills and sharing their opinions and ideas virtually.

A highlight from the year was the 'Our Lockdown' documentary. The Wednesday group wanted to make a documentary about people's experiences of the pandemic, specifically people with disabilities and mental health conditions. They wanted to show the resilience of the community and share people's stories of what they had achieved in such a difficult year. The group led every aspect of the project with support from the project coordinator on tasks like:

1. Writing a bid for additional funding which was successful
2. Creating a call out video to recruit participants
3. Recruit participants from their own networks
4. Be on local radio to promote the project
5. Writing interview questions and interviewing on Zoom
6. Planning the format of the documentary and editing it
7. Voice over recording and filming remotely

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The group got the chance to work collaboratively and in a way that simulated a professional production team. They also had the opportunity to learn from professional film maker, Brett Chapman who shared his expertise on a Zoom call. They were all very proud of what they managed to achieve despite the restriction of the lockdown.

In summer 2021, the groups returned to the office to make their final projects which included an informative video about social prescribing and a short film about the experiences of all our volunteers. Participants from the learning disability group had the chance to work with another organisation, HALE, to develop their understanding of social prescribing which helped them write their own script. The Wednesday group had the opportunity to work across our work groups which meant they gained experience in supporting people with different needs to share their opinions and experiences. The groups were able to develop their practical skills in filming, editing and presenting themselves in the last few months of the project as well as adjusting to normal life again by socialising with their peers.

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The Deaf group were interested in developing their skills in digital art and photography and did a lot of work learning about the adobe software on our iPads to create digital illustrations. They created work around their interests and things they wanted to do in the future, for example, one participant created dress designs because she is interested in setting up a sewing business. For inspiration, the Deaf group had the opportunity to go to a local exhibition and use the equipment for photography in the local park.

Examples of Hear Our Voice participants work can be found here

BTM now has a further three years funding for the Hear Our Voice project. The project coordinator has been working on the project plan, engagement strategy and developing recruitment and promotional materials. There are two employed HOV mentors who are previous participants of the project. They will support the project coordinator with the work groups and have the opportunity to develop their skills in digital media and support work. The work groups will begin again in July 2022.

Our Lives Our Way

BTM have been hosting the trips and travel group since the beginning of the project. The group is about participants making their own choices about everything that is involved in day trips including travel, budget, activity and location. The group have had a fantastic time on their trips and thoroughly enjoy having ownership of the planning. They have learnt a lot over the past few months and are positive

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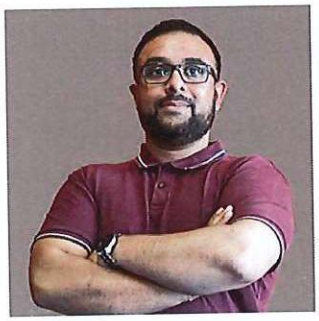
about learning from their mistakes to build confidence. For example, the group didn't book a table for lunch and so struggled to find somewhere to eat in Leeds. Now they book in advance everywhere they go and they make the booking themselves with little to no support. This is a big step for the group as they were not confident in doing this a few months ago. The group now do independent research when planning for a trip using our

iPads and share what they have found with the group. They have begun to make decisions that respect each other needs and budgets and are very considerate of each other when choosing trips. The group have all expressed how their confidence has been built not only in regard to trips and travel but also generally making decisions and expressing themselves.

Click for feedback from the trips and travel group



Workgroup Co-ordinator
Omar Sardar

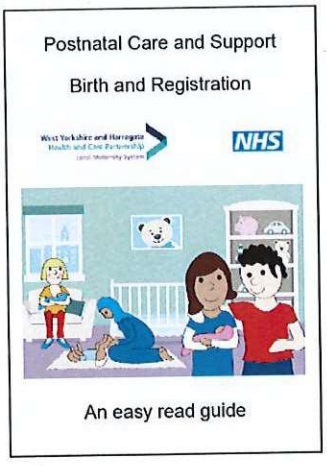
BTM Workgroups

This last financial year, I have been busy working with the groups, completing easy read work and working on other projects. As a team we have done some fantastic work. Here are some of the things that we have worked on.
Easy Read booklets that the team have worked on and formatted are:

Maternity: Post Natal Care booklets.

In total there are seven booklets in the series.

1. Postnatal care, birth, registration and coronavirus
2. Resuming sexual intercourse and contraception
3. Physical health and wellbeing
4. Emotional wellbeing and mental health
5. Infant feeding and blood spot tests
6. Baby care and wellbeing
7. Coping with crying and safe sleeping.



Post Covid Booklets. In total there are six booklets in the series.

1. Self-help rehabilitation
2. Self-help rehabilitation. Exercise and Breathing Techniques

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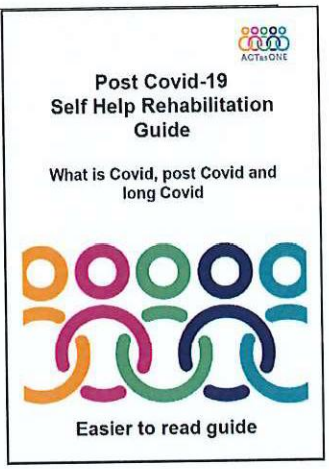
3. Self Help Rehabilitation Guide. fatigue and sleep
4. Self Help Rehabilitation Guide. Psychological Recovery
5. Self Help Rehabilitation Guide. Eating, Drinking and Swallowing Recovery Following COVID-19
6. Self Help Rehabilitation Guide. Returning to Normal Function

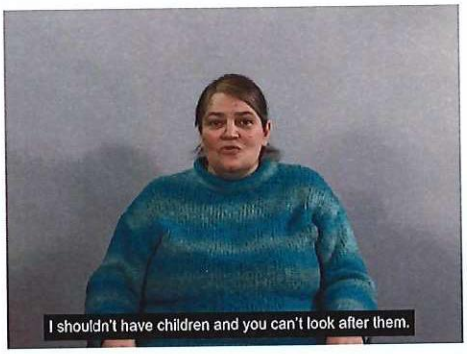


The Friday Group which is people with learning disabilities and Autistic people

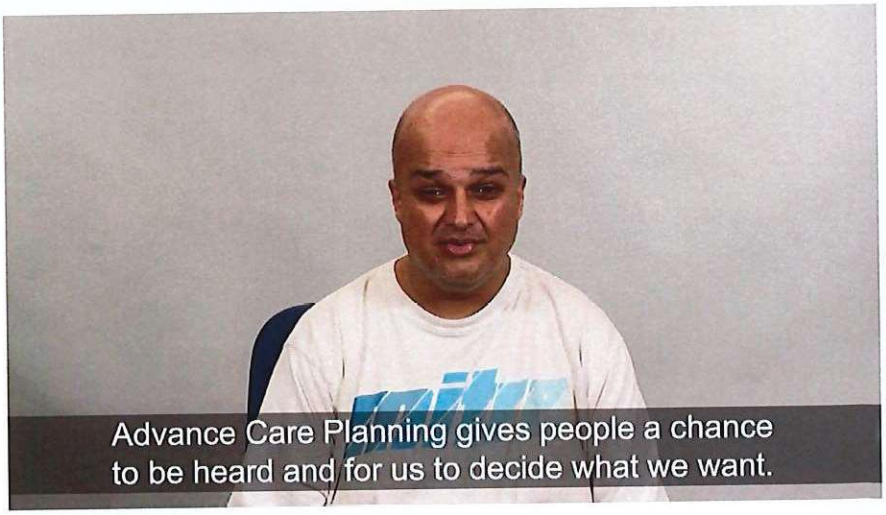
Our Friday group have been working very hard and produced some excellent pieces of work. Some of their brilliant achievements have been the films they have worked on.

We storyboarded, wrote scripts and then filmed them. They made a film for Disability History Month 2021. The themes for this piece were to do with relationships and sex. And disabilities that are not visible.

These were filmed separately sharing their personal experiences which were extremely powerful and quite emotional.



The workgroup members have also made a great short film on Advance Care Planning and the importance of planning ahead for people with Learning Disabilities. It was not an easy subject for some of the group to talk about but discussing with their peers made it easier and they felt they wanted to share their experience of talking about dying and planning what you want to happen was important.It talked about the importance of



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making your own decisions and choices to do with end-of-life care.

West Yorkshire and Harrogate Health and Wellbeing Partnership Health and Care Champions

Since I have taken over the West Yorkshire Health and Care Champions project, we have made some great strides in recovering from the Covid lockdown and restrictions. The group needed time to talk about there experiences but Are now settled into working from an office based environment. We are planning to visit other areas across the West Yorkshire partnership footprint in the summer. and have been able to meet the partners expectations and priorities.

We have worked on many separate subjects, some of them being Diabetes and Carbohydrates which we created easy read information for.

We have worked on a top tips video. This was aimed for professionals in health care. It will be included to a training package for them use and know how to interact, support and work with people who have learning disabilities.

Carbohydrates

Easy read version

They have also worked on Human Rights for people with disabilities and created a film which was shared with social workers and at a major national event called Rightsfest 21.

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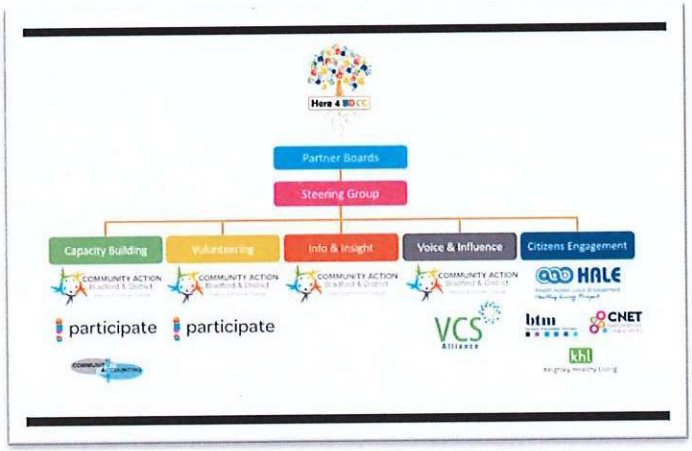
BRADFORD TALKING MAGAZINES LIMITED

REPORT OF THE BOARD OF TRUSTEES
For the year ended 31st March 2022

Citizen Engagement

I have continued to work on the Citizens Engagement project which was previously called Engaging People. I have attended staff meetings with Hale and partners where we have discussed upcoming events. We carried out planning and preparing of promotional gifts to hand to attendees from our stall for the healthy hearts event. I attended the healthy hearts event were we discussed with people attending, the importance of maintaining your health and information about self care. We also had various health related activities for people to take part in. As a team we engaged with over 60 people from the Shipley area. It was a fun and informative day.

We also attended another important meeting held at Central Hall in Keighley which was attended by all the partners of this project. It was great to see the new people and organisations who will be working with us, I got to see what involvement these people will have, what their roles are, and the possible outcomes / actions and processes involved with this new project.

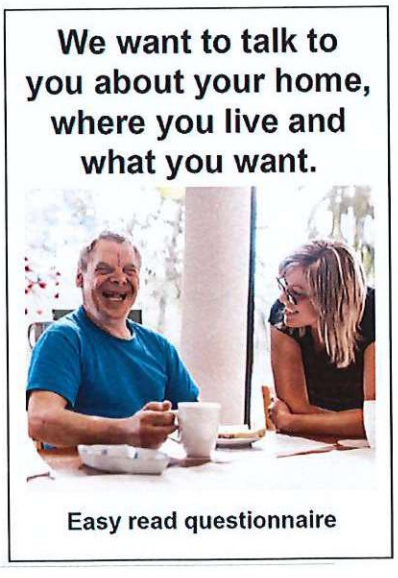


Supported Living Events

The other major project I have worked on was planning and organising events for people with a learning disability and autism. The events are to help the local authority learn what people think of where they live now, what people want and what will lead them to living a better, safer and happier life.

I helped design the questionnaires and made them into easy read.

I have been attending zoom meetings with Bradford council and Jo, I am quite heavily involved in planning the engagement events and what activities people will be doing at the events, I designed the posters and will co run the events with Jo.



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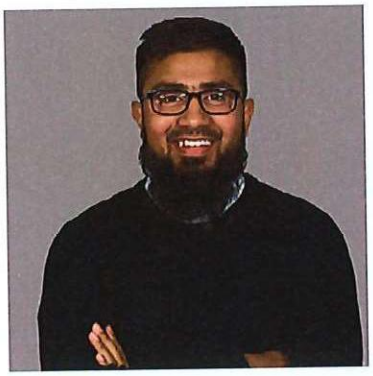

Layeq Miah:
Administrative Support and Reception

After liaising with Social Workers, we have managed to get all the Good Things Foundation Tablets out to children who need access to internet and a tablet. I have also supported those that have had any issues with the tablets as their social workers will get in contact with me and then I will give them a better understanding on how they can fix any issues.
We still have the older tablets left, so I will carry on trying to get as many tablets as I can out to people who may need them.

I have found this project to be extremely satisfying and have loved being able to digitally connect people.
All petty cash is now being checked every month by myself so it is easier for me to complete at the end of the year for the finance reports.
I am also doing what I can to help staff for example I am creating the Easy Read template for certain jobs on InDesign. I will format certain documents so it looks the way colleagues or clients may want, proof read subtitles for Sam on her BSL videos.
I will also do word counts and transcribing for Jo when she needs me to.
Printing, laminating and cutting posters for projects so they can take them to events and for the groups to use.
I am editing audio files and making sure there are no errors before being sent back to clients. I will make sure the audio file is done to the standard each client wants.
Managing stock and making sure we have everything we need and getting the best price for anything we may need.
Making sure the sign in software works and stores all the information so we have access to it if we need to go back to certain times or days.

My comment to add to the team reports and reflections is that I am still after 40 years in awe of the dedication of all the people I work with, thank you to the staff team for their dedication and hard work. We also know that we would not be able to contribute to and support our wider communities if we didn't have the support of our volunteers and dedicated workgroups, thank you so much.

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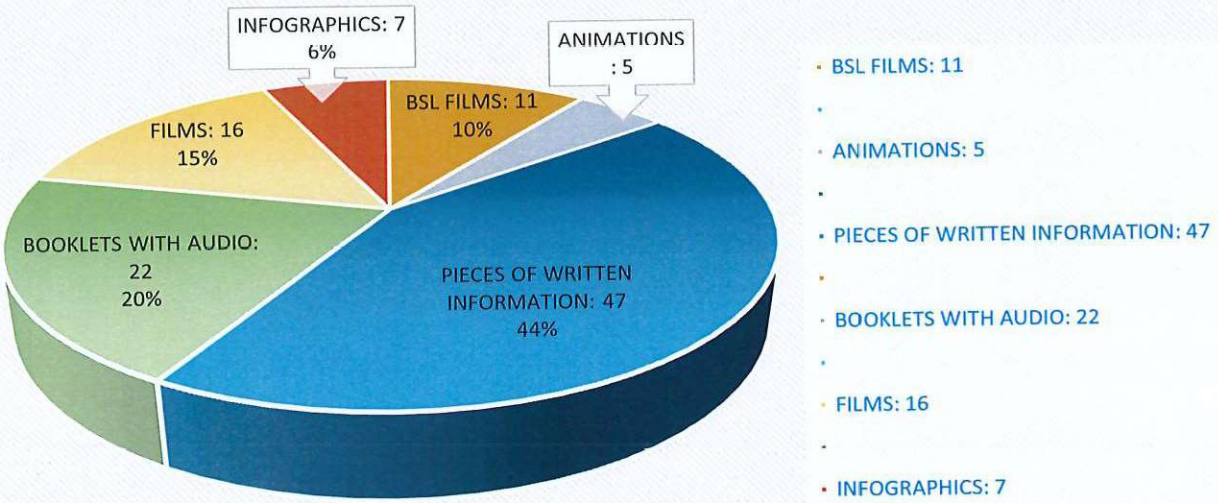
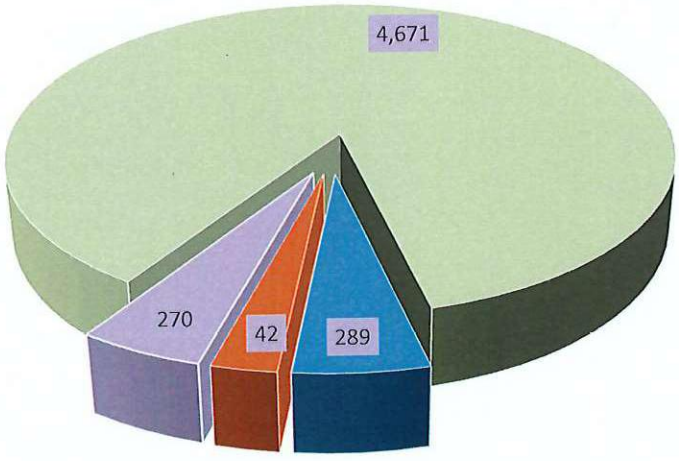
What we have achieved and delivered over the last year

Accessible Information Developed and produced by BTM





Presentations, meetings and distribution of our work

- Online meetings co-ordinated or attended by BTM staff
- On line presentations to wider groups and organisations
- Work group sessions with disabled people
- Number of pieces of accessible informations distributed

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Our Chief Officer, Sue's, Retirement Farewell

We were delighted to be able to hold a celebration event for Sue who has been the Manager/CO at BTM since 1982. So many people wanted to be at the event we were grateful to Mark, CEO of Equality Together for the use of their ground floor space.

It was a wonderful 'do' with messages from Directors of services to people in our work groups, so much to celebrate

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btm
the home of accessible information

Report of the Board of Trustees

Introduction

The Trustees present their Annual Report and Accounts for the year ended 31st March 2022; which constitutes the Directors Report for Companies Act purposes.

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

The accounts have been prepared in accordance with the accounting policies set out in note1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)".

Name, registered office and constitution of the charity

The legal details are shown on the Legal and Administrative information page of the accounts; the date of incorporation is 8 April 1999. Bradford Talking Magazines Limited is also known as BTM.

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objects are to support and enable disabled people or any other person who has difficulty reading the written word. BTM will do this by means of audio, visual or any other means of translating the written word. People will be supported to have the same information as every

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other person, supporting them to live a better and more fulfilled life and feel part of their community.

In furtherance of its objects it is also

- researching and developing media in a wide range of formats
- organising and running training programmes, courses, events and exhibitions
- developing, promoting and supporting self governing groups of people with disabilities to be in control of their lives, further self-determination and live a better life
- to work with disabled people to educate and inform other organisations on practical steps they can take to be more inclusive and equitable

The principal activity of the charity for the year under review was the development and production of a wide range of information for any persons who have difficulty with the written word. This was done with the direct involvement of people with disabilities and our wide range of work groups. This information was still linked in many cases but not exclusively linked to information on Covid19, rules and regulations and Vaccination information.

Accessible information was researched, developed and delivered with disabled people in a range of formats from easy read brochures and booklets to audio and British Sign Language recordings. We have also developed and produced accessible short films, animations and blogs.

The charity is organised so that the trustees meet regularly to manage its affairs.

The objects of the company are maintained by the policies developed and reviewed by staff and trustees and after sign off by the management committee enacted and reviewed annually. There have been no material changes during the year.

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Public benefit that is provided by the charity

BTM works with and supports people who have difficulty accessing the written word. This lack of understanding of information or access to it means that people can be excluded from taking an active role in their own lives for example; services, health and care or from playing a more active part in the life of their local community. Our services work with people who have a visual impairment, people who are d/Deaf, people who have English as a second language, people with learning disabilities, users of mental health services and those who have poor literacy skills. It actively promotes compliance with the NHS Accessible Information Standard which is now the legal duty of all health and social care providers. BTM puts at the centre of its work the facilitation and enablement of those people requiring alternative formats to the standard written word.

This broad range of accessible information work enables people and communities to:

- better understand information provided by statutory organisations such as local councils and health authorities; enabling choice and participation by individuals and minority groups
- be informed and enabled whilst promoting health and wellbeing and individual choice
- have an opportunity to participate in the production of better accessible information, promoting independence and control
- have their say about how and what information they would like making accessible, which gives them power over their lives and involvement with society in its widest context

In what has to be seen as an exceptional year because of lockdowns and restricted movement of people our accessible information has come into its own. In the first few week of lockdown alone we worked with Community Action Bradford and District to translate information, record it and deliver to the councils systems and Information Vans 16 different language messages used across our wider district.

Over the last year we have enabled at least 41,800 people to access

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information that would otherwise not have been available to them. This has been through a broad range of media from online media, easy read booklets, audio files, film clips, animations and British Sign Language to name but a few.

This is also achieved with the support of different funding bodies and other voluntary sector organisations

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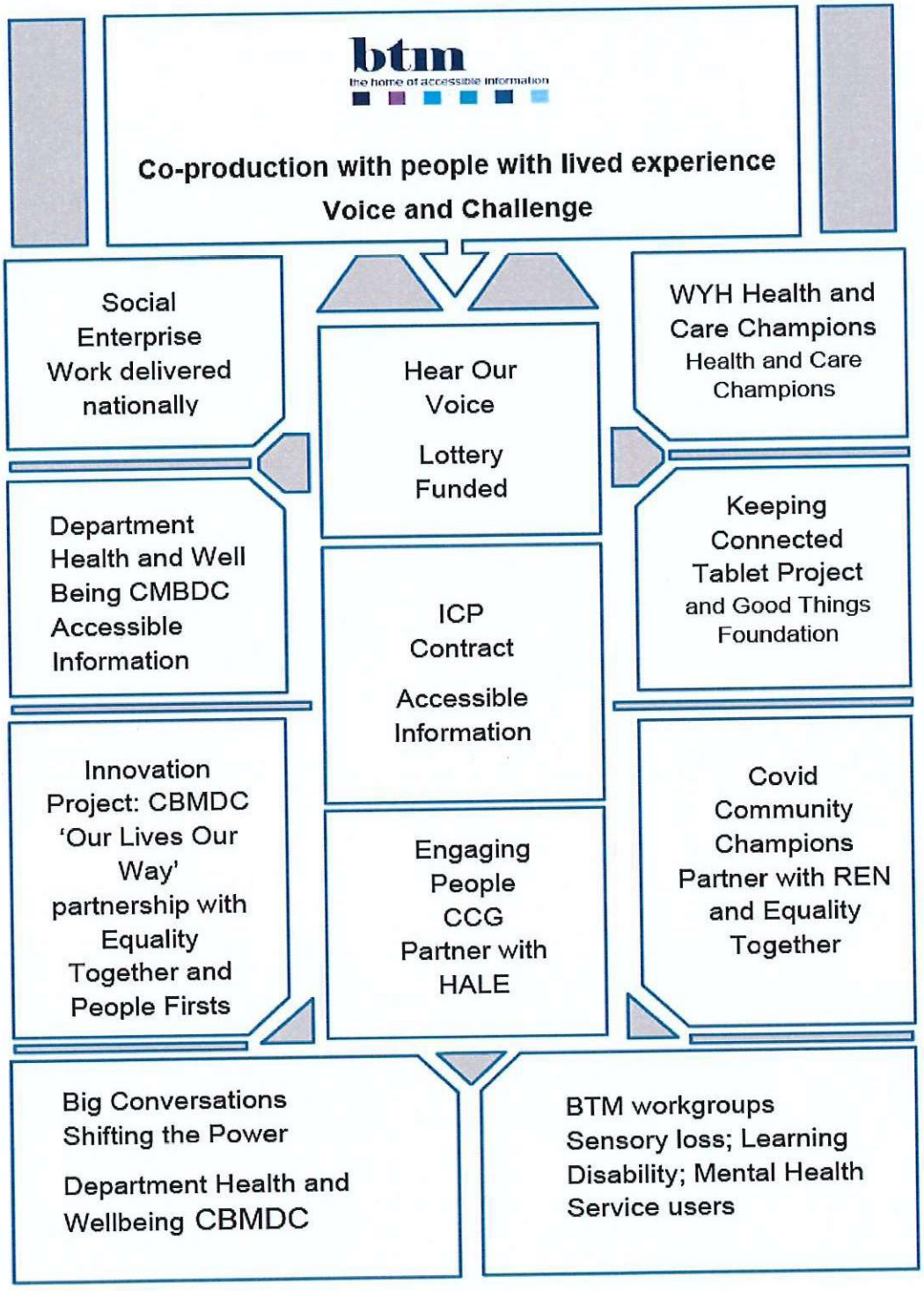

BTM would also like to state formally that it does not discriminate against people with low income and in fact actively supports people with low income accessing and using our services with its sliding scale of charges and free services it offers.

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The trustees have reviewed the guidance issued by the Charity Commission and consider they comply with the public benefit requirements.

Achievements over the last year against our objectives

For 2021 to 2022 BTMs' main objectives were:

To continue the growth of our charitable work and direct representation of disabled people

BTM now has a range of different projects that contribute to the wider Bradford District voice.

- WYHCP Health Champions
- Monday to Wednesday Hear Our Voice groups including users of mental health support services, people with learning disabilities and people with sensory loss all supported by the National Lottery
- Our BSL, first language, Deaf group
- Friday people with learning disabilities and autistic people workgroup
- Our Lives Our Way Trips and Travel a partnership project with local self-advocacy organisations and Equality Together

To stabilise our future as changes to Senior Management are undertaken with the retirement of our Chief Officer: Sue Crowe

We have successfully recruited to the Chief Officer and Operations Managers posts and this is due to the diligent 9 months planning with the senior staff team and Management Committee supporting the development of the roles and work sharing. It gave the staff, volunteers and Management Committee the opportunity to refresh their planning, update their business plan and strengthen an agreed direction for the charities work moving forwards.

To continue to directly employ those people who we support

COMMUNITY FUND

BTM were particularly pleased that they have been able to employ 3 part time mentors to work on the projects we deliver. We would like to acknowledge our recognition of the faith and support of the

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Reaching Communities National Lottery Funds. This was a great opportunity for the members of the workgroups in the previous 2 years to put themselves forward for the paid posts. The support they will offer to new participants will be informed by their experience participating in the previous recruitment.

To ensure as many people have information in their first format of choice

This is a key component of all that BTM does, it is core to developing accessible services and information and supporting disabled people to have their voice heard and their needs acted upon.

To give opportunities to people with disabilities to engage with us through workshops and training sessions to support them to make their own choices

- We have delivered more than 270 work group sessions with people with hearing loss and Deaf people, people with learning disabilities and autistic people and mental health service users.
- We have co- presented with our work groups and delivered presentations and training to 42 different organisations from CCG's to fellow self-advocacy organisations and other charities.
- Participated in and shared information at more than 289 different meetings
- Developed, created and distributed 4,761 pieces of our work, from booklets to audio, film and animation.

In presenting this overview of our financial and trading activities the Trustees have complied with the duty in section 4 of the Charities Act 2006 and have reviewed their Memorandum and Articles of Association and feel they comply with the public benefit guidance published by the Charity Commission.

Diversity

In the past year BTM has supported, enabled and worked alongside a broad range of people with disabilities or impairments to encourage participation in planning, consultation and discussion groups. We have completed a broad range of projects in a wide range of formats on everything from local strategies to health and social care developments accessible health guidance and information, new services and support and run workshops and engagement sessions to ensure those people who otherwise would have no way of receiving the information can feel

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they are part of the local communities.

This work was not only produced in English but in British Sign Language and a broad range of other local languages spoken by our diverse communities. We have also used a broad platform of different ways of making information accessible from audio MP3 files to tailored QR Codes, film clips and animations.

We worked in partnership with City of Bradford Metropolitan District Council and our local Clinical Commissioning Groups (now Bradford and Craven ICP) on the Accessible Information Standard. The success of this work then led to us being commissioned by our local council to deliver training to all their residential, nursing and domiciliary care providers on understanding andimplementing the Accessible Information Standard and ensuring the best and most accessible service for the people of the Bradford wider district.

In addition we have supported individuals who wished to participate in planning and development in the local community by providing audio minutes of meetings and support documents in several formats for the Access to Information and Health and Wellbeing work and discussion groups, Patient Advice and Liaison Service Access Group and budget and strategy information workshops with our local council, as well as many others.

Communicating

BTM continues to network and consult with other charitable organisations and gain a great deal from the sharing of ideas and information. We actively contribute to other organisations by being part of their management teams or on their working committees including; the Bradford District Assembly, especially the Health and Wellbeing Forum, we have fed back on the work being done by the HSCOSC, detailed below, Access to Information and Health and Wellbeing for people with disabilities groups and the City of Bradford Metropolitan District Council, Health Social Care Overview and Scrutiny Committee. We are active members of consultative forums such as the Health and Wellbeing Hubs, Voluntary Sector Forum, The Accessible Information sub group has continued, that was part of the Strategic Disability Partnership and Patient Participation Group Steering Committee as well as the reviewing body dealing with the broad range of information provided by Bradford Metropolitan District Council.

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The Involvement of the Trustees

The trustees are fully conversant with the ongoing activities of the charity and technical developments within our field of work and drive forward the activities of the charity and social enterprise. They encourage staff to propose new ideas and pathways to develop services for people who cannot access the written word.

Having received regular reports and presentations from staff, trainees and volunteers they are confident that in presenting the years' activities to you it is possible to demonstrate how BTM has shown a commitment to rising to challenges and strengthening the charities position and reputation as well as meeting its objectives.

The Future

Utilising our home at 11 to 12 Eldon Place Bradford.

We want to continue to maximise this opportunity to secure our future and expand the services we deliver with and on behalf of disabled people. We continue to reap the rewards of owning our own premises by being able to provide further services to meet the rising demand for accessible information, especially the new Hear Our Voice Project. We have plans to add further value by upgrading areas of the building and looking at utilising the cellar space.

Social Value and Asset Sharing

We bring added value to our local communities by offering a free meeting place and use of our technological facilities to those wanting to promote their services. Various local disability groups have held coffee mornings and meetings including the Chronic Pain Group; Access to Information Group; Healthier Lives Group; Treat Me Well Campaign, part of Mencap, Healthier Lives and hosting a local Managers and CEO Learning Set.

- ## Our thanks to those who commission our work

Department of Health and Wellbeing CBMDC: Accessible Information and the Big Conversations

Bradford Districts and Craven Clinical Commissioning Groups: Accessible information and training delivery

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Engaging People: Bradford Districts and Craven Clinical Commissioning Groups

West Yorkshire and Harrogate Health and Care Partnership

West Yorkshire and Harrogate Regional Steering Group for services to people with learning disabilities

Bradford District Hospitals Foundation Trust

Leeds CCG

Wakefield CCG

Social Enterprise Partnerships and Accessible Information Delivery

Recognising the contribution of work we do for other organisations

BTM would like to recognise the contribution of all the organisations who asked us to deliver their information in a way that people with disabilities and those with poor literary skills could understand. Their confidence in our work, whether it be film, animation, EasyRead, audio or British Sign Language enables us to run all the work groups we support to make accessible information.

Too many to name in full but our most recent work is listed here:

West Yorkshire and Harrogate Health and Care Partnership
The WYHHCP Personalised Care Board
Bradford Council several different projects
The Bradford Cultural Plan Team
Leeds City Council
Department of Health and Wellbeing (CBMDC)
Bradford Teaching Hospitals Foundation Trust
NHS England Primary Care Network
NHS England
West Yorkshire and Harrogate Health and Care Partnership
West Yorkshire Neighbourhood Policing
NHS Leeds CCGs

Recognition of much valued partnership working

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Community Action Bradford and District

Bradford District (VCS) Assembly

Equality Together

Bradford People First

People Frist Keighley and Craven

Exclusively Inclusive

Waddiloves, especially Vicky Donnelly

Hale and Healthwatch as part of 'Engaging People'

The Women's CEO Learning Set

Bradford Districts and Craven Peoples Board

Cellar Trust

Health Social Care Overview and Scrutiny Committee CBMDC

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Thank you from all at BTM

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Sue Sheldrick RIP

It was with great sadness that we heard the news that our Treasurer of many years, Sue Sheldrick, passed away very suddenly this year.

She will be sorely missed by all the staff and Trustees at BTM.

"Over the years, Sue has been an incredibly valued member of our committee. She made a very significant and valuable contribution to the running of BTM. She was very friendly, kind-hearted and down to earth. She always put herself forward to help others. She sure will be missed."

Matloob Hussain, Trustee

"I had known Sue for over 30 years as she did invaluable work in the early days of computing at the Cathedral Centre, where BTM began life as the Bradford Cassette . When it floated off as an independent organisation I asked her if she would join the MC as Treasurer, a role she held , giving helpful and common sense advice until her untimely recent death . We shall much miss her friendly input

Anne Lindley Trustee

As the retired Manager of BTM, I have worked with Sue for more than 30 years and known her for longer when she ran AKTIS with Michael. As Treasurer for BTM, we had a long and supportive relationship.

Sue was thorough in her accounting and had many useful tips for preparing the books. She supported me to know more about how to use Excel and provide a more concise and clearer picture of our accounting for the committee, Sue was central to helping BTM move forward. She will be sorely missed.

Sue Crowe, Retired Chief Officer

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Financial review

The income for the year amounted to £379,895 (2021 £431,660) with expenditure amounting to £343,208 (2021 £392,759) resulting in a net surplus of £36,687 (2021 £38,901), which includes £15,407 depreciation charge.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, £85,,000 - £171,000. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. General funds at 31 March amounted to £158,733 (2021 £117,975) which is within reserve target.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

The Trustees have assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The legal details are shown on page 1 of the accounts; the date of incorporation is 8 April 1999.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

I Naqvi	
M Hussain	
A Lindley	
J Simpson	
S Keighley	(Resigned 30 November 2021)
S Sheldrick	(Deceased 19 September 2022)
S Grisag (re-appointed 22 November 2022)	(Resigned 31 May 2021)
J Ralph	
C Wintersgill	(Appointed 24 August 2021 and resigned 30 November 2021)

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The methods adopted for the recruitment and appointment of new trustees

People can be put forward to join the trustee board by filling in an application form that will be discussed by the trustees. The individual, group or organisation may be asked to attend a meeting to further explore their application. The charity can also propose honorary members or recruit new members to the board where it feels, after review, that it would broaden its skills and knowledge base by doing so.

Indemnity insurance has been taken out during the year and is included in the insurance costs.

This report is prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The Trustees' report was approved by the Board of Trustees.

DocuSigned by:
J Simpson
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J Simpson
Trustee
Dated: 21 December 2022

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2022

The Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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BRADFORD TALKING MAGAZINES LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRADFORD TALKING MAGAZINES LTD

I report on the financial statements of the Charity for the year ended 31 March 2022, which are set out on pages 45 to 60.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of FCA with the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

(i) examine the financial statements under section 145 of the 2011 Act;

(ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

(iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

  (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and

  (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

  have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

DocuSigned by:
Alison Whalley
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Alison Whalley FCA
Independent Examiner
Naylor Wintersgill Limited
Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 21 December 2022

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BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
Income from:							
Donations and legacies	3	1,050	298,282	299,332	1,720	353,511	355,231
Charitable activities	4	80,537	-	80,537	76,378	-	76,378
Investments	5	26	-	26	51	-	51
Total income		81,613	298,282	379,895	78,149	353,511	431,660
Expenditure on:							
Charitable activities	6	44,612	298,596	343,208	30,759	362,000	392,759
Gross transfers between funds		-	-	-	(5,787)	5,787	-
Net income/(expenditure) for the year/ Net movement in funds		37,001	(314)	36,687	41,603	(2,702)	38,901
Fund balances at 1 April 2021		570,673	23,156	593,829	529,070	25,858	554,928
Fund balances at 31 March 2022		607,674	22,842	630,516	570,673	23,156	593,829

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

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BRADFORD TALKING MAGAZINES LTD

BALANCE SHEET

AS AT 31 MARCH 2022

	Notes	2022 £	2022 £	2021 £	2021 £
Fixed assets					
Tangible assets	11		392,102		400,144
Current assets					
Debtors	12	29,536		80,105	
Cash at bank and in hand		306,222		219,197	
		335,758		299,302	
Creditors: amounts falling due within one year	13	(97,344)		(105,617)	
Net current assets			238,414		193,685
Total assets less current liabilities			630,516		593,829
Income funds					
Restricted funds	16		22,842		23,156
Unrestricted funds					
Designated funds	17	448,941		452,698	
General unrestricted funds		158,733		117,975	
			607,674		570,673
			630,516		593,829

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2022. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 21 December 2022

DocuSigned by:
J Simpson
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J Simpson
Trustee

Company Registration No. 03749034

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BRADFORD TALKING MAGAZINES LTD

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2022

1 Accounting policies

Charity information

Bradford Talking Magazines Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 11-12 Eldon Place, Bradford, BD1 3AZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:
- The donor specifies that the grant must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

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1 Accounting policies **(Continued)**

1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Other trading activities are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line basis
Fixtures and fittings	20% straight line basis
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

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1 Accounting policies **(Continued)**

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2022	2022	2022	2021	2021	2021
	£	£	£	£	£	£
Donations and gifts	1,050	-	1,050	1,720	89,165	90,885
Grants listed below	-	298,282	298,282	-	264,346	264,346
	1,050	298,282	299,332	1,720	353,511	355,231
Grants receivable for core activities						
BMDC - Department of Health and Wellbeing	-	66,200	66,200	-	70,200	70,200
Bradford District and Craven CCG	-	60,000	60,000	-	60,000	60,000
Bradford District and Craven CCG - Engaging People	-	27,676	27,676	-	27,676	27,676
National Lottery Community Fund - Hear Our Voice	-	30,710	30,710	-	53,647	53,647
BMDC Test and Trace	-	4,000	4,000	-	-	-
BMDC Innovation Fund	-	31,375	31,375	-	22,875	22,875
Good Things Foundation	-	3,000	3,000	-	-	-
WYHHCP Champions	-	39,321	39,321	-	23,148	23,148
WYHHCP Steering Group	-	12,000	12,000	-	3,000	3,000
Covid Communities	-	24,000	24,000	-	3,800	3,800
	-	298,282	298,282	-	264,346	264,346

4 Charitable activities

	2022	2021
	£	£
Social enterprise income	80,537	76,378

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5 Investments

	Unrestricted funds 2022 £	Unrestricted funds 2021 £
Interest receivable	26	51

6 Charitable activities

	Charitable Activity 2022 £	Depreciation 2022 £	Total 2022 £	Charitable Activity 2021 £	Depreciation 2021 £	Total 2021 £
Staff costs	212,633	-	212,633	193,644	-	193,644
Depreciation	-	15,407	15,407	-	16,229	16,229
Translation	11,317	-	11,317	3,057	-	3,057
Project expenditure	2,023	-	2,023	97,074	-	97,074
Volunteer and staff travel and expenses	4,293	-	4,293	2,444	-	2,444
	230,266	15,407	245,673	296,219	16,229	312,448
Share of support costs (see note 7)	94,895	-	94,895	77,911	-	77,911
Share of governance costs (see note 7)	2,640	-	2,640	2,400	-	2,400
	327,801	15,407	343,208	376,530	16,229	392,759
Analysis by fund						
Unrestricted funds	29,205	15,407	44,612	20,942	9,817	30,759
Restricted funds	298,596	-	298,596	355,588	6,412	362,000
	327,801	15,407	343,208	376,530	16,229	392,759

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

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7 Support costs

	Support costs	Governance costs	2022	Support costs	Governance costs	2021
	£	£	£	£	£	£
Staff costs	32,284	-	32,284	34,809	-	34,809
Rates	3,830	-	3,830	3,040	-	3,040
Repairs and maintenance	13,599	-	13,599	3,658	-	3,658
Heat and light	7,336	-	7,336	7,303	-	7,303
Insurance	2,753	-	2,753	3,730	-	3,730
Telephone	2,341	-	2,341	2,633	-	2,633
Computer and website	20,877	-	20,877	12,665	-	12,665
Printing, postage and stationery	2,329	-	2,329	4,007	-	4,007
Sundry	6,021	-	6,021	6,066	-	6,066
Book keeping and payroll	2,940	-	2,940	-	-	-
Travel	585	-	585	-	-	-
Independent examination	-	2,640	2,640	-	2,400	2,400
	94,895	2,640	97,535	77,911	2,400	80,311
Analysed between						
Charitable activities	94,895	2,640	97,535	77,911	2,400	80,311

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the current or previous year.

During the year £nil was reimbursed travel expenses, nil trustees (2021 £nil, nil trustees).

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9 Employees

The average monthly number employees during the year was:

	2022 Number	2021 Number
Charitable activities	8	7
Management and administration	2	2
Total	10	9

Employment costs	2022 £	2021 £
Wages and salaries	218,886	201,705
Social security costs	14,183	13,793
Other pension costs	11,848	12,955
	244,917	228,453

There were no employees whose annual remuneration was more than £60,000.

10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

11 Tangible fixed assets

	Freehold land and buildings £	Fixtures and fittings £	Computers £	Total £
Cost				
At 1 April 2021	454,576	25,923	150,540	631,039
Additions	-	-	7,365	7,365
At 31 March 2022	454,576	25,923	157,905	638,404
Depreciation and impairment				
At 1 April 2021	63,826	25,918	141,151	230,895
Depreciation charged in the year	7,092	5	8,310	15,407
At 31 March 2022	70,918	25,923	149,461	246,302
Carrying amount				
At 31 March 2022	383,658	-	8,444	392,102
At 31 March 2021	390,750	5	9,389	400,144

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11 Tangible fixed assets (Continued)

12 Debtors

	2022	2021
Amounts falling due within one year:	£	£
Trade debtors	21,658	65,648
Prepayments and accrued income	7,878	14,457
	29,536	80,105

13 Creditors: amounts falling due within one year

	Notes	2022	2021
		£	£
Other taxation and social security		5,531	4,209
Deferred income	14	71,519	86,096
Trade creditors		13,819	4,063
Accruals		6,475	11,249
		97,344	105,617

14 Deferred income

	2022	2021
	£	£
Arising from grants	71,519	86,096
	71,519	86,096

Deferred income is included in the financial statements as follows:

	2022	2021
	£	£
Deferred income brought forward	86,096	7,500
Release to the SOFA during the year	(91,806)	(7,500)
Deferred during the year	77,229	86,096
Deferred income carried forward	71,519	86,096

Deferred income relates to grants received in advance.

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15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £11,848 (2021 £12,955) were made. At 31 March 2022 £2,187 (2021 £3,499) was included in creditors. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

		Movement in funds				Movement in funds		
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 1 April 2021	Incoming resources	Resources expended	Balance at 31 March 2022
	£	£	£	£	£	£	£	£
Department of Health and Wellbeing - Accessible Information	-	66,200	(66,200)	-	-	66,200	(66,200)	-
Bradford Disctrict and Craven CCGs - Accessible Information	-	60,000	(60,000)	-	-	60,000	(60,000)	-
Bradford District and Craven CCGs - Engaging People	-	27,676	(27,676)	-	-	-	-	-
Innovation Fund	-	22,875	(22,875)	-	-	31,375	(31,375)	-
Test and Trace	-	-	-	-	-	4,000	(4,000)	-
Equipment Fund Net Value	10,858	-	(6,412)	-	4,446	-	(4,284)	162
National Lottery Community Fund - Hear Our Voice	15,000	53,647	(49,937)	-	18,710	18,710	(14,740)	22,680
Citizens Engagement	-	-	-	-	-	27,676	(27,676)	-
Tablet Project	-	-	-	-	-	3,000	(3,000)	-
Keeping Connected	-	89,165	(94,952)	5,787	-	-	-	-
WYHHCP Champions	-	23,148	(23,148)	-	-	39,321	(39,321)	-
WYHHCP Steering	-	3,000	(3,000)	-	-	12,000	(12,000)	-
Covid Communities	-	3,800	(3,800)	-	-	24,000	(24,000)	-
Department of Health and Wellbeing - Big Conversation	-	4,000	(4,000)	-	-	12,000	(12,000)	-
	25,858	353,511	(362,000)	5,787	23,156	298,282	(298,596)	22,842

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16 Restricted funds **(Continued)**

Department of Health and Wellbeing – Accessible information

BTM receives funding from the CBMDC to deliver accessible information in a range or formats including easy read, audio and British Sign Language.

Bradford District and Craven CCG's – Accessible information, we receive funding to deliver accessible information in a wide range of formats as above on health matters.

Bradford District and Craven CCG's – Engaging People, this was a partner project with HALE and CNet to engage with local communities about health issues.

Innovation Fund (Our Lives Our Way) is a partnership project to support people to live independent lives.

Equipment Fund Net Value shows the value of the restricted fixed assets.

Test and Trace, this was funded through CABAD (Community Action Bradford and District). We gathered peoples thoughts on Covid-19 and put out key messages to help people action information.

National Lottery Community Fund Hear Our Voice, this project aims to enable and support people with lived experience to gain skills to prepare them for employment.

Citizens Engagement, this is one element of the Here 4 BDCC Partnership which is responsible for the delivery of the VCSE support improvement programme contract.

The Citizens Engagement element is led and funded to us by HALE.

Keeping Connected, was funds to distribute tablets across the district during the Coivd-19 lockdowns.

WYHCCP Health and Care Champions, was funded by West Yorkshire Health and Care Partnership, to fund a member of staff who facilitates a group of people with learning disabilities.

WYHHCP steering group, was to employ a person with lived experience to work alongside the member of staff for the above.

Covid Communities. Funding was received to enable people to have access to key messages about Covid-19 and the vaccination programme.

Department of Health and Wellbeing Big Conversation, this project was funded by the CBMDC Department of Health and Wellbeing. It supported the organising and delivering of a series of workshops with people with learning disabilities across the district.

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17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2020	Resources expended	Transfers	Balance at 1 April 2021	Transfers	Balance at 31 March 2022
	£	£	£	£	£	£
Equipment Fund Net Value	6,322	(2,726)	1,350	4,946	3,335	8,281
Building Fund Net Value	397,843	(7,091)	-	390,752	(7,092)	383,660
Staff Contingency Fund	57,000	-	-	57,000	-	57,000
	461,165	(9,817)	1,350	452,698	(3,757)	448,941

The designated funds represents the net book value of capital items not included in the restricted equipment fund. A transfer has been made in the year to show the purchase of assets in the year. The funds will reduce as the assets are depreciated. The contingency fund is to provide for redundancy pay in the unlikely event the charity has to wind down.

18 Funds	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 1 April 2021	Incoming resources	Resources expended	Transfers	Balance at 31 March 2022
	£	£	£	£	£	£	£	£	
Restricted funds	25,858	353,511	(362,000)	5,787	23,156	298,282	(298,596)	-	22,842
Designated funds	461,165	-	(9,817)	1,350	452,698	-	-	(3,757)	448,941
General funds	67,905	78,149	(20,942)	(7,137)	117,975	81,613	(44,612)	3,757	158,733
	554,928	431,660	(392,759)	-	593,829	379,895	(343,208)	-	630,516

19 Analysis of net assets between funds

	General Funds 2022	Designated funds 2022	Restricted Funds 2022	Total 2022	General Funds 2021	Designated funds 2021	Restricted Funds 2021	Total 2021
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2022 are represented by:								
Tangible assets	(1)	391,941	162	392,102	-	395,698	4,446	400,144
Current assets/(liabilities)	158,734	57,000	22,680	238,414	136,685	57,000	-	193,685
	158,733	448,941	22,842	630,516	136,685	452,698	4,446	593,829

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BRADFORD TALKING MAGAZINES LTD

England & Wales - Charity number 1077122

Accounts

BRADFORD TALKING MAGAZINES LTD

ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

Charity Registration No. 1077122
Company Registration No. 03749034 (England and Wales)

BRADFORD TALKING MAGAZINES LTD

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	I Naqvi	
	M Hussain	
	A Lindley	
	J Simpson	
	S Keighley	
	S Sheldrick	
	S Grisag	
	J Ralph	(Appointed 9 April 2020)
	C Wintersgill	(Appointed 24 August 2021)
Secretary	S C Crowe	
Charity number	1077122	
Company number	03749034	
Registered and principal office	11-12 Eldon Place Bradford BD1 3AZ	
Independent examiner	Naylor Wintersgill Limited Carlton House Grammar School Street Bradford BD1 4NS	
Bankers	Lloyds Bank 45 Hustlergate Bradford BD1 4NT	

BRADFORD TALKING MAGAZINES LTD

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Chair's Introduction: John Simpson

"BTM…the home of accessible information".

#NeverMoreNeeded

I have started my review of our year with this hashtag statement as it is so true, accessible information during the last year has been vital for all those people who have difficulty with written information and needed to understand the constantly changing messages and in particular COVID19 rules.

Life on zoom or other internet platforms has not been easy for any of the team especially running their work shops, training sessions and information sharing across the whole of the voluntary and community sector.

The Management Committee, at our regular meetings, are thoroughly briefed on the wide range of subjects and support that the BTM staff, volunteers and work groups have been offering across the whole district. It is hard to keep pace with the range, quality and quantity of work that they have done to support all the local communities across the district.

Ranging from messages in 13 different languages for the councils 'I Van' information to over 60 different pieces of information on the Covid19 rules as the messages are constantly changed. They achieved this alongside all the other contracts and work they were doing to ensure that people who have difficulty with the written word were able to access information on everything from cancer services to annual health checks, changes to dentistry and keeping safe.

We are also immensely proud of the BTM Keeping Connected project, we secured through fund raising £49,000. Enabling us to research, programme and distribute nearly 1,000 tablets to those people who needed to connect to both services friends and family through the internet. We would like to acknowledge that this was a community effort with the Community Association Bradford and Districts CEO, Soo Nevison, playing a key role in supporting us with volunteers and drivers from SSE who were on furlough. A special thanks to the SSE driver Mick, for going above and beyond with his deliveries.
The stories were truly inspiring of the difference that having an electronic tablet to be able to communicate with the outside world made to the lives of many people across the district.

During this last year we have been able to employ 2 new members of staff and started 2 new projects.

- West Yorkshire and Harrogate Learning Disability Steering Group supported our bid to employ a person with disabilities directly to our staff team and it was in February 2021 that Kelly joined us

she's already making a difference to the way that the steering group acknowledge the work of people with learning disabilities and or autism.

- The Our Lives Our Way Project in partnership with Equality Together, People First Keighley and Craven and Bradford People First. We are supporting the project with a key worker, delivering training to support people with learning disabilities referred to the project andColin is supporting the whole team with technical work on graphicsand film.

The team are planning, if all of the road map by the government works as planned, to be back in the office by the end of May. For them the overriding enthusiasm for this is driven by the need to enable the work groups of people with disabilities that contributes greatly to our team are able to come back at the end of June 2021. Sue, our Manager, has told us many times of the number of people who have been desperate to come back to Eldon Place but we have had to bear in mind the safety and worries of everyone.

As a team, with our staff, we have been building on our Business Planand extending it to 2024.
We want to ensure that the charity has a secure future that enables us to be true to our objectives and continue to work alongside a wide range of people with disabilities to ensure they have opportunities:

- to access information in a wide range of formats
- to have the opportunity to work directly with BTM
- to be closely involved in planning and decision making
- to develop their own skills
- build confidence and enthusiasm for shifting the power to make their own choices

Finally I would like to acknowledge the participation of the Board of Trustees over the last year and thank them for their continued commitment to the work of our charity.

John Simpson **Chair of Trustees: BTM**

Managers Review of the Charity's Work

I can only echo the comments of our Chair in this last year, BTM and its staff, workgroups and volunteers have really worked together as a team to support individuals and produce a huge variety of accessible information.

I am so proud to be a member of the team that is BTM; with quiet confidence and broad range of expertise we have worked alongside people with disabilities right across the district. We ensured that we set up our online work groups and provided access to a digital tablet and portable Wi-Fi for those who did not have a way of keeping in touch with us.

#nothingaboutmewithoutme *#nevermoreneeded*

Our Keeping Connected Project was truly humbling; to be able to support and connect people right across the Bradford District was amazing. So many people who needed to access their support services or family members.
We engaged groups of people who needed access to ensure that we set the digital tablets up in such a way that they were easily accessible. Each tablet was sent out with audio and easy to read instructions.

Commissions held by BTM include:

Bradford Council's Department of Health and Wellbeing

You will not be surprised to learn that the vast majority of our work under this contract was ensuring that all Covid19 and Vaccination messages were available to people in their first format of choice. Our many workgroups discussions on everything from update bulletins to longer documents were invaluable in making sure information was understandable

We have worked with other departments in the council to ensure as many of the Bradford District communities and individuals as possible can access important messages from their council. In all we have the information and updates they need.

Other work with the Department of Health and Wellbeing includes:

- Promote the Vote, films including British Sign Language and audio to accompany various posters and booklets for local elections. Many of our accessible formats were shared and used by organisations across the country.
- The Big Conversations: we refreshed the information ready to relaunch the work group sessions with people with learning disabilities as soon as it is safe to do so
- The 10 year Cultural Plan, BTM has worked with the council to ensure their messages are inclusive and that as many people as possible get to comment on the Cultural Plan for their district.

Bradford Districts and Craven Clinical Commissioning Group

BTM worked with our CCG on a broad range of information. Very often requested through information gathered from peoples' comments on the Grassroots system

We have completed a broad range of work including:

- Recording, editing and mastering information in 14 different languages to go out to different communities on Covid19 and raising awareness of Hands-Face-Space. To compliment this work our work groups made their own personal stories into promotional film clips to encourage people to stay safe.

- Completed an accessible set of documents to encourage people to take up the Annual Health Check Invite during lockdown and how that might be different.

- Preparing an ELearning package to support our work delivering training sessions with GP practices on accessibility, reasonable adjustments and the importance of the Annual Health Checks for people with learning disabilities and them having an inclusive Health Action Plan.

- Worked on changes to Personal Health Budgets with our workgroups ensuring the information was useful to as many people as possible
- Made a range of accessible information formats of the Carers' Strategy
- We worked on The Healthy Minds Animation adding audio andBritish Sign Language

As well as our formal contract work we have, through our direct workwith people with lived experience, raised areas of concern with organisations like the Peoples' Board and Grassroots Database Reporting which has meant their concerns have been listened to, discussed and addressed. It is important to add that once people have been asked to contribute that any adjustments or changes that have been made as a result of their participation should be clearly relayed back to them. This way they are clear of the difference their involvement has made.
This 'ear to the ground' working is invaluable, both in terms of trust from the people we work with and organisations who deliver services.

Staff and workgroup teams

Our current team is made up of a variety of staff supporting and working alongside students, volunteers and work group members to develop and share a wide variety of information needs.
This team had to adapt and be creative in a short save of time organising their work groups to be able to function on line and feelsupported through what were confusing and upsetting times.

Our work groups and volunteers have asked for information on:

- local hospitals, so that they can receive information every time in the format of their choice
- GP practices and getting longer appointments and accommodations within that appointment to meet their needs for example being able to record on your phone what the doctor tells you so that you can listen to it again later to refresh your memory. We were able to address this directly with practices through our training.
- Pharmacies and what services they now offer

- The personal budget and how people can better understand how tohandle their money and what it can be spent on
- The updating and fact checking of many of our older booklets.Checking accuracy, that legal rules haven't changed and that pictures are still relevant to the words.
- We have also reproduced and circulated Annual Health Check information to explain the importance of the check and encourage people with disabilities to ensure they ask for and attend at their local GP Practice. Most recently we did a one page facts sheet with Waddiloves, raising awareness of the importance of taking up your free annual health check and how it might be different during lockdown due to Covid19. Waddiloves staff then distributed to the wider disability communities and self-advocacy organisations.

  We also work in partnership with a broad range of other statutory and voluntary organisations needing to make their information accessible to ensure as many people as possible have access to knowledge to support them in their daily lives

In these changed and sometimes stressful times I have asked the BTM team to give you an overview of the work they have been doing over the last 18 months. I find their reports inspirational.

Team Overview

It is inevitable that this year's reports from BTM team members is mostly how the team supported their workgroups on zoom and continued with themes and subjects that interested them.

Jo Ingham: Senior Administrator

As Sue and our Chairperson, John, have already said this has been an exceptional year. I have been proud to be part of a team which for a large part of the time, was working from home; but also able to deliver such a detailed level of accessible information for all the people we work with and their peers.

This accessible information delivery was achieved by a concerted team effort in a wide range of accessible formats, from easier to read to easy read, animations, short films, British Sign Language, audio and various posters.

Co-ordinating all the work streams including our main contracts with Department of Health and Wellbeing Bradford Council, Bradford Districts and Craven CCG, Engaging People and our many Social Enterprise contracts can be a real juggling act.
Our Social Enterprise work has been extremely successful with over 176 jobs completed.

A few highlights of the work, most of which can be found on our website www.btm.org.uk or blog at https://btmprojects.com

The start of April 2020 saw us working as a team to ensure the people we worked with were able to meet with us on line so we could judge their understanding on COVID19 and the restrictions. This enabled us to feed it in to the Gold Command of Bradford Council and tailor information they found accessible to allay their fears and make them more confident in what the rules were.

We continued to support our local council and CCG with the work to inform the public, often at very short notice. They in turn were able to talk with our groups about their worries, which we filmed and were then able to bring to a wider audience of disable people. This was team work and co-operation in action which benefitted local people across the wider Bradford district.

Other work still continued a selection of which is listed below:

Wakefield CCG Maternity Information

Mencap national animation and information on what reasonable adjustments to expect when going into hospital

Making information accessible for West Yorkshire Police by providing British Sign Language

Working with the Bradford and District Care Trust on a wide range of information from health records to what to expect when going to hospital Vaccine consultation and advice workshops

Our comprehensive Access to Information training delivered on line

Cellar Trust work in British Sign Language

The Council Budget and Plan, developed into accessible formats with our workgroups

The Councils Cultural Plan in several different languages

Promote the Vote work; encouraging people with learning disabilities to understand their vote counts

Raising awareness of the importance of Breast and Cervical Screening

Co-ordinating information from our communities that is the fed back to the clinical commissioning grassroots database as part of our Engaging People Project contribution with Hale.

I have initiated worked on many pieces of easy read information, breaking down the presentation in the original document and rewording, then developing with our groups. Including this as part of my workload means I am constantly updating my skills and those of the people we work with.

Whilst working from home new skills and ways of working were needed to ensure that all staff had everything they needed to work effectively. We, as a team, pulled together a responsive communication system meaning we could be in contact every day. Between us, the Manager Sue and I also facilitated members of the team, especially Sam, coming intothe office during early lockdown to support the continuing production of British Sign Language films.

Overall, I believe, it is teamwork that has made our charity work well through these difficult times. Maintaining our relationships with all our work groups and continue to produce accessible information has beenkey to people understanding what is happening.

Design and Animation Lead

David Hargrave

So it has been an interesting year. It's been extremely busy and we haveproduced a wide range of varied and complex of work.
This has been partly due to the high demand of accessible information about coronavirus, but also because we are running quite a few projects all at once.

Bradford Council Video vans

In April 2020, at the beginning of the lockdown we worked on translating the "Impact of Social Distancing" into 12 different languages to be shown on Bradford Council video vans (I Vans) within a broad range of locations and communities.

https://www.youtube.com/watch?v=o73s2uEKgrg

Highlights of work produced in lockdown

We felt that it was important to illustrate the range of work we had been doing. We developed some infographics that could explain to everyone all thedifferent pieces we had been working on.

This became a consistent style for any graphics relating to coronavirus in future projects.

Such as the lockdown tips we produced to help people manage staying at home, the distribution of digital technology and our phone conversations with our work group members.

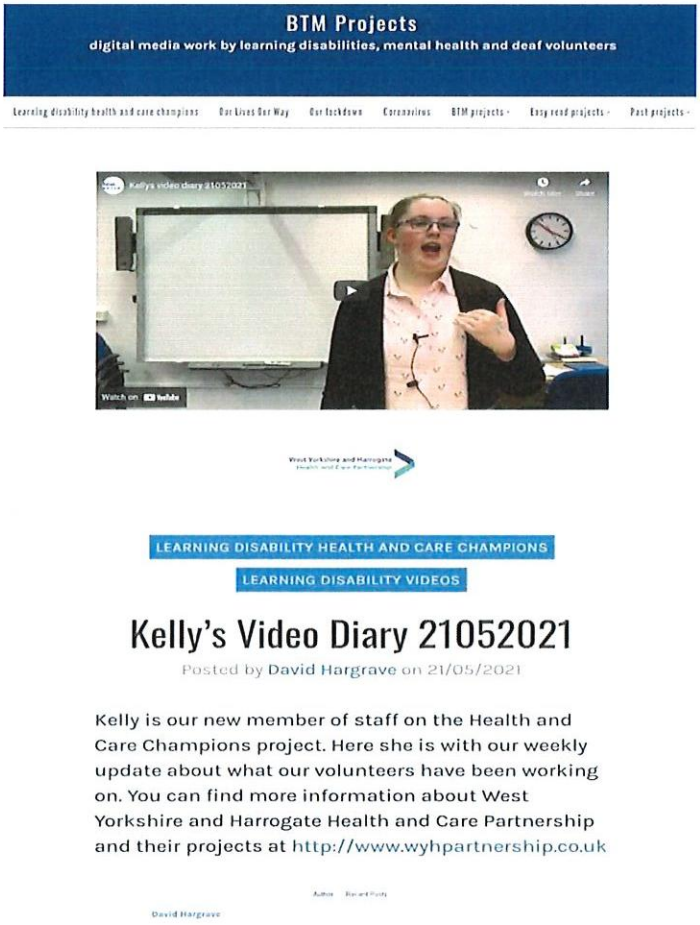
https://www.youtube.com/watch?v=B2myiqkCCBU

With the constantly changing information and guidelines from government we were working hard to keep up and ensure the accessible information people had from us was up to date, understandable and clear.

Learning Disability Health and Care Champions

The Learning Disabilities Health And Care Champions' Project has been running for a few months now.

I have been supporting the project by creating and maintaining an onlinepresence on the btmprojects.com blog about the work produced by the project.



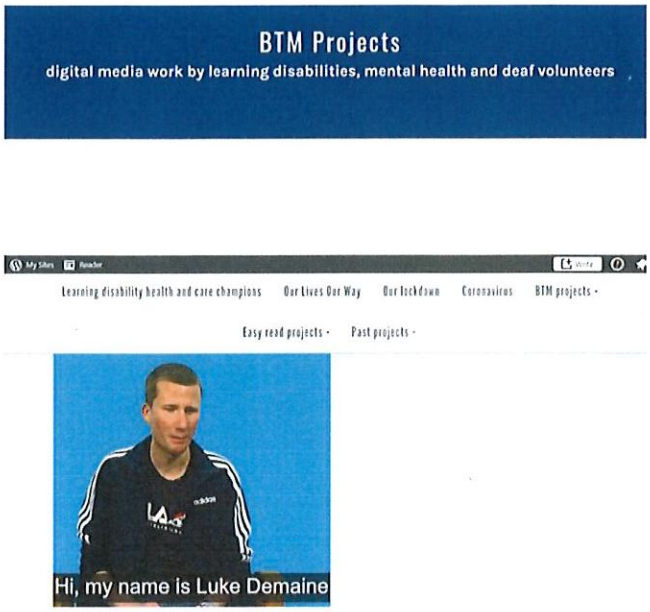
I have also enjoyed working with our newest staff member Kelly to keep a video diary about what has been discussed during the meetings and what insights can be shared with the West Yorkshire and Harrogate Health and Care Partnership.

Examples of the work being produced by theteam can be found at the link below. The Champions are adding to their information all the time; as are all our projects so it is worth regularly checking to see what is new.

https://btmprojects.com/learning-disability-health-and-care-champions/

Our Lives Our Way

The Our Lives Our Way Project is aimed at supporting and providing people with learning disabilities opportunities to partake in a range of activities. These activities will be chosen and developed by the people involved.
https://btmprojects.com/our-lives-our-way/
I have now started working with this project to establish a social media plan to share information about the different projects available within the Bradford District.



Luke 'Our Lives, Our Way'

The group feel their project can act as a kind of message board informing the wider disability communities about what is available for people. Hopefully we will have lots of interviews/first person accounts on here about what people like doing. I think this project may tie in nicely with the Big Conversation work we have been creating.

Hear Our Voice - Our lockdown

I have continued to support the staff and volunteers on the Hear Our Voice project, with technical and editing advice, leading to the production of their Our Lockdown Film.

The team were determined to complete each stage for themselves from inviting people to participate and tell their stories by producing a film clipand poster, to conducting the interviews and editing the many hours of film.

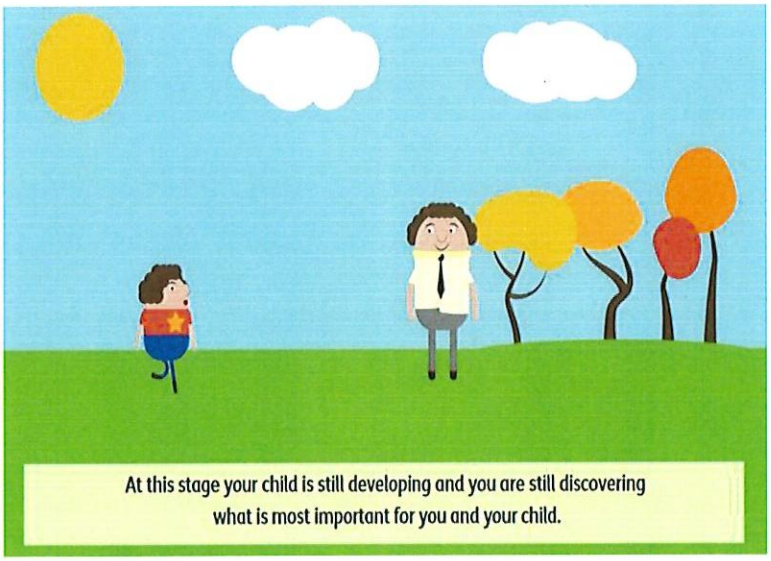
This is now completed and can be found on YouTube at:

https://www.youtube.com/watch?v=PYK1UJumy44

The film is also to be found on the btmprojects.com blog
https://btmprojects.com/category/hear-our-voice/our-lockdown/

Mencap Transitions Animation

A really interesting and challenging piece of work we did with Mencap and Bradford People First to produce the reasonable adjustments animation which can be found at
https://www.youtube.com/watch?v=FaT_GiaKjUs



This was a huge and complex conceptual project and required a vast amount of time. We learnt and developed new skills and production methods to make the film the best it could be.

The animation was also translated into Bengali, Polish and Urdu and used by Mencap across the whole country.

Design and Animation
Colin Hargrave

Most of my work over the past year has been the editing, formatting and image sourcing for new information booklets for our 3 main projects: the Department of Health and Wellbeing, Bradford Districts and Craven CCG and our varied Social Enterprise contracts. I also have been updating our older booklets to bring them into the current accessible BTM style adding QR codes linked to audio versions for maximum accessibility.

I find it interesting to develop new and accessible formats with our workgroups following their guidance eon what works, what doesn't and why.

Over the past year I have been involved in creating an animation for the ongoing and popular Big Conversations. This involves storyboarding, sourcing, creating and editing imagery to compile into an animation that the people we work with want to engage with and find interesting.

A new project I have been working on is the Our lives, Our Way Project. I bring technical knowledge on graphics and on filming to the project.

Our lives
Our way

I also create content for sessions; supporting the delivery of work and finally participating in the Zoom meetings which gives me good oversight of what the people involved in the project want, enabling me to develop new ways of working for them to be involved in.

During the lockdown I have mainly worked on creating new booklets regarding coronavirus. This involved the formatting, image sourcing and image creation for the following booklets:

- NHS Maternity
- BC Art, Culture and Heritage grants
- How to get a test for Corona Virus
- Health watch Kirklees
- Government Update to Coronavirus (various updates)
- Coronavirus : What is shielding?

As part of my duties I have also continued to support staff on IT issues including assisting in the transition of hardware back into the office. This includes the continued liaising with our IT support company Altrigen on our needs in regards to software as well as hardware requirement.

British Sign Language and Technology

Samantha Allen

Completed projects:

I lead on British Sign language and filming work. In the past year, we have held discussions with the West Yorkshire and Harrogate Cancer Alliance on spreading the message about signs of cancer, staying healthy etc. Our Deaf people workgroups had several discussions with the team from Cancer Alliance and helped them with making their information accessible. I am also proud of the evening and day workshops held at the BTM office, facilitated by Talk Cancer representatives with BSL interpreters providing access. We had about 20 Deaf attendees for both sessions including both professionals and individual members of the Deaf community. This was very successful and I would like to do more of thisin the future when the coronavirus pandemic restrictions allow.

We have created various BSL videos for numerous clients, these were either in film, audio, animation or just BSL. The BSL videos were for West Yorkshire and Harrogate, NHS, Bradford Public Health, CCG's and Bradford District Council amongst many others.

We also created a video for General Practioners which explores the journey of a Deaf patient and their interaction and experiences with their GP surgery regarding accessibility, etc. We must thank Leylands Medical Centre for their willingness to help us make the film with their facilities and staff.

The BSL video workload has increased dramatically due to the coronavirus pandemic and the need for people to understand the ever changing messages. This translation work is vital to make sure the Deaf community

are kept up to date with what is happening, especially as we did not have a BSL interpreter on the daily Covid-19 briefings. TheBSL translation work has included public health announcements, government guidance, changes to restrictions due the Covid-19 pandemic and information around changes to services such as GP and hospital arrangements while face to face appointments were restricted orreduced. These Coronavirus updates and information, were kept brief and succinct, most clips were roughly 3 minutes long which is an ideal length in terms of an information/public announcement video for Deaf people.

BTM have recently been in meetings with The Cellar Trust regarding an exciting new piece of work translating their online self-help course. The course is designed to help participants develop self-care and self-help strategies that enable them to improve their management of their mental health and wellbeing, encouraging them to identify triggers and feelings as they develop so that they do not reach crisis. This will be a challenging translation as there are a lot of metaphors used and I will need to work closely with Deaf people to ensure that the information is clear and informative.

I recently gave a presentation alongside other team members about BTM and the services that we offer to TWIG (Trust Wide Involvement Network) This had to be arranged online due to current restrictions, however, the presentation was well received and we had some good audience participation and questions which was positive.

Hear Our Voice Project TNLCF
Anna Parker
April saw HUGE changes to our work patterns

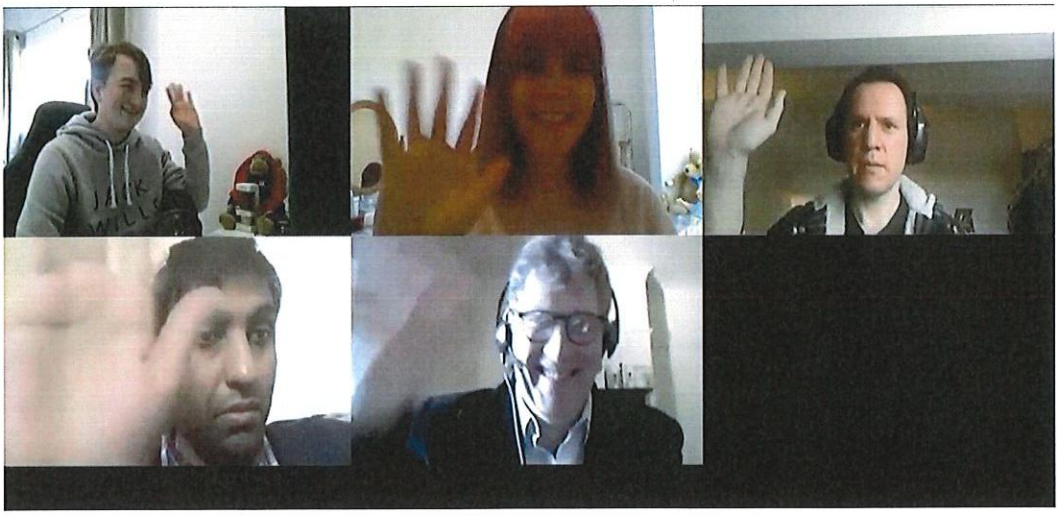
COMMUNITY FUND

During lockdown the Hear Our Voice project has been continuing remotely. I have been doing weekly video calls with the three groups. Some have been happening since the beginning of lock down whereas others have started later on due to the difficulty of getting in touch with some participants. We were able to use two of the Keeping Connected Project tablets to get members online. I have been regularly checking in

with all members through phone calls particularly those who have not had access to the internet or have really struggled with video calling. Initially, the groups were all been set with the task of documenting their

time during lockdown. I wanted to gather their perspective of lock down and how it has made them feel. We then shared this with the wider communities helping people to understand what it was like from their personal perspective. I've encouraged each member to use the skills they have learnt whilst being part of the Hear Our Voice project but we have had to think creatively with limited equipment in peoples homes. People have made video diaries, illustrations and podcasts. Those that I have had regular contact with have now moved on to thinking about what they will do when we are back to a bit of normality. I have had 1 to 1 meetings with members that are at this point to help develop applications and think of ways to emulate working hours/tasks at home. This is to ease members into working life if they have been out of work for a long time.

Those that are not work-ready, have been continuing to develop their skills at home in digital media by making videos, podcasts and using adobe software. Members can now log on at home to our adobe accounts.



During the weekly video calls we have had chance to discuss a variety of topics that are important to the members. We have talked about what they feel about the way the coronavirus pandemic has been handled in the UK. These discussions have been recorded on Zoom and some are

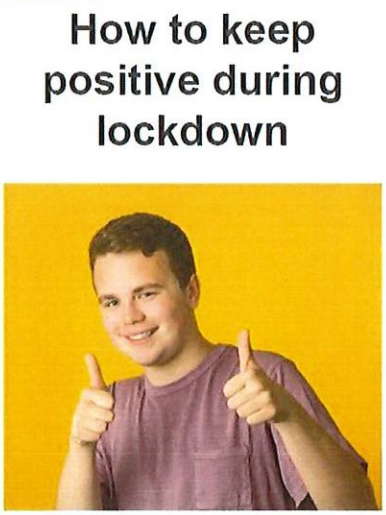
being shared with health charities and CBMDC. I have asked the Wednesday group members to lead on discussion points that are important to them to develop their skills in this way of working.
We've also been looking into opportunities for the members who are ready for further training. A few of our members are interested in careers in film production, writing and illustration.

Please do look at examples of work produced by Hear Our Voice members can be seen at https://btmprojects.com/category/hear-our-voice/

Workgroup Co-ordinator
Omar

I have been working from home for majority of the past year. With groups being cancelled and the office being shut for pandemic safety reasons we have still been able to still do some great work.
We were able to continue running group sessions via zoom, many of our work group volunteers still participated with BTM and continued to work on and produce easy read guides. The groups have been giving fantastic feedback on BTM booklets and also about their experiences and points of views of all things related to Covid 19 such as the lockdown, vaccines, worries, concerns and successes in staying healthy and active.

One out of the many easy read guides that the group were involved in making was 'How to keep positive during lockdown'.



Easy read booklet

This information is especially helpful as many people's lives were turned upside down due to restrictions and lots of people were left feeling isolated. The guide talked about how you can fill up your time with activities, some of which were starting a new hobby, meditation and other fun and helpful ways to benefit your physical and mental health.

Other important easy read guides that BTM have produced with our workgroup members to help aid people through restrictions and the pandemic have been:

- What technology is available for relatives who can't visit their loved ones in the hospital
- Changes to visitor rules in Bradford Teaching Hospitals
- Information about new guidance on coronavirus and the most frequently asked questions
- Information on the Covid 19 vaccine
- Guides on all the changes to lockdown restrictions by the government
- Information booklet on the Community lateral flow testing
- Support bubbles and what they are.

This lockdown had more of an impact on the Engaging People Project co-ordinated by Hale and BTM. This would normally involve meeting people in an outdoor and public setting. However we were still able to carry out lots of engagement work by holding meetings with partners, staff, external agencies and services, the public and service users about a range of health topics through zoom.

Topics and feedback we have gathered have mainly been around experiences and issues of lockdown, the Covid19 vaccine and how people have found accessing their healthcare services.

West Yorkshire and Harrogate Health and Wellbeing Partnership Health and Care Champions

Hara Mumtaz Co-ordinator

I began my work at BTM in August this year and so the project was well established and had worked with a broad range of organisations from across the West Yorkshire districts. They had held meetings in Harrogate, Leeds, Bradford, Huddersfield, Skipton, Wakefield and beyond speaking to enthusiastic people with learning disabilities who welcomed the opportunity to have a voice and influence the development and delivery of their health and care. A year-end report had been presented to the West Yorkshire and Harrogate Health and Care Partnership, which had been well received. Several of the Champions have made a direct presentations to the Board as well.

By the time I was appointed, restrictions due to Covid19 had been in place for some time. It was on line meetings that were happening, quite strange to be introduced to people and develop a work plan which wasn't in person. The Health and Care Champions have been split into two groups with a maximum of up to six people in each.

As the Lockdown has restricted face to face meetings we have used Zoom to conduct our meetings.Zoom can be a difficult medium to manage communication through, therefore it was decided it is best to have two groups to give people theopportunity and space to be heard.

Currently the groups are run on a Wednesday afternoon and a Thursday afternoon. Since restarting in August w/c 10th we have had 5 meetings which runon a weekly basis.

The Champions have joined us from different districts; the areas covered are Bradford, Craven Kirklees, Leeds and Calderdale.

People have autonomy on which areas they would like to cover however the following four areas were highlighted where we would place key focus:

- Diabetes
- Strokes and prevention
- Annual Health checks
- Increasing Physical Activity
- How to work with me (tips or people who deliver services or work with people with a learning disability

As the Champions had a gap in weekly meetings due to Lockdown restrictions, they were slowly re-engaged for the first week to make sure they were comfortable and happy to still participate. They were re-integrated and have been confident, enthusiastic and building their skillset.

BTM put in a proposal to the West Yorkshire Learning Disability Steering Group and were successful in receiving funding to support the appointment of a person with direct lived experience

Kelly Hartley Co- Co-ordinator

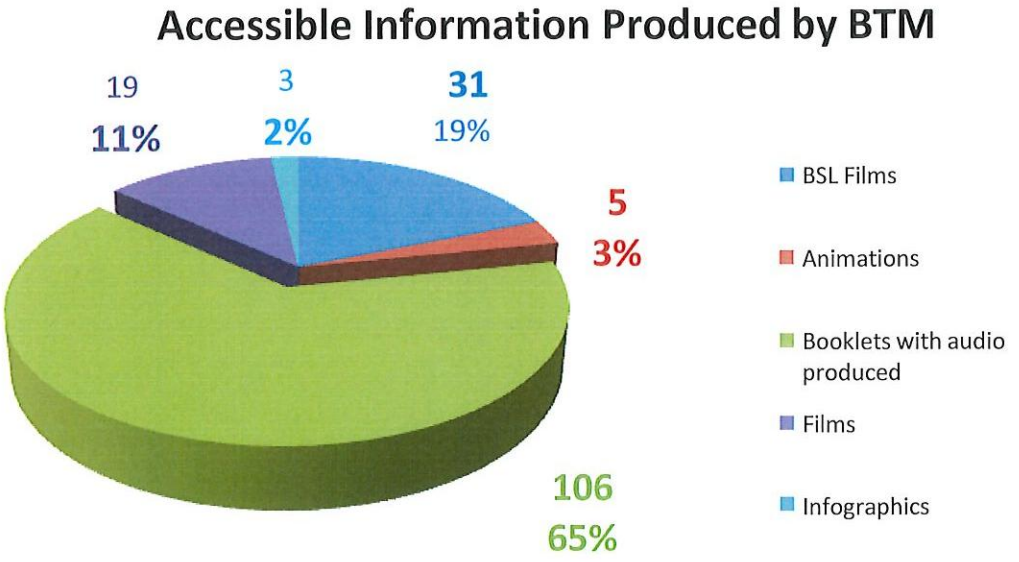
Hi my name is Kelly Hartley, and I am 21 and my job role is a Learning Disability and Autism Health and Care Champions Co-lead. I started in February 2021.

I am here to help advocate for people with disabilities, teaming up with other people with disabilities to help change and adapt health organisations supporting them to provide materials and services to meet our individual needs.

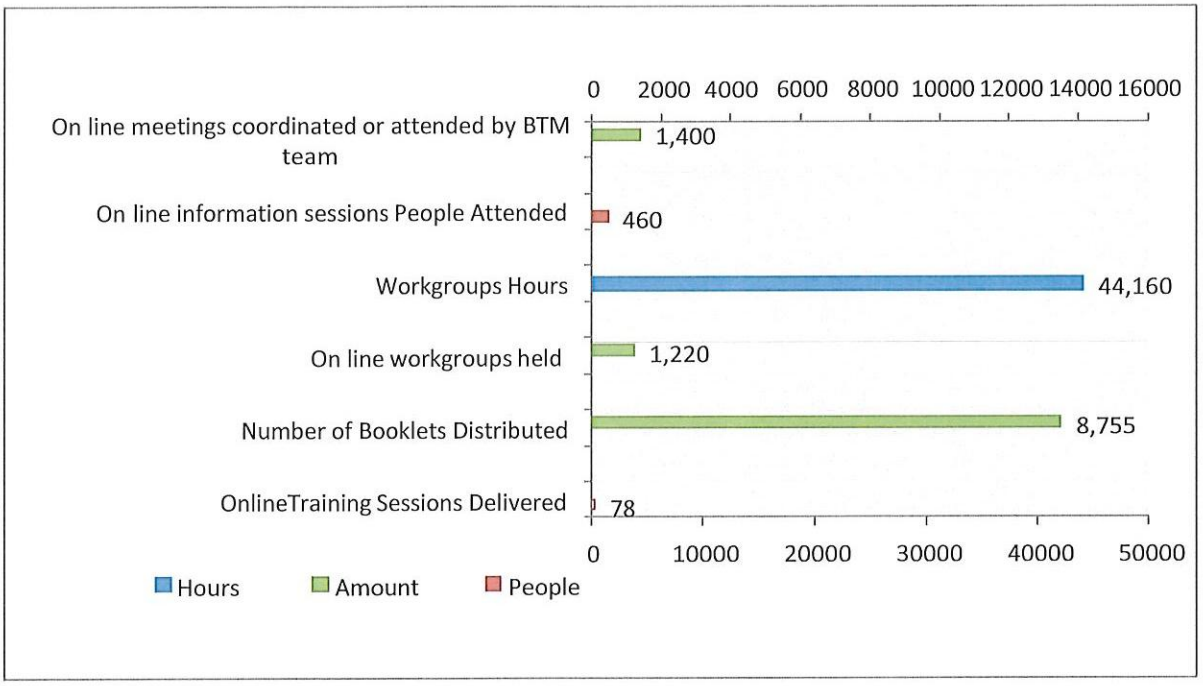
I work with Hara to support different ways to communicate with people with disabilities to build and deliver training for people that work within healthcare organisations.
The part of the job that I enjoy is research by talking to all people so then I can show understanding in different conditions and I also enjoy the responsibility. The most recent projects I have been asked to do presentations and interactive activities about coronavirus vaccines and diabetes.
I was most nervous about how to talk to people with disabilities to be able to show understanding and adapt to others needs.
The way I work with Hara is to update her every day to discuss feedback and future adaptation for future projects.

My comment to add to the team reports and reflections is that I am still after 38 years in awe of the dedication of all the people I work with, thank you to the staff team for their contributions. We know we would not be able to contribute to our wider communities if we did not have the support ofour volunteers and dedicated workgroups, thank you.

What we have achieved and delivered over the last year



Detailed analysis of what we have achieved as a team



Introduction

The Trustees present their Annual Report and Accounts for the year ended 31st March 2021; which constitutes the Directors Report for Companies Act purposes.

The directors of the charitable company (the charity) are its trustees for the purposes of charity law and throughout this report are collectively referred to as the trustees. Their responsibilities include all the responsibilities of directors under the Companies Acts and of trustees under the Charities Act.

The accounts have been prepared in accordance with the accounting policies set out in note1 to the accounts and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)".

Name, registered office and constitution of the charity

The legal details are shown on the Legal and Administrative information page of the accounts; the date of incorporation is 8 April 1999. Bradford Talking Magazines Limited is also known as BTM.

Objectives and Activities of the Charity

A summary of the objects of the charity as set out in its governing document.

The objects are to enable people with a sensory disability or any other disability to access information by means of audio, visual or any other means that enables them to live a better and more fulfilled life.

In furtherance of its objects it is also

- researching and developing media in a wide range of formats
- organising and running training programmes, courses, events and exhibitions
- developing, promoting and supporting self governing groups of people with disabilities to be in control of their lives, further self-determination and live a better life
- to work with disabled people to educate and inform other organisations on practical steps they can take to be more inclusive and equitable
- to support disabled people to challenge services and ensure equity of information and service delivery

The principal activity of the charity for the year under review was the development and production of a wide range of information for any persons who have difficulty with the written word. This was done with the direct involvement of people with disabilities and our wide range of work groups. This information was primarily but not exclusively linked to information on Covid19, rules and regulations and Vaccination information.

Accessible information was researched, developed and delivered with disabled people in a range of formats from easy read brochures and booklets to audio and British Sign Language recordings. We have also developed and produced accessible short films, animations and blogs.

The charity is organised so that the trustees meet regularly to manage its affairs.

The objects of the company are maintained by the policies developed and reviewed by staff and trustees and after sign off by the management committee enacted and reviewed annually. There have been no material changes during the year.

Public benefit that is provided by the charity

BTM works with and supports people who have difficulty accessing the written word. This lack of understanding of information or access to it means that people can be excluded from taking an active role in their own lives for example; services, health and care or from playing a more active part in the life of their local community. Our services work with people who have a visual impairment, people who are d/Deaf, people who have English as a second language, people with learning disabilities, users of mental health services and those who have poor literacy skills. It actively promotes compliance with the NHS Accessible Information Standard which is now the legal duty of all health and social care providers. BTM puts at the centre of its work the facilitation and enablement of those people requiring alternative formats to the standardwritten word.

This broad range of accessible information work enables people and communities to:

- better understand information provided by statutory organisations such as local councils and health authorities; enabling choice and participation by individuals and minority groups
- be informed and enabled whilst promoting health and wellbeing and individual choice
- have an opportunity to participate in the production of better accessible information, promoting independence and control

- ❖ have their say about how and what information they would like making accessible, which gives them power over their lives and involvement with society in its widest context

In what has to be seen as an exceptional year because of lockdowns and restricted movement of people our accessible information has come into its own. In the first few week of lockdown alone we worked with Community Action Bradford and District to translate information, record it and deliver to the councils systems and Information Vans 16 different language messages used across our wider district.

Over the last year we have enabled at least 41,800 people to access information that would otherwise not have been available to them. This has been through a broad range of media from online media, easy read booklets, audio files, film clips, animations and British Sign Language to name but a few.

BTM would also like to state formally that it does not discriminate against people with low income and in fact actively supports people with low income accessing and using our services with its sliding scale of charges and free services it offers.

The trustees have reviewed the guidance issued by the Charity Commission and consider they comply with the public benefit requirements.

Achievements over the last year against our objectives**2020 to 2021**

BTMs' main objectives were:

- To continue to enable and hear the voices of all our workgroup members and beyond to support then during theCOVID19 restrictions

BTM was able to ensure the stability of its work groups and their access to us through the speed and organisation of the staff teams and their key volunteers who quickly set up online meetings; discussed work streams that interested the groups; continued to deliver work for our funders. BTM contributed to many streams of COVID19 work, ensuring people had information in a way they could understand it.

- To ensure we work together to keep fresh their hard earnedprogress and achievements so that we are ready to stride forward once we are able to meet face to face

  When I wrote this target in June last year who would of thought the restrictions would last so long! The staff cannot be praised enough for the efforts they went too to ensure everyone we work with was able to join our on line working. The Keeping Connected Project- supplied technology to those who did not have it. In total nearly a 1,000 digital tablets were donated to a broad range of our local people to ensure they were not isolated. This was across many different groups including, residential and care homes, people with learning disabilities who were shielding, asylum seekers and refugees, people in recovery, people who are mental health service users, BAME groups wanting to run their support online and many more. Volunteers like Brian who went and stood, safely distanced, on peoples' doorsteps to show them how to use zoom and other platforms.

- To drive forward the wishes and desires of people with disabilities and sensory loss shared with us at the #Big Conversations, Innovation Project (now the Our Lives OurWay project) and Health and Care Champions

  This was difficult to achieve as the Big Conversations self directed day Opportunities had to be put on hold as we worked hard to keep our groups together on line.

  We were able however to work to make sure the voice of disabled people washeard in other ways:

  BTM Health and Care Champions lead presentations at several major on line regional meetings to explain to health and care leaders their concerns, key issues and the way they felt statutory groups should work with them if true coproduction was to become a reality.

- To consolidate our workgroups of people with disabilities andincrease their work opportunities

  We have continued to promote employment opportunities for disabled people; we are delighted to say that BTM is leading by example and now has members of the staff team who are leading for the groups we work with.

- to extend our work to include presentations with employers andhealth organisations delivered directly by disabled people

  Our on line work groups have meant we have started constructing a set of training modules that can be delivered to organisations across the Bradford District and beyond.

- to secure further funding to enable continuation of all parts ofour accessible information delivery

  BTM is proud to say we have secured many of our funding streams beyond 2022. We also secured funding for a post for a person with

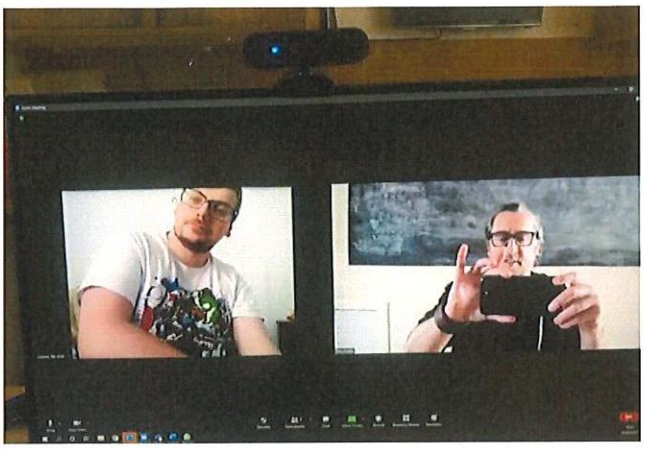
  learning disabilities' through the West Yorkshire and Harrogate Regional Steering group.

- to extend our work with other community and voluntary sector organisations to ensure accessible information is available and to enable this, share the use of our facilities

  #nevermoreneeded was key in the last year. We worked across all sectors and especially with CABAD and other local voluntary organisations to ensure we were able to get technology to people and worked together to get Covid19 messages that could be understood by as many people as possible group

- to continue to grow as a charity and community resource thatkeeps as its core purpose the voice and needs of people with disabilities

  The accounts show the strength of our core delivery over the last year. The team worked extremely hard to make sure that people didnot feel isolated and were reassured by the contact with them, the continuation of our workgroups on line and and the accessible messaging they received explaining what was going on around them. Sometimes the messages from central government were changing weekly if not daily and we constantly refreshed our information. We became a source that people trusted and worked closely with health services across the district to deliver information to the widest number of our districts citizens.



For 2021 to 2022 BTMs' main objectives are:

- To continue the growth of our charitable work and directrepresentation of disabled people
- To stabilise our future as changes to senior Management areundertaken with the retirement of our Manager: Sue
- To continue to directly employ those people who we support
- To ensure as many people have information in their firstformat of choice
- To give opportunities to people with disabilities to engage with us through workshops and training sessions to support them to make their own choices
- To support challenge and voice to promote change and the redesigning of services led by the people they are for

In presenting this overview of our financial and trading activities the Trustees have complied with the duty in section 4 of the Charities Act 2006 and have reviewed their Memorandum and Articles of Association and feel they comply with the public benefit guidance published by the Charity Commission.

Diversity

In the past year BTM has supported, enabled and worked alongside a broad range of people with disabilities or impairments to encourage participation in planning, consultation and discussion groups. We have completed 74 different projects making information, local strategies and developments and health and social care developments accessible to those people who otherwise would have no way of receiving the information.

Some of this work was not only produced in English but in British Sign Language and a broad range of other local languages spoken by our diverse communities. We have also used a broad platform of different ways of making information accessible from audio MP3 files to tailored QR Codes, film clips and animations.

We worked in partnership with City of Bradford Metropolitan District Council and our local Clinical Commissioning Groups on the Accessible Information Standard. The success of this work then led to us being commissioned by our local council to deliver training to all their residential, nursing and domiciliary care providers on understanding and implementing the Accessible Information Standard and ensuring the best and most accessible service for the people of the Bradford wider district.

In addition we have supported individuals who wished to participate in planning and development in the local community by providing audio minutes of meetings and support documents in several formats for the Access to Information and Health and Wellbeing work and discussion groups, Patient Advice and Liaison Service Access Group and budget and strategy information workshops with our local council, as well as many others.

Communicating

BTM continues to network and consult with other charitable organisations and gain a great deal from the sharing of ideas and information. We actively contribute to other organisations by being part of their management teams or on their working committees including; the Bradford District Assembly, especially the Health and Wellbeing Forum, we have fed back on the work being done by the HSCOSC, detailed below, Access to Information and Health and Wellbeing for people with disabilities groups and the City of Bradford Metropolitan District Council, Health Social Care Overview and Scrutiny Committee. We are active members of consultative forums such as the Health and Wellbeing Hubs, Voluntary Sector Forum, The Accessible Information sub group has continued, that was part of the Strategic Disability Partnership and Patient Participation Group Steering Committee as well as the reviewing body dealing with the broad range of information provided by Bradford Metropolitan District Council.

The Involvement of the Trustees

The trustees are fully conversant with the ongoing activities of the charity and technical developments within our field of work and drive forward the activities of the charity and social enterprise. They encourage staff to propose new ideas and pathways to develop services for people who cannot access the written word.

Having received regular reports and presentations from staff, trainees and volunteers they are confident that in presenting the years' activities to you it is possible to demonstrate how BTM has shown a commitment to rising to challenges and strengthening the charities position and reputation as well as meeting its objectives.

The Future

Utilising our home at 11 to 12 Eldon Place Bradford.

We want to continue to maximise this opportunity to secure our future and expand the services we deliver with and on behalf of disabled people. We continue to reap the rewards of owning our own premises by being able to provide further services to meet the rising demand for accessible information, especially the new Hear Our Voice Project. We have plans to add further value by upgrading areas of the building and looking at utilising the cellar space.

Social Value and Asset Sharing

We bring added value to our local communities by offering a free meeting place and use of our technological facilities to those wanting to promote their services. Various local disability groups have held coffee mornings and meetings including the Chronic Pain Group; Access to Information Group; Healthier Lives Group; Treat Me Well Campaign, part of Mencap, Healthier Lives and hosting a local Managers and CEO Learning Set.

- Our thanks to those who commission our work

Department of Health and Wellbeing CBMDC: Accessible Information consultation and delivery and the Big Conversations collaborations

Bradford Districts and Craven Clinical Commissioning Groups: Accessible information co-design and production as well as training delivery

Engaging People: Bradford Districts and Craven Clinical Commissioning Groups

West Yorkshire and Harrogate Health and Care Partnership

West Yorkshire and Harrogate Regional Steering Group for services to people with learning disabilities

Bradford District Hospitals Foundation Trust

Leeds CCG

Wakefield CCG

Recognising the contribution of work we do for other organisations

BTM would like to recognise the contribution of all the organisations who asked us to deliver their information in a way that people with disabilities and those with poor literary skills could understand. Their confidence in our work, whether it be film, animation, EasyRead, audio or British Sign Language enables us to run all the work groups we support to make accessible information.

Too many to name in full but our most recent work is listed here:

West Yorkshire and Harrogate Health and Care Partnership
The WYHHCP Personalised Care Board
Bradford Council - several different projects
The Bradford Cultural Plan Team
Leeds City Council
Department of Health and Wellbeing (CBMDC)
Bradford Teaching Hospitals Foundation Trust
NHS England Primary Care Network
NHS England
West Yorkshire and Harrogate Health and Care Partnership
West Yorkshire Neighbourhood Policing
NHS Leeds CCGs

Recognition of much valued partnership working

Community Action Bradford and District

Bradford District (VCS) Assembly

Equality Together

Bradford People First

People First Keighley and Craven

Exclusively Inclusive

Waddiloves, especially Vicky Donnelly

Hale as part of the 'Engaging People' Project

The Women's CEO Learning Set

Bradford Districts and Craven Peoples Board

Cellar Trust

Health Social Care Overview and Scrutiny Committee CBMDC

Financial review

The income for the year amounted to £431,660 (2020 £299,202) with expenditure amounting to £392,759 (2020 £276,528) resulting in a net surplus of £38,901 (2020 £22,674), which includes £16,229 depreciation charge.

It is the policy of the Charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure, £97,000 - £194,000. The Trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the Charity's current activities while consideration is given to ways in which additional funds may be raised. General funds at 31 March amounted to £117,975 (2020 £67,905) which is within reserve target.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as 'soliciting or otherwise procuring money or other property for charitable purposes'. The charity does not actively raise funds from the public either directly or via use of an agent, accordingly no such amounts are presented in the financial statements for the year under review. The charity has received no complaints in relation to fundraising activity for the year under review.

Given the nature of the funding of the charity the Trustees consider that it remains appropriate not to be voluntarily bound to be regulated by the Fundraising Regulator.

The Trustees has assessed the major risks to which the Charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

The charity is constituted as a company limited by guarantee and is therefore governed by its Memorandum and Articles of Association.

The legal details are shown on page 1 of the accounts; the date of incorporation is 8 April 1999.

The Trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

I Naqvi	
L Hanson	(Resigned 9 April 2020)
M Hussain	
A Lindley	
J Simpson	
S Keighley	
S Sheldrick	
S Grisag	
J Ralph	(Appointed 9 April 2020)
C Wintersgill	(Appointed 24 August 2021)

The methods adopted for the recruitment and appointment of new trustees

People can be put forward to join the trustee board by filling in an application form that will be discussed by the trustees. The individual, group or organisation may be asked to attend a meeting to further explore their application. The charity can also propose honorary members or recruit new members to the board where it feels, after review, that it would broaden its skills and knowledge base by doing so.

Indemnity insurance has been taken out during the year and is included in the insurance costs.

This report is prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

The Trustees' report was approved by the Board of Trustees.

J Simpson
Trustee
Dated: 14 December 2021

Thank you from all at BTM

BRADFORD TALKING MAGAZINES LTD

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2021

The Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;

- observe the methods and principles in the Charities SORP;

- make judgements and estimates that are reasonable and prudent;

- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and

- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the Charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

BRADFORD TALKING MAGAZINES LTD

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF BRADFORD TALKING MAGAZINES LTD

I report on the financial statements of the Charity for the year ended 31 March 2021, which are set out on pages 39 to 56.

Respective responsibilities of Trustees and examiner

The Charity's Trustees, who are also the directors of Bradford Talking Magazines Ltd for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination being a qualified member of FCA with the ICAEW.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

(i) examine the financial statements under section 145 of the 2011 Act;

(ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and

(iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(a) which gives me reasonable cause to believe that in any material respect the requirements:

  (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and

  (ii) to prepare financial statements which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;

  have not been met or

(b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Alison Whalley FCA
Independent Examiner
Naylor Wintersgill Limited
Carlton House
Grammar School Street
Bradford
BD1 4NS

Dated: 14 December 2021

BRADFORD TALKING MAGAZINES LTD

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Income from:							
Donations and legacies	3	1,720	353,511	355,231	2,000	216,710	218,710
Charitable activities	4	76,378	-	76,378	80,421	-	80,421
Investments	5	51	-	51	71	-	71
Total income		78,149	353,511	431,660	82,492	216,710	299,202
Expenditure on:							
Charitable activities	6	30,759	362,000	392,759	45,295	231,233	276,528
Net incoming/(outgoing) resources before		47,390	(8,489)	38,901	37,197	(14,523)	22,674
Gross transfers between funds		(5,787)	5,787	-	-	-	-
Net income/(expenditure) for the year/ Net movement in funds		41,603	(2,702)	38,901	37,197	(14,523)	22,674
Fund balances at 1 April 2020		529,070	25,858	554,928	491,873	40,381	532,254
Fund balances at 31 March 2021		570,673	23,156	593,829	529,070	25,858	554,928

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

BRADFORD TALKING MAGAZINES LTD

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	11		400,144		415,023
Current assets					
Debtors	12	80,105		13,382	
Cash at bank and in hand		219,197		142,265	
		299,302		155,647	
Creditors: amounts falling due within one year	13	(105,617)		(15,742)	
Net current assets			193,685		139,905
Total assets less current liabilities			593,829		554,928
Income funds					
Restricted funds	16		23,156		25,858
Unrestricted funds					
Designated funds	17	452,698		461,165	
General unrestricted funds		117,975		67,905	
			570,673		529,070
			593,829		554,928

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 14 December 2021

J Simpson
Trustee

Company Registration No. 03749034

1 Accounting policies

Charity Information

Bradford Talking Magazines Ltd is a private company limited by guarantee incorporated in England and Wales. The registered office is 11-12 Eldon Place, Bradford, BD1 3AZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's Memorandum and Articles of Association, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The Charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds are unrestricted funds set aside at the discretion of the trustees for specific purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:
- The donor specifies that the grant must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

Investment income is recognised on a receivable basis.

1 Accounting policies

1.5 Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category.

Other trading activities are the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold land and buildings	2% straight line basis
Fixtures and fittings	20% straight line basis
Computers	33% straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The Charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the Charity's balance sheet when the Charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

1 Accounting policies

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

The charity operates a defined contribution pension scheme. Contributions are charged in the statement of financial activities as they become payable in accordance with the rules of the scheme.

2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2021	2021	2021	2020	2020	2020
	£	£	£	£	£	£
Donations and gifts	1,720	89,165	90,885	2,000	455	2,455
Grants listed below	-	264,346	264,346	-	216,255	216,255
	1,720	353,511	355,231	2,000	216,710	218,710
Grants receivable for core activities						
BMDC - Department of Health and Wellbeing	-	70,200	70,200	-	66,200	66,200
Bradford District and Craven CCG	-	60,000	60,000	-	60,000	60,000
Bradford District and Craven CCG - Engaging People	-	27,676	27,676	-	27,676	27,676
National Lottery Community Fund - Hear Our Voice	-	53,647	53,647	-	47,379	47,379
BMDC - Hear Our Voice	-	-	-	-	15,000	15,000
BMDC Innovation Fund	-	22,875	22,875	-	-	-
WYHHCP Champions	-	23,148	23,148	-	-	-
WYHHCP Steering Group	-	3,000	3,000	-	-	-
Covid Communities	-	3,800	3,800	-	-	-
	-	264,346	264,346	-	216,255	216,255

4 Charitable activities

	2021	2020
	£	£
Social enterprise income	76,378	80,421

5 Investments

	Unrestricted funds	Unrestricted funds
	2021	2020
	£	£
Interest receivable	51	71

6 Charitable activities

	Charitable Activity 2021	Depreciation 2021	Total 2021	Charitable Activity 2020	Depreciation 2020	Total 2020
	£	£	£	£	£	£
Staff costs	193,644	-	193,644	166,062	-	166,062
Depreciation	-	16,229	16,229	-	14,800	14,800
Translation	3,057	-	3,057	419	-	419
Project expenditure	97,074	-	97,074	10,885	-	10,885
Volunteer and staff travel and expenses	2,444	-	2,444	1,950	-	1,950
	296,219	16,229	312,448	179,316	14,800	194,116
Share of support costs (see note 7)	77,911	-	77,911	80,108	-	80,108
Share of governance costs (see note 7)	2,400	-	2,400	2,304	-	2,304
	376,530	16,229	392,759	261,728	14,800	276,528
Analysis by fund						
Unrestricted funds	20,942	9,817	30,759	36,851	8,444	45,295
Restricted funds	355,588	6,412	362,000	224,877	6,356	231,233
	376,530	16,229	392,759	261,728	14,800	276,528

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

7 Support costs

	Support costs	Governance costs	2021	Support costs	Governance costs	2020
	£	£	£	£	£	£
Staff costs	34,809	-	34,809	24,890	-	24,890
Rates	3,040	-	3,040	3,037	-	3,037
Repairs and maintenance	3,658	-	3,658	14,344	-	14,344
Heat and light	7,303	-	7,303	6,795	-	6,795
Insurance	3,730	-	3,730	2,773	-	2,773
Telephone	2,633	-	2,633	2,811	-	2,811
Computer and website	12,665	-	12,665	12,395	-	12,395
Printing, postage and stationery	4,007	-	4,007	6,460	-	6,460
Sundry	6,066	-	6,066	6,603	-	6,603
Independent examination	-	2,400	2,400	-	2,304	2,304
	77,911	2,400	80,311	80,108	2,304	82,412
Analysed between						
Charitable activities	77,911	2,400	80,311	80,108	2,304	82,412

Support costs are allocated to the sole charitable purpose. Management and one staff member are allocated 40% support costs and 60% direct costs.

8 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the Charity during the current or previous year. During the year no trustees were reimbursed travel expenses (2020 two trustees £84).

9 Employees

The average monthly number employees during the year was:

	2021 Number	2020 Number
Charitable activities	7	7
Management and administration	2	2
Total	9	9

Employment costs	2021 £	2020 £
Wages and salaries	201,705	171,797

9 Employees

Social security costs	13,793	11,466
Other pension costs	12,955	7,689
	228,453	190,952

There were no employees whose annual remuneration was £60,000 or more.

10 Taxation

As a charity the company is exempt from tax on income falling within part II of the Corporation Tax Act 2010 and on gains falling within s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objectives. No tax charges have arisen in the charity.

11 Tangible fixed assets

	Freehold land and buildings	Fixtures and fittings	Computers	Total
	£	£	£	£
Cost				
At 1 April 2020	454,576	25,923	149,190	629,689
Additions	-	-	1,350	1,350
At 31 March 2021	454,576	25,923	150,540	631,039
Depreciation and impairment				
At 1 April 2020	56,734	25,918	132,014	214,666
Depreciation charged in the year	7,092	-	9,137	16,229
At 31 March 2021	63,826	25,918	141,151	230,895
Carrying amount				
At 31 March 2021	390,750	5	9,389	400,144
At 31 March 2020	397,842	5	17,176	415,023

12 Debtors

	2021	2020
Amounts falling due within one year:	£	£
Trade debtors	65,648	7,666
Prepayments and accrued income	14,457	5,716
	80,105	13,382

13 Creditors: amounts falling due within one year

	Notes	2021	2020
		£	£
Other taxation and social security		4,209	3,956
Deferred income	14	86,096	7,500
Trade creditors		4,063	-
Accruals		11,249	4,286
		105,617	15,742

14 Deferred income

	2021	2020
	£	£
Arising from grants	86,096	7,500
	86,096	7,500

Deferred income is included in the financial statements as follows:

	2021	2020
	£	£
Deferred income brought forward	7,500	-
Release to the SOFA during the year	(7,500)	-
Deferred during the year	108,806	7,500
Deferred income carried forward	86,096	7,500

Deferred income relates to grants received in advance.

15 Retirement benefit schemes

Defined contribution schemes

The Charity operates a defined contribution pension scheme for all qualifying employees, during the year payments of £12,955 (2020 £7,689) were made. At 31 March 2021 £3,499 (2020 £716) was included in creditors. The assets of the scheme are held separately from those of the Charity in an independently administered fund.

16 **Restricted funds**

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds				
	Balance at 1 April 2019	Incoming resources	Resources expended	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£	£	£
Department of Health and Wellbeing - Accessible Information	-	66,200	(66,200)	-	66,200	(66,200)	-	-
Bradford Disctrict and Craven CCGs - Accessible Information	-	60,000	(60,000)	-	60,000	(60,000)	-	-
Bradford District and Craven CCGs - Engaging People	-	27,676	(27,676)	-	27,676	(27,676)	-	-
Innovation Fund	-	-	-	-	22,875	(22,875)	-	-
Equipment Fund Net Value	15,462	-	(4,604)	10,858	-	(6,412)	-	4,446
National Lottery Community Fund - Hear Our Voice	14,919	47,379	(47,298)	15,000	53,647	(49,937)	-	18,710
BMDC - Hear Our Voices	-	15,000	(15,000)	-	-	-	-	-
BMDC - Big Conversation	10,000	-	(10,000)	-	-	-	-	-
Safeguarding	-	455	(455)	-	-	-	-	-
Keeping Connected	-	-	-	-	89,165	(94,952)	5,787	-
WYHHCP Champions	-	-	-	-	23,148	(23,148)	-	-
WYHHCP Steering	-	-	-	-	3,000	(3,000)	-	-
Covid Communities	-	-	-	-	3,800	(3,800)	-	-
Department of Health and Wellbeing - Big Conversation	-	-	-	-	4,000	(4,000)	-	-
	40,381	216,710	(231,233)	25,858	353,511	(362,000)	5,787	23,156

16 **Restricted funds**

BTM receives funding to undertake work for the CBMDC Department of Health and Well Being, delivering accessible information in a range of formats, to support their priorities and information delivery. Themes of information priorities are set at the beginning of each year and our work groups then look at how they will make the subject matter accessible in everything from British Sign Language to EasyRead and audio recording. We also are able to provide the flexibility that the council needs to ensure late priorities or emerging issues can be addressed throughout the year as and when needed.

Accessible Information on a wide range of subjects is also delivered for the Bradford District and Craven CCG's. They want to ensure that their priorities and any information to support these priorities is available to the widest possible audience. BTM works with groups of disabled people to make sure that information is delivered for the CCG's in a way that people can access. We work on a wide range of priority health issues ensuring those who have difficulty with the written word can access and understand information that is important for them to manage their own wellbeing. It also ensures they are able to approach providers confident in their ability to contribute to the development of services.

BTM has found over the last 18 months urgent delivery of key COVID19 messages meant a faster and more streamlined working relationship which benefitted all the people of the Bradford District. BTM worked tirelessly to deliver messages in many different accessible formats. It also meant that there were more opportunities to support both the Council and CCG's in delivering integrated information that benefits the people of our district. This is achieved by ensuring that as far as possible important issues such as diabetes, smoking cessation and self-care messages for example are not duplicated. This in turn, encouraging best practice, teamwork and best value for the use of ever reducing funding.

Big Conversation - This project funded by the CBMDC Department of Health and Wellbeing supported the organising and delivering of interactive, co-produced workshops across the district. The workshops were designed by people with learning disabilities to enable discussion on 'what makes a good life' and what would make your life better. Discussions ranged from choice and control to being more independent and decision making for themselves.

The National Lottery - Community Fund 'Hear Our Voice' project aims to enable and support people with lived experience to play a more active role in the planning of services, support and decision making for their local communities. To support this BTM delivers training, work experience and skills development.

Sovereign Health donated money to support the Keeping Connected Project whereby digital equipment was purchased to send out to those people who were isolated at home during the lockdowns over the last 18 months, enabling them to stay in touch with each other, family and services that supported them.

Engaging People is a partner project supported by the Bradford District and Craven CCG's with Hale and CNET, which works closely with a broad cross section of communities to discuss their key issues and concerns which is then fed back to the funder to influence their thoughts on developments that will benefit the citizens of the Bradford District.

16 **Restricted funds**

The 'Keeping Connected Project' was funds raised by BTM for the purchase of tablets and portable WiFi connectors to be distributed across the Bradford District to a broad range of different groups and communities. This project delivered 1,000 digital tablets and connectivity to people across our district.

WYHCP Champions is a funded programme that BTM won the tender to deliver across the wider West Yorkshire footprint covered by the West Yorkshire Health and Care Partnership. It was to employ a member of staff to recruit people with lived experience to work together to raise concerns with the WYHCP Board so that they would have direct input into their work development programme. Accessible information on key issues of Healthier Lives, Diabetes, Advanced Care Planning, Cancer Awareness to name but a few were developed by the project and distributed across West Yorkshire.

WYHCP Learning Disability Regional Steering Group, provided funds to employ a person with lived experience for 1 year to support the Health and Care Champions

17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Transfers	Balance at 1 April 2020	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£
Equipment Fund Net Value	505	5,817	6,322	(2,726)	1,350	4,946
Building Fund Net Value	404,934	(7,091)	397,843	(7,091)	-	390,752
Staff Contingency Fund	57,000	-	57,000	-	-	57,000
	462,439	(1,274)	461,165	(9,817)	1,350	452,698

The designated funds represents the net book value of capital items not included in the restricted equipment fund. A transfer has been made in the year to show the purchase of assets in the year. The funds will reduce as the assets are depreciated. The contingency fund is to provide for redundancy pay in the unlikely event the charity has to wind down.

18 **Funds**

	Balance at 1 April 2019	Incoming resources	Resources expended	Transfers	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£	£	£	
Restricted funds	40,381	216,710	(231,233)	-	25,858	353,511	(362,000)	5,787	23,156
Designated funds	462,439	-	-	(1,274)	461,165	-	(9,817)	1,350	452,698
General funds	29,434	82,492	(45,295)	1,274	67,905	78,149	(20,942)	(7,137)	117,975
	532,254	299,202	(276,528)	-	554,928	431,660	(392,759)	-	593,829

19 **Analysis of net assets between funds**

	General Funds 2021	Designated funds 2021	Restricted Funds 2021	Total 2021	General Funds 2020	Designated funds 2020	Restricted Funds 2020	Total 2020
	£	£	£	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:								
Tangible assets	-	395,698	4,446	400,144	-	404,165	10,858	415,023
Current assets/(liabilities)	136,685	57,000	-	193,685	67,905	57,000	15,000	139,905
	136,685	452,698	4,446	593,829	67,905	461,165	25,858	554,928

20 Members' liabillty

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel, is as follows.

	2021	2020
	£	£
Aggregate compensation	40,715	36,504

There were no further related party transactions which require disclosure (2020 none).