

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales · Charity number 1177939

Details

Other names	BHBS - HOSPITAL RADIO FOR BRISTOL, BHBS, BRISTOL HOSPITAL RADIO, Hospital Radio for Bristol
Status	Registered
Legal form	CIO
Registered	2018-04-12
Register	View on the Charity Commission register

Contact

Address Hospital Radio for Bristol
Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Phone 01179293303

Email team@bhbs.org

Website www.bhbs.org

Activities

Objects: 1) THE RELIEF OF SICKNESS, POOR HEALTH AND OLD AGE AMONGST PEOPLE LIVING IN BRISTOL AND THE SURROUNDING AREA BY PROVIDING A LOCAL BROADCASTING SERVICE FOR HOSPITALS, RESIDENTIAL HOMES AND SIMILAR INSTITUTIONS, AND FOR PATIENTS RECEIVING COMMUNITY CARE; AND2) THE ADVANCEMENT OF HEALTH AND PREVENTION OR RELIEF OF SICKNESS FOR THE PUBLIC BENEFIT THROUGH THE PROMOTION OF THE BENEFITS OF LIVING A HEALTHY LIFESTYLE, AND THE IMPORTANCE OF MAINTAINING GOOD PERSONAL MENTAL AND PHYSICAL HEALTH BY (MAINLY, BUT NOT EXCLUSIVELY) THE MEANS OF BROADCASTING HEALTH EDUCATION MESSAGES TO PEOPLE LIVING IN BRISTOL AND THE SURROUNDING AREA.

Activities: Provides a hospital radio and ward visiting service to those in hospital, residential homes and similar institutions, and for patients receiving community care.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability
- **Who:** The General Public/mankind

Geography

- Bath And North East Somerset
- Bristol City
- North Somerset
- South Gloucestershire

Finances

Period end	Income	Expenditure	Assets	Employees
2025-01-31	£4,938	£6,503	-	-
2024-01-31	£3,768	£4,010	-	-
2023-01-31	£4,314	£2,484	-	-
2022-01-31	£2,842	£3,969	-	-
2021-01-31	£3,986	£8,153	-	-

Trustees

Name	Role	Appointed
DAVID JOHN RAWLINGS	Chair	2018-04-12
Andrew Philip Sloper		2021-05-23
CHRISTOPHER JOHN MOUNTAIN		2018-04-12
CHRISTOPHER RALPH WOOD		2018-04-12
JONATHAN ROGERS		2018-04-12
JOSEPH JONATHAN MAGGS		2026-02-24
PAUL MARTIN POPIEL		2018-04-12
PETER WILLIAM NEWMAN		2022-03-22

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales - Charity number 1177939

Accounts

Registered Charity Number: 1177939

BRISTOL HOSPITAL BROADCASTING SERVICE

TRUSTEES' REPORT & ACCOUNTS

YEAR ENDED 31ST JANUARY 2025



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Trustees' Report

The Trustees of Bristol Hospital Broadcasting Service are pleased to present their Report and Accounts for the period 1st February 2024 to 31st January 2025.

Organisation

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12th April 2018 and governed by a constitution signed on 16th December 2020.

The organisation is managed by the Charity Trustees who are elected by its membership.

Throughout the period the charity continued to operate with no paid staff, being run entirely by a dedicated group of volunteers.

Charitable Objects

Bristol Hospital Broadcasting Service ('BHBS') has two objects:

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

These objects are based on the model wording agreed between the Hospital Broadcasting Association ('HBA') and the Charity Commission.

BHBS provides a hospital radio service to patients at various hospital sites via local Wi-Fi in furtherance of the charity's first object.

The second of these objects allows BHBS to also target its services at the local population, not just those in hospitals and care homes, with the intent of helping and encouraging listeners to live a healthy and active life in the local community, and therefore potentially reducing the use of health services.

In managing the charity, the Trustees have, at all relevant times, had regard to the charity's charitable objects, and the Charity Commission's public benefit guidance (PB1, PB2 and PB3).

Review of Activities and Achievements

During the period BHBS, operating under the working name 'Hospital Radio for Bristol', provided a hospital radio and ward visiting service to hospitals managed by University Hospitals Bristol and Weston NHS Foundation Trust (the 'Hospital Trust') in central Bristol.

The Trustees would like to express their continued gratitude to the Hospital Trust for providing us with our studio space in the main Queens Building of the Bristol Royal Infirmary ('BRI') and the opportunity for us to offer our services to their patients. BHBS relies solely on the infrastructure provided by the Hospital Trust and the Wi-Fi service provider WiFi Spark to enable our broadcasts to be accessed from around the hospital locations via patients/staff visitors own personal device that has Wi-Fi capabilities, such as smartphones, tablets or laptops. We would like to express our thanks specifically to the IT team within the Hospital

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2025

Trust and Wifi Spark for their continued support in enabling broadcasts. The Trustees would also like to place on record our thanks to our chief engineer, Rick Parsons, who, usually single handedly, has fixed problems as they occur as well as keeping up with day-to-day maintenance of our studios and planning for possible future studio activities. All of the activities referred to under the technical section of this report were undertaken by Rick, so his contribution is hugely appreciated.

We have made significant progress throughout the period in improving our publicity around the hospital sites, via posters, leaflets and distributing magazines (produced by Smile Publications). We have had active engagement from various members of staff and departments around the hospitals to make sure our publicity materials are displayed. This is a very encouraging development for us. Our challenge will be to keep up this momentum throughout 2025.

Regaining access to the wards continues to be an extremely frustrating, time consuming, and it must be said, exhausting task, with a number of hurdles continually stand in our way. The Trustees would like to place on record that continuing bureaucracy within the NHS has a serious effect on any plans that can be made by the charity, operating within the hospital environment, and whilst we have good relationships within the Voluntary Services department, it does feel that more time than necessary is taken up trying to implement ideas or come up with solutions to problems as they arise. This would appear to go against the idea of volunteers freely giving up their own time. We are optimistic that the signing of a Memorandum of Understanding with Voluntary Services will open up the possibility of returning to ward visiting in 2025 and this is our main objective for the early part of 2025.

Looking forward, we will continue to look at ways of maximising our publicity around the hospital sites using a mixture of publicity materials and potential new technological advances that will enable us to meet our goals and ambitions for future years.

Volunteers

We have continued to receive much interest from a variety of potential volunteers. After receiving a completed application form, they are invited for a "show and tell" within the studio on level 10 of the BRI. If everything is in order and they are still keen to join us they go forward to the required computer-based hospital induction. This can take a little time, but we are glad to say that we are now welcoming new and capable volunteers to the studio of a high standard which bodes well for our broadcasts and the future of the service.

Our volunteers cover a wide spectrum of ages from students to retired persons. This gives volunteers an opportunity to meet and work with those who they may not meet otherwise in normal circumstances all with a shared interest.

In the summer of 2024, the Hospital Trust organised a social gathering in a bar in the City Docks for Volunteers' Week and our volunteers were invited to this celebration event to thank them for their contribution to the NHS.

We would like to thank Voluntary Services for their help and assistance during the last year.

In June 2024 Chris Napier passed away. Chris joined the service in the early '70s becoming a Trustee shortly afterwards. He presented such shows as Ward Round, Anything Goes and Spectrum, which was followed by a move to Radio West, a station closely associated with hospital radio, in the '80s. Chris stayed in touch with the service and would attend social events and even cropped up occasionally on the Old Gits & Hits show. He will be remembered for his wicked sense of humour.

Chris Serle, our honorary president of nearly 20 years, unexpectedly died during the year. Chris was an active president, attending many of our AGMs and our 60th anniversary meal and was always happy to give advice or hand out the occasional volunteer award. We're

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2025

sure many members appreciated his appearance at the 2019 AGM where he gave a potted history of his broadcasting career. Chris will be much missed by the hospital radio community, and we intend to honour his memory during 2025.

Programming

As part of our core activities, we transmit a variety of music programmes, along with national & local news, drama, quizzes, interviews, health messages, hospital news and more. Most of these programmes are pre-recorded and broadcast via our automated playout system. However, the highlight of the schedule is undoubtedly our live programmes which includes request shows, which air three nights a week, and our sports output. Our volunteers collect requests from patients and visitors in public areas, tell them about our service, and generally provide a welcome distraction.

Following the refurbishment of Bristol Beacon (formally the Colston Hall) we have resumed broadcasting live classical concerts. Our first concert was the Bournemouth Symphony Orchestra, the Beacon's resident orchestra, on Thursday 21st March 2024.

We continued to increase our stock of original in-house produced pre-recorded programmes during the period with more editions of 'Step Aside for the Stars' and 'Memories Are Made of Music'.

With more new volunteers coming on board, we plan to increase the number of live request programmes each week.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We continue to broadcast more hospital related content within our evening news bulletins with a focus towards events happening within hospitals. We also broadcast around 560 minutes of health and wellbeing messages throughout the week which equates to 5.55% of our output. This should continue to increase over time.

Various departments within the Trust are becoming involved with our programmes.

Sport

It was another year of excellent coverage as we continued to bring sporting outside broadcasts to our listeners for both the 2023/24 and 2024/25 seasons - something we first provided for listeners way back in 1952.

With the continued growth of Women's Football the action from the home fixtures of Bristol City Women - live from Ashton Gate - were brought to life by Matt Sowerby. Unfortunately, this has meant only Championship football as we entered the 24/25 season due to the relegation from the WSL at the end of the 23/24 season.

Meanwhile the men's team have been playing in the EFL Championship once again under the stewardship of Liam Manning - the now well matured City commentary team continue to cast their eyes over the Robins' endeavours.

It's been all change up at the Mem with a new team of Matt Sowerby, Euan Campbell and Charlie Bonner doing their best to cheer up any Gas fans in the BRI as Rovers have struggled to cheer up their fans in the stadium!

Oval ball action from the Gate has continued with commentary of Bristol Bears in the Gallagher English Premiership broadcast to our Rugby fans in the BRI.

The Trustees, as always, would like to thank the football clubs and the rugby club for allowing us to broadcast these matches and of course all the members of our commentary teams that cover the games, for the excellent and most professional service they provide in helping to bring non-music content to Hospital Radio for Bristol listeners.

Technical

This year we started broadcasting classical concerts from Bristol Beacon. This involved setting up a permanent stereo microphone suspended from one of the lighting gantries over the Beacon Hall and positioned to pick up the sound from the main stage. The coverage is such that it should cope with small to very large groups of performers and listeners can hear exactly what the audience hears. The mic is now connected permanently to tie lines going back to the control room. We obtained a new laptop and a small mixer designed for use by podcasters. The communication is using CleanFeed, originally a free but professional service that allows high-quality, two-way audio over the internet. This was upgraded to the pro version resulting in a modest monthly subscription. The new mixer proved useful for other recordings, for example the chaplaincy carols concert, for later broadcast. Our thanks to the technical department at the Beacon for their assistance throughout.

There was a considerable improvement in October to the sound quality of our broadcasts when, after a lot of negotiation over a number of years, we finally managed to get a direct high speed broadband service into the studios without going through the hospital telephone wiring. Thanks to the OpenReach engineer who went out of his way to see this project through.

We have installed a statistic module that now allows us, for the first time, to monitor audience numbers. Some new microphones were also purchased to bring us up to the full complement of seats in each studio.

There was continued maintenance throughout the period of our vast amount of studio and outside broadcast equipment.

Fundraising

We held two bucket collections during the year. The first was a summer event at Sainsbury's, Emersons Green, where we raised £592. We then held our 25th annual collection at Tesco, Brislington over two days in December raising a total of £1,944. Both amounts are before card payment fees have been deducted. We were unfortunately unable to hold a second Sainsbury's collection at Christmas due a red weather warning, however they have offered us another summer collection in 2025.

Governance

Our 2024 Annual General Meeting (AGM) was held in the Education Centre at the BRI. Both Paul Popiel and Chris Wood were reappointed as Trustees. Broadcaster Chris Serle also agreed to continue as our honorary president however, as reported earlier, it was with great sadness we learnt of his passing during the year. After a time of reflection, the Trustees will look to find a new honorary president.

The Trustees wish to bolster the board by appointing at least one new Trustee who is not currently a member of the charity to give us a fresh perspective. Unfortunately, due to other governance and operational matters we have been unable to achieve this ambition this year.

Towards the end of the period the Hospital Trust shared a draft Memorandum of Understanding (MOU); the purpose of which is to set out how Hospital Radio for Bristol and the Hospital Trust will work together on a daily basis. Once this has been agreed, we expect to be able to recommence ward visiting.

Membership

There are four classes of membership, along with a probationary membership:

- Full membership is granted to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Associate membership is offered to those who no longer wish to be actively involved in the service but would like to remain a member. A reduced fee applies.
- Life membership is awarded to those members whose contribution to BHBS has been recognised by the Trustees as being substantial. No annual subscription payment is requested.
- Honorary membership is awarded to persons who are not members of the service but have made either a one off, significant, or long term contribution to BHBS and/or they hold a specific honorary position within the charity e.g. president.

Both associate and honorary members are classed as non-voting members and do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

During the period the annual membership subscription fee was £25 (2024: £25). The average number of qualifying members was 27 (2024: 29).

We are grateful for the many hours our volunteers have spent collecting requests, fundraising and programme making. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Acknowledgements

We would like to pay particular thanks to: HBA for its advice and guidance throughout the period; Smile Publications for our patients' magazine and regular donations; John Malycky for covering our Bristol Rovers outside broadcast costs; Tesco for allowing us to hold a bucket collection at their store; and Laura Parslow for, once again, independently examining our accounts at no costs to ourselves. In addition, we thank Bristol Beacon, Bournemouth Symphony Orchestra, London Symphony Orchestra, Hungarian Radio Symphony Orchestra, London Philharmonic Orchestra, Prague Symphony Orchestra, and Philippine Philharmonic Orchestra for granting us permission to broadcast their concerts.

Review of Financial Activities and Affairs

The financial position of BHBS remains satisfactory with the charity holding sufficient cash reserves at year end. The charity had unrestricted funds of £15,825, with income of £4,938 and expenditure of £6,503.

Receipts

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations, sponsorship, membership subscriptions, and Gift Aid. Receipts totalled £4,938 for the year (2024: £3,768).

Donations are unpredictable and often fluctuate from one year to the next, but we saw a substantial increase this year. However, due to a timing difference, last year's amount was unusually low.

Fundraising is up on last year. Our Christmas collection at Tesco was down on the previous year, although the 2024 was exceptional, however we held a summer collection at Sainsbury's which boosted our results. Our overall fundraising total would have been higher had we not had to cancel a planned Christmas collection at Sainsbury's due to poor weather.

Sponsorship income was from Fledglings Day Nursery (Fishponds) Ltd in support of our Bristol Rovers commentaries.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2025

Gift Aid, bank interest and membership subscriptions accounts for the remainder of our receipts.

Payments

A tight control has been maintained over expenditure during the period. Payments totalled £6,503 (2024: £4,010).

We were able to stabilise most of our costs with either a decrease or modest increase in costs compared to the prior period. However, there were some exceptions and some new expenditure.

There was a significant increase to repairs, renewals and equipment due in main to the recommencement of broadcasting from Bristol Beacon resulted in need to acquire new equipment as the previous kit had become obsolete so had been either scrapped or sold. Further, there was an unexpected cost when it became apparent that the Beacon mixer, which had been repurposed, was not suitable to the task, so a new mixer costing £589 was required.

The decision was taken to spend some of our funds on publicity, something we have done little of in the past. We spent £196 on posters and leaflets for use in the BRI and £176 on a new logo as our old logo was considered too complicated and outdated. The new logo can be seen on the front page of this report.

Three of our Trustees attended the HBA conference and were able to bring back lots of intelligence and useful ideas from other organisations operating in the same space as us.

Subscriptions, licences and website costs has continued to rise, due in part to an increase in existing expenditure, but also due to new licences required for the Beacon, and to monitor listening figures.

All other costs should be self-explanatory and have remained relatively stable or reduced to £nil.

Financial Management and Reserves Policy

The charity has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities" (CC8).

The charity has a Reserves Policy which sets out our free reserves, which are defined as non-designated unrestricted funds. There are a range of risks we face, including the risk of an unforeseen drop in income or unbudgeted increases in expenditure.

The policy sets out the framework we have in place to confirm the level of reserves we have determined is appropriate for our organisation and draws upon advice such as the Charity Commission's "Charity reserves: building resilience" (CC19) guidance.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2025

We have calculated an appropriate reserves range for our organisation of £4k to £9k which is broken down as:

Reserves range	£k
Cost of unforeseen emergencies	1.5
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	2.0
Minimum level	4.0
Range	5.0
Maximum level	9.0

The target range is set at five thousand pounds above the minimum level.

The Board of Trustees consider that this target range provides sufficient flexibility in the context of operational requirements and for an organisation of our size and complexity.

At year end the charity had designated unrestricted funds of £11,106 and reserves of £4,719 with no restricted funds. The reserves held are inline with our target range.

The Trustees have a duty to apply charitable funds within a reasonable period of time for the benefit of the people we serve therefore our reserves levels and balances held in designated funds are monitored as part of monthly financial reporting with regular reports provided to the Board of Trustees. The balances held in designated funds are reviewed to determine whether these funds are likely to be committed in the near future and the extent to which there is a continuing need identified for any particular designated fund(s). Any inactive funds will be closed and the funds transferred to reserves.

Charity Trustees

Chris Mountain

Peter Newman

Paul Popiel (re-appointed June 2024)

Dave Rawlings*

Jon Rogers

Andy Sloper

Chris Wood (re-appointed June 2024)

*Chair of the Board of Trustees

Charity Number

1177939

Principal Address

Bristol Royal Infirmary

Upper Maudlin Street

Bristol

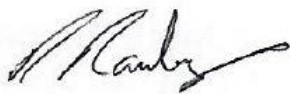
BS2 8HW

Independent Examiner

Mrs Laura Parslow ACA MAAT

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2025**

Signed on behalf of the Trustees on 22nd June 2025:



.....
D J Rawlings
Chair



.....
P M Popiel
Secretary

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts of Bristol Hospital Broadcasting Service for the year ended 31st January 2025.

Responsibilities and basis of report

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

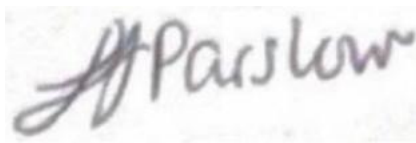
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



.....
Mrs L J Parslow ACA MAAT
Independent Examiner

4th June 2025

.....
Date

**Receipts and Payments Account
for the Year Ended 31st January 2025**

		<u>2025</u>	<u>2024</u>
		<u>Unrestricted</u>	<u>Unrestricted</u>
		<u>Funds</u>	<u>Funds</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>
Donations	1	893	228
Fundraising	2	2,535	2,426
Sponsorship		200	-
Gift Aid		698	554
Interest received		174	135
Membership subscriptions		438	425
		4,938	3,768
Payments		<u>£</u>	<u>£</u>
Telephone and internet charges		969	843
Outside broadcast costs		120	187
Third party programming costs		350	300
Printing, postage and stationery		72	-
Repairs, renewals and equipment		2,742	717
Insurance		524	487
Publicity and advertising		372	-
Conferences		180	-
Subscriptions, licences and website		1,168	822
70 th anniversary event	3	-	550
Fundraising costs and fees		-	13
Merchant and auction fees		6	3
Trustees' meetings and AGM costs		-	88
		6,503	4,010
Net of Receipts / (Payments)		(1,565)	(242)
Total Fund Brought Forward		17,390	17,632
Total Fund Carried Forward		15,825	17,390

**Statement of Assets and Liabilities
as at 31st January 2025**

		<u>2025</u>	<u>2024</u>
Cash Funds	<u>Note</u>	<u>£</u>	<u>£</u>
Lloyds - Treasurer's Account 1		249	495
Lloyds - Treasurer's Account 2		1	14
Lloyds - Savings Account		5,817	8,235
Santander		9,779	8,491
PayPal		154	155
		16,001	17,390
Liabilities			
Creditors falling due within one year	4	176	-
Net Assets		15,825	17,390
Funds			
Restricted funds		-	-
Unrestricted funds		15,825	17,390
		15,825	17,390

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end Bristol Hospital Broadcasting Service did not have any outstanding guarantees to third parties nor any debts secured on its assets.

All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

Assets retained for Bristol Hospital Broadcasting Service's own use

- Radio broadcast studio equipment, including mixers, CD players, turntables, etc;
- Computerised audio playout systems;
- Music library consisting of approx. 5,000 CDs, vinyl singles and LPs;
- Outside Broadcast equipment, including mixers, speakers, CD players, radio mics and radio link equipment;
- Audio editing software; and
- Office facilities, including chairs, desks, PCs, printers etc.

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2025**

Signed on behalf of the Trustees on 22nd June 2025:



.....
D J Rawlings
Chair



.....
J Rogers ATT(Fellow) FMAAT
Treasurer

**Notes to the Accounts
for the Year Ended 31st January 2025**

1. Donations

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
GoFundMe Certified Charity Campaigns	29	-
Individuals and friends of BHBS	19	31
Mark Hoskins	45	25
70 th anniversary event	-	172
Smile Publishing Ltd	800	-
	<u>893</u>	<u>228</u>

2. Fundraising

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Bucket collections at Sainsbury's, Emersons Green	591	-
Bucket collections at Tesco, Brislington	1,944	2,405
SmileAmazon	-	21
	<u>2,535</u>	<u>2,426</u>

3. 70th anniversary event

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Ticket sales	-	(700)
Venue costs	-	1,250
	<u>-</u>	<u>550</u>

Donations were received in connection with this event totalling £172 (see Note 1), therefore the actual cost of holding the 70th anniversary event was £378.

4. Liabilities: Amounts falling due within one year

	<u>2025</u>	<u>2024</u>
	<u>£</u>	<u>£</u>
Publicity and advertising	<u>176</u>	<u>-</u>

5. Trustees' expenses

No expenses were paid to any of the Trustees during the year, except to reimburse them for purchases made on behalf of the charity.

6. Accounting policies

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has gross income which does not exceed £250,000 per annum, section 133 of that Act entitles the charity to present a Receipts and Payments Account and a Statement of Assets and Liabilities. Accordingly, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales - Charity number 1177939

Accounts

Registered Charity Number: 1177939

BRISTOL HOSPITAL BROADCASTING SERVICE

TRUSTEES' REPORT & ACCOUNTS

YEAR ENDED 31ST JANUARY 2024

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

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The Trustees would like to express their continued gratitude to the Hospital Trust for providing us with our studio space in the main Queens Building of the Bristol Royal Infirmary ('BRI') and the opportunity for us to offer our services to their patients. BHBS relies solely on the infrastructure provided by the Hospital Trust and the Wi-Fi service provider WiFi Spark to enable our broadcasts to be accessed from around the hospital locations.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2024

2023 saw the biggest change to the way we broadcast to patients in and around the hospitals run by the Hospital Trust since our inception in 1952. We no longer require patients to be physically connected to a bedside listening device, with our broadcasts now available to anyone logging on to the NHS Wi-Fi service operated in the hospitals using their own personal device that has Wi-Fi capabilities, such as Smart phones, tablets or laptops.

We would like to express specific thanks to the IT team within the Hospital Trust for their help with getting us access to the system and their continued support in maintaining broadcast capabilities on the Wi-Fi network. We would also like to thank WiFi Spark, who operate the Wi-Fi Network and have been extremely helpful with getting us set up successfully broadcasting on the network.

The change to the way we broadcast opens up exciting new possibilities to expand our broadcasts to other facilities and premises as we continue to work towards our goals that were set out at the beginning of 2019 and which have been renewed annually since then.

Our priorities for 2024 are to gain maximum publicity for our broadcasts, with the help of the Hospital Trust, to enable patients to listen and interact with our programming, to make their stay in hospital more enjoyable. Our volunteers are already around communal areas handing out leaflets and magazines (produced by Smile Publishing) as well as making sure these can all be found at various locations around the hospitals.

One of the biggest challenges we have faced since our return from Covid enforced lockdowns has been to reestablish the one-on-one patient contact via ward visiting. Regaining access to the wards has proved to be an extremely frustrating, time consuming, and it must be said, exhausting task, with a number of hurdles continually standing in our way. The Trustees would like to place on record that worsening bureaucracy within the NHS has a serious effect on any plans that can be made by the charity, operating within the hospital environment, and whilst we have good relationships within the Voluntary Services department, it does feel that more time than necessary is taken up trying to implement ideas or come up with solutions to problems as they arise. This would appear to go against the idea of volunteers freely giving up their own time. Progress, however, does continue to be made and we remain hopeful of a return to ward visiting, in some form, in 2024 in order to meet the main purpose of the charity. The Trustees continue to look at alternative ways to make contact with patients and this remains a major priority.

Despite the challenges stated above the Trustees are excited by the possibilities that come with our new online broadcasting presence and we will continue to explore these possibilities such as a return to Southmead Hospital and creating a presence in care home settings where we believe we can make a positive difference to the lives of patients and residents in line with our stated aims, commitments and goals.

Volunteers

We have continued to receive interest from potential volunteers. Since Covid the hospital training is largely done online rather than two physical half days in the hospital. This meant those volunteers who were employed would need to take 2 days leave to attend which some interested folks were not able to do.

We are glad to say that we are now welcoming into the studio new and capable volunteers of a high standard which bodes well for our broadcasts and the future of the service. Two of our new volunteers keenly assisted at our most recent Christmas collection despite having not completed their induction. We are glad to say they are attending the studio with all the hurdles completed.

In the summer of 2023, the Hospital Trust organised a boat trip in the City Docks for Volunteers' Week and all of our volunteers were invited to this celebration event to thank them for their contribution to the NHS.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2024

We would like to thank Volunteer Services for their help and assistance during the last year. Some of the trials and tribulations of getting volunteers through hospital training has eased a little but anything to make it easier still would be an advantage.

Mary Eales, the widow of our former Treasurer, Brian Eales, was made an Honorary Member to continue to acknowledge her husband's contribution to the service over 35 years.

Programming

As part of our core activities, we transmit a variety of music programmes, along with national & local news, drama, quizzes, interviews, health messages, hospital news and more. Most of these programmes are pre-recorded and broadcast via our automated playout system. However, the highlight of the schedule is undoubtedly our live programmes which includes request shows, which air three nights a week, and our sports output. Our volunteers collect requests from patients and visitors in public areas, tell them about our service, and generally provide a welcome distraction.

Until early 2016 we broadcast live classical concerts from the Colston Hall, one of the city's largest permanent music venues, but this closed for refurbishment. It has now re-opened as the Bristol Beacon and we are in the process of re-equipping the hall for broadcasting more live concerts in 2024.

We have increased our stock of original in-house produced pre-recorded programmes during the period which includes more editions of 'Step Aside for the Stars', and 'Duets Through the Decades' plus a new series called 'Memories Are Made of Music'. With more new volunteers coming on board we plan to increase the number of live request programmes each week.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We continue to broadcast more hospital related content within our evening news bulletins with a focus towards events happening within hospitals. We also broadcast around 560 minutes of health and wellbeing messages throughout the week which equates to 5.55% of our output. This should continue to increase over time.

Sport

During the year, we continued to bring sporting outside broadcasts to our listeners for both the 2022/23 and 2023/24 seasons - something that started the service way back in 1952.

However, there was a first this year with Women's Super League (WSL) coverage of Bristol City Women live from Ashton Gate following their promotion from WSL2 last season. Unfortunately for Lauren Smith and her side (one with the youngest average age teams in the WSL) the step up in class has proven difficult with them not making it outside of the bottom two all season. It wasn't all doom and gloom however with the major positive being the attendances down at The Gate for the WSL games. City have the fifth highest average in the WSL this season with 7,260, whilst a bumper 14,138 witnessed their game against Manchester United in November. It is this popularity which means we will continue broadcasting Bristol City Women matches next season.

Meanwhile the men's team have been playing in the EFL Championship once again, however they have looked unable to quite push for the playoffs but should be safe from any relegation threats. A highlight of the 2023/24 season for the reds would be their run in the FA Cup, with BHBS covering all home matches, which saw City stun premier league side West Ham after a replay. This led to a tie against another top division team - Nottingham Forest - which saw City narrowly defeated in another replay at Forest's City Ground on penalties.

Over to the blue half of Bristol and it's a similar story, with Rovers expected to finish mid-table in EFL League One. A notable mention for John Kay who has taken a step back from

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2024

our commentary team after nearly 40 years. We're sure John, a life member, will make himself available, if required, so he hasn't permanently hung up his microphone.

The Bristol Bears provide sporting coverage from a different discipline – rugby. The Bears have had a strong season in the top flight and are pushing for a play-off spot.

The Trustees thank the football clubs and the rugby club for allowing BHBS to broadcast these matches and to our commentary teams, that cover all of the above, for the excellent service they provide in helping to bring non-music content to BHBS.

Technical

This has been a milestone year as we changed over from broadcasting to bedside units using technology which was being slowly undermined by equipment failures in the wards and we moved to Wi-Fi broadcasting over the internal hospital network.

This was achieved with a lot of help from the Hospital Trust technical and IT departments and by engaging with an outside contractor to manage the distribution. We send an audio stream to Broadcast Radio Ltd. They then make our service available to any listener within any of the Hospital Trust's hospitals. We have tested this in the Queens Building, Children's Hospital, St Michael's and the out-patient facilities at the Eye and Dental hospitals. It may also work at Weston General Hospital. To complement this, we activated a facility which announced on a web page the track or programme being played in real time plus an online way to view the schedule and send requests. We also started broadcasting hourly news bulletins and set up on-the-hour time checks.

A negative report from the year is that the internal broadband service in the studio (not the outbound broadcast) has been very poor and we have had considerable trouble trying to improve it. Being in a commercial part of the city and on the 10th floor means that options are limited at prices the charity can afford.

70th Anniversary

Although 23rd August 2022 was the 70th anniversary of our first broadcast, an event to celebrate this was deferred until March 2023. Volunteers and members, past and present, attended Ashton Gate for what was a memorable evening as memories were shared amongst those present, some of whom had volunteered for BHBS as far back as the 1970s.

Fundraising

We held a successful bucket collection at Tesco, Brislington over two days in December 2023 raising a total of £2,405, before card payment fees. We were unfortunately unable to hold a collection at Sainsbury's, Emersons Green, however they have offered to support us in 2024.

Governance

Our 2023 Annual General Meeting (AGM) was held in the upstairs function room of a public house, a first for us. Both Andy Sloper and Jon Rogers were reappointed as Trustees. Broadcaster Chris Serle also agreed to continue as our Honorary President and BHBS wishes to thank Chris for his invaluable ongoing support.

The Trustees wish to bolster the board by appointing at least one new Trustee who is not currently a member of the charity to give us a fresh perspective. We had hoped that this might have been achieved by now, but with the interruptions caused by Covid and a desire to improve our governance structure this has been postponed until 2024/25.

Membership

There are four classes of membership, along with a probationary membership:

- Full membership is granted to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Associate membership is offered to those who no longer wish to be actively involved in the service but would like to remain a member. A reduced fee applies.
- Life membership is awarded to those members whose contribution to BHBS has been recognised by the Trustees as being substantial. No annual subscription payment is requested.
- Honorary membership is awarded to persons who are not members of the service but have made either a one off, significant, or long term contribution to BHBS and/or they hold a specific honorary position within the charity e.g. President.

Both associate and honorary members are classed as non-voting members and do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

During the period the annual membership subscription fee was £25 (2023: £25). The average number of qualifying members was 29 (2023: 30).

We are grateful for the many hours our volunteers have spent collecting requests, fundraising and programme making. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Acknowledgements

We would like to pay particular thanks to: The HBA for its advice and guidance throughout the period; Smile Publishing for our patients' magazine and regular donations; John Malycky for covering our Bristol Rovers outside broadcast costs; Tesco for allowing us to hold a bucket collection at their store; and Laura Parslow for, once again, independently examining our accounts at no costs to ourselves.

Review of Financial Activities and Affairs

The financial position of BHBS remains satisfactory with the charity holding sufficient cash reserves at year end. The charity had unrestricted funds of £17,390, with income of £3,768 and expenditure of £4,010.

Receipts

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations, membership subscriptions, and Gift Aid. Receipts totalled £3,768 for the year (2023: £4,314).

Donations are unpredictable and often fluctuate from one year to the next, but we saw a substantial decrease this year. However, this was, in part, due to a donation of around £750 which was anticipated in this period but should be received after the year end.

We were offered very favourable dates for our Christmas collections which is reflected in the increase compared to last year and was our most rewarding two day collection to date.

Gift Aid, bank interest and membership subscriptions accounts for the remainder of our receipts.

Payments

A tight control has been maintained over expenditure during the period. Payments totalled £4,010 (2022: £2,484).

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2024

We were able to stabilise most of our costs with either a decrease or modest increase in costs compared to the prior period. However, there were some exceptions.

There was a significant increase to repairs, renewals and equipment which, given we rely heavily on technology to deliver our services, was expected as last year's cost was unusually low.

Subscriptions, licences and website costs also rose fairly significantly due to us taking responsibility for our website costs as these had been previously paid for by a third party, and also a new streaming service related to us now broadcasting on Wi-Fi in the hospital.

Financial Management and Reserves Policy

The charity has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities" (CC8).

The charity has a Reserves Policy which sets out our free reserves, which are defined as non-designated unrestricted funds. There are a range of risks we face, including the risk of an unforeseen drop in income or unbudgeted increases in expenditure.

The policy sets out the framework we have in place to confirm the level of reserves we have determined is appropriate for our organisation and draws upon advice such as the Charity Commission's "Charity reserves: building resilience" (CC19) guidance.

We have calculated an appropriate reserves range for our organisation of £4k to £9k which is broken down as:

Reserves range	£k
Cost of unforeseen emergencies	1.5
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	2.0
Minimum level	4.0
Range	5.0
Maximum level	9.0

The target range is set at five thousand pounds above the minimum level.

The Board of Trustees consider that this target range provides sufficient flexibility in the context of operational requirements and for an organisation of our size and complexity.

At year end the charity had designated unrestricted funds of £11,514 and reserves of £5,876 with no restricted funds. The reserves held are inline with our target range.

The Trustees have a duty to apply charitable funds within a reasonable period of time for the benefit of the people we serve therefore our reserves levels and balances held in designated funds are monitored as part of monthly financial reporting with regular reports provided to the Board of Trustees. The balances held in designated funds are reviewed to determine whether these funds are likely to be committed in the near future and the extent to which there is a continuing need identified for any particular designated fund(s). Any inactive funds will be closed and the funds transferred to reserves.

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2024**

Charity Trustees

Chris Mountain
Peter Newman
Paul Popiel
Dave Rawlings*
Jon Rogers (re-appointed July 2023)
Andy Sloper (re-appointed July 2023)
Chris Wood

*Chair of the Board of Trustees

Charity Number

1177939

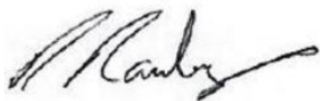
Principal Address

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Independent Examiner

Mrs Laura Parslow ACA MAAT

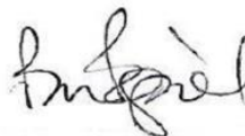
Signed on behalf of the Trustees:



.....
D J Rawlings
Chair

2nd June 2024

.....
Date



.....
P M Popiel
Secretary

2nd June 2024

.....
Date

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts for Bristol Hospital Broadcasting Service for the year ended 31st January 2024.

Responsibilities and basis of report

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

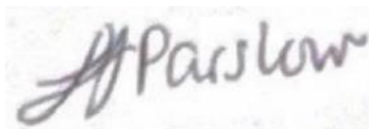
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



.....
Mrs L J Parslow ACA MAAT
Independent Examiner

17th May 2024

.....
Date

Receipts and Payments Account for the Year Ended 31st January 2024

		<u>2024</u>	<u>2023</u>
		<u>Unrestricted</u>	<u>Unrestricted</u>
		<u>Funds</u>	<u>Funds</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>
Donations	1	228	1,366
Fundraising	2	2,426	1,879
Gift Aid		554	435
Interest received		135	20
Membership subscriptions		425	550
Sale of surplus equipment		-	62
Other receipts		-	2
		3,768	4,314
Payments		<u>£</u>	<u>£</u>
Telephone and internet charges		843	728
Outside broadcast costs		187	144
Third party programming costs		300	240
Repairs, renewals and equipment		717	40
Insurance		487	487
Subscriptions, licences and website		822	597
70 th anniversary event	3	550	-
Fundraising costs and fees		13	-
Merchant and auction fees		3	2
Volunteer long service award		-	59
Trustees' meetings and AGM costs		88	187
		4,010	2,484
Net of Receipts / (Payments)		(242)	1,830
Total Fund Brought Forward		17,632	15,802
Total Fund Carried Forward		17,390	17,632

**Statement of Assets and Liabilities
as at 31st January 2024**

		<u>2024</u>	<u>2023</u>
Cash Funds	<u>Note</u>	<u>£</u>	<u>£</u>
Lloyds - Treasurer's Account 1		495	249
Lloyds - Treasurer's Account 2		14	42
Lloyds - Savings Account		8,235	2,002
Santander		8,491	14,867
PayPal		155	372
		17,390	17,532
Other Monetary Assets			
Debtors	4	-	100
Liabilities			
Creditors falling due within one year		-	-
Net Assets		17,390	17,632
Funds			
Restricted funds		-	-
Unrestricted funds		17,390	17,632
		17,390	17,632

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end Bristol Hospital Broadcasting Service did not have any outstanding guarantees to third parties nor any debts secured on its assets.

All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

Assets retained for Bristol Hospital Broadcasting Service's own use

- Radio broadcast studio equipment, including mixers, CD players, turntables, etc;
- Computerised audio playout systems;
- Music library consisting of approx. 5,000 CDs, vinyl singles and LPs;
- Outside Broadcast equipment, including mixers, speakers, CD players, radio mics and radio link equipment;
- Audio editing software; and
- Office facilities, including chairs, desks, PCs, printers etc.

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2024**

Signed on behalf of the Trustees:



.....
D J Rawlings
Chair

2nd June 2024

.....
Date



.....
J Rogers ATT(Fellow) FMAAT
Treasurer

2nd June 2024

.....
Date

**Notes to the Accounts
for the Year Ended 31st January 2024**

1. Donations

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Clevedon Golf Club via Mark Hoskins	-	50
Dave Fox	-	25
Individuals and friends of BHBS	31	16
Mark Hoskins	25	25
Parsley Box	-	500
70 th anniversary event	172	-
Smile Publishing Ltd	-	750
	<u>228</u>	<u>1,366</u>

2. Fundraising

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Bucket collections at Sainsbury's, Emersons Green	-	581
Bucket collections at Tesco, Brislington	2,405	1,269
Everyclick Ltd - Give As You Live	-	18
SmileAmazon	21	11
	<u>2,426</u>	<u>1,879</u>

3. 70th anniversary event

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Ticket sales	(700)	-
Venue costs	1,250	-
	<u>550</u>	<u>-</u>

Donations were received in connection with this event totalling £172 (see Note 1), therefore the actual cost of holding the 70th anniversary event was £378.

4. Debtors

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
Advances for reimbursement of purchases	-	100

5. Trustees' expenses

No expenses were paid to any of the Trustees during the year, except to reimburse them for purchases made on behalf of the charity.

6. Accounting policies

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has gross income which does not exceed £250,000 per annum, section 133 of that Act entitles the charity to present a Receipts and Payments Account and a Statement of Assets and Liabilities. Accordingly, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales - Charity number 1177939

Accounts

Registered Charity Number: 1177939

BRISTOL HOSPITAL BROADCASTING SERVICE

TRUSTEES' REPORT & ACCOUNTS

YEAR ENDED 31ST JANUARY 2023

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

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Trustees' Report

The Trustees of Bristol Hospital Broadcasting Service are pleased to present their Report and Accounts for the period 1st February 2022 to 31st January 2023.

Organisation

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12th April 2018 and governed by a constitution signed on 16th December 2020.

The organisation is managed by the Charity Trustees who are elected by its membership.

Throughout the period the charity continued to operate with no paid staff, being run entirely by a dedicated group of volunteers.

Charitable Objects

Bristol Hospital Broadcasting Service ('BHBS') has two objects:

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

These objects are based on the model wording agreed between the Hospital Broadcasting Association ('HBA') and the Charity Commission.

BHBS provides a hospital radio service to patients at various hospital sites, via the bedside entertainment systems, and local care homes, sent electronically to be broadcast at a time determined by the care homes. Both are in furtherance of the charity's first object.

The second of these objects allows BHBS to also target its services at the local population, not just those in hospitals and care homes, with the intent of helping and encouraging listeners to live a healthy and active life in the local community, and therefore potentially reducing the use of health services.

In managing the charity, the Trustees have, at all relevant times, had regard to the charity's charitable objects, and the Charity Commission's public benefit guidance (PB1, PB2 and PB3).

Review of Activities and Achievements

During the period BHBS, operating under the name 'Hospital Radio for Bristol', provided a hospital radio and ward visiting service to hospitals managed by University Hospitals Bristol and Weston NHS Foundation Trust ('Hospital Trust') in central Bristol. BHBS also recorded specific request programmes for Four Seasons Health Care, a provider of care homes, to be played to their residents.

As part of our core activities we transmit a variety of music programmes, along with local hospital news, comedy, drama, quizzes, interviews, health messages and more. Most of these programmes are pre-recorded and broadcast via our automated playout system. However, the highlight of the schedule is undoubtedly our live programmes. These include

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2023

request shows which air three-to-four nights a week and our sports output which has been at the heart of what we do since we started in 1952. Our volunteers visit the hospital wards to talk to the patients, tell them about our service, collect requests and dedications and generally provide a welcome distraction. On the sporting side, we cover all the home games of Bristol City Football Club, Bristol Rovers Football Club and Bristol Bears (Bristol Rugby Club). The Trustees thank the football clubs and the rugby club for allowing BHBS to broadcast these matches to the patients.

Until early 2016 we broadcast classical concerts from the Colston Hall, one of the city's largest permanent music venues, but this has temporarily ceased whilst the hall is refurbished. We look forward to recommencing our coverage of the concert season from the, now renamed, Bristol Beacon when it is expected to reopen in late 2023.

The Trustees express their continued gratitude to the Hospital Trust for providing us with our studio space in the main Queen's Building of the Bristol Royal Infirmary ('BRI') and the opportunity for us to offer our services to their patients. BHBS relies solely on the infrastructure provided by the Hospital Trust and another third party service provider to send the output from our studios to the multimedia bedside systems within the hospitals. However, this infrastructure is in the process of being replaced and we are working with the Hospital Trust to ensure we feature prominently on this new platform.

Like many charities, we were heavily impacted by the Covid 19 global pandemic which took hold at the end of March 2020 and since then we still have no access to hospital wards at all. The Trustees consider ward visiting to be a vitally important activity for our volunteers to undertake on a regular basis, however there remains a lack of clarity over when we might be allowed to enter wards again. If access is denied long-term, the Trustees will make it a priority to formulate a plan, working with the Hospital Trust, to engage with patients via alternative means as this is critical if we are to serve our purpose.

We have continued to receive interest from potential volunteers, however with the Hospital Trust suspending their mandatory induction and training programme during the Covid outbreak we were not able to welcome any new members to the service during the period. However, at the end of 2022, one of our members attended a meeting with the Trustees of the Hospital Trust in his capacity as a Patient Support Volunteer and we were pleased to learn that the Hospital Trust planned to develop the volunteer induction and training programme during 2023. It is our expectation that this should make it easier for us to welcome and retain volunteers.

We have increased our stock of original in-house produced pre-recorded programmes during the period which includes 'Decade of the Day', 'Step Aside for the Stars', and 'Duets Through the Decades'.

Prior to the year end, it was decided that our listeners would benefit from receiving regular news updates, but as we do not have the resources to produce these ourselves we have subscribed to Radio News Hub for a paid for service to deliver half hourly news bulletins. This service will commence in February 2023.

During the year, our Programme Controller and Trustee, Chris Wood celebrated 50 years as a volunteer for the service which is a remarkable achievement. Chris was presented with a glass trophy by our Honorary President and later won in the volunteer category at the prestigious BBC Make a Difference Awards.

In July 2022 our former Honorary Treasurer, Brian Eales, sadly passed away. Brian had joined the service in 1970 and shortly afterwards became a Trustee where he raised a significant amount of funds for the service and was duly appointed Appeals Secretary. Alongside his role as a Trustee, Brian was a technical operator on our classical programmes. However, undoubtedly, Brian's greatest contribution was as our Treasurer a

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2023

role he held from 1978 to 2004. Following his retirement, he remained associated with the service and was made a Life Member in 2014.

Our Annual General Meeting ('AGM') was held, for the first time in the service's history, as a hybrid meeting. We are very pleased to report that Peter Newman, who was co-opted as a Trustee in March 2022, put himself forward to be a Trustee and he was duly elected by the membership. Broadcaster Chris Serle also agreed to continue as our Honorary President and BHBS wishes to thank Chris for his invaluable ongoing support.

We held three very successful bucket collections at both Tesco and Sainsbury's in December 2022 raising a total of £1,850, before card payment fees.

BHBS continues to try and adapt to a Covid world where we cannot directly promote our service to hospital patients. Prior to the Covid outbreak, we undertook regular ward audits to ascertain our potential audience and to report back any faults to Hospital Trust personnel. It was our intention to expand this further to document listening figures and listener feedback as there remains no other obvious way of establishing the number of patients who listen at any given time and the Trustees continue to explore other ways to gather this information.

At the beginning of 2019, the Board of Trustees began the process of setting several goals for the charity to achieve over the next 1 – 3 years, but now extended to 5 years. These goals are intended to focus both the Trustees and the membership on raising the profile of the charity, improving radio and ward visiting activities and strengthening our governance. Altogether these goals have been designed to secure the long term direction of the charity and further its objects.

The immediate focus has been to enhance our profile, particularly within the hospital, and until March 2020 we had continued to regularly collect music requests on the wards. However, owing to the Covid-19 restrictions, ward visiting has had to cease and therefore we have been unable to meet our listeners or distribute our patients' guide which has been a cause of huge frustration to us. However we do see opportunities arising when restrictions ease, for example we now appear in the patient welcome pack, and we launched 'In Focus', a 'Desert Island Discs' style programme which puts hospital staff and volunteers in the spotlight. However our greatest frustration is our inability to physically return to the wards, but we will continue to work with the Trust to find a suitable resolution.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We continue to broadcast more hospital related content within our evening news bulletins with a focus towards events happening within hospitals. We also broadcast around 560 minutes of health and wellbeing messages throughout the week which equates to 5.55% of our output. This should continue to increase over time.

The Trustees wish to bolster the board by appointing at least one new Trustee who is not currently a member of the charity to give us a fresh perspective. We had hoped that this might have been achieved by now, but with the interruptions caused by Covid we believe an active recruitment campaign may be needed.

One of our longer-term goals had been to broadcast to other care settings e.g. residential care homes, as part of our object to provide a local broadcasting service to residential homes and similar institutions. In 2021 we took great strides when we started recording a regular programme compiled of resident requests collected by staff at the Four Seasons Health Care residential homes. However, unfortunately, this care provider cancelled our service for financial reasons. We will pursue opportunities with other residential and care homes in the future.

Embracing new technology may also allow us to broadcast, once again, to the wards at Southmead Hospital, which was another goal we had set, and perhaps to other relevant

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2023

locations. Broadcasting online, whilst providing us with huge potential opportunities, also comes with challenges and whilst this is something we continue to investigate and indeed acknowledge is the way forward, it does require careful considerations at every point along the way. Our initial priority will be to find out how many people are listening to our programmes for us to establish a base from which we can move onwards, and we look forward to working with our members, the Hospital Trust and other care settings to help us progress our plans.

Membership

There are four classes of membership, along with a probationary membership:

- Full membership is granted to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Associate membership is offered to those who no longer wish to be actively involved in the service but would like to remain a member. A reduced fee applies.
- Life membership is awarded to those members whose contribution to BHBS has been recognised by the Trustees as being substantial. No annual subscription payment is requested.
- Honorary membership is awarded to persons who are not members of the service but have made either a one off, significant, or long term contribution to BHBS and/or they hold a specific honorary position within the charity e.g. President.

Both associate and honorary members are classed as non-voting members and do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

During the period the annual membership subscription fee was £25 (2022: £25). The average number of qualifying members was 30 (2022: 31).

We are grateful for the many hours our volunteers have spent ward visiting, fundraising and programme making. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Acknowledgements

We would like to pay particular thanks to: The HBA for its advice and guidance throughout the period; Smile Publishing for our patients' magazine and regular donations; John Maluckyj for covering our Bristol Rovers outside broadcast costs; Tesco and Sainsbury's for allowing us to hold bucket collections at their stores; and Laura Parslow for, once again, independently examining our accounts at no costs to ourselves.

Review of Financial Activities and Affairs

The financial position of BHBS remains satisfactory with the charity holding sufficient cash reserves at year end. The charity had unrestricted funds of £17,632, with income of £4,314 and expenditure of £2,484.

Receipts

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations, membership subscriptions, and Gift Aid. Receipts totalled £4,314 for the year (2022: £2,842).

Donations are unpredictable and often fluctuate from one year to the next, but we saw a substantial increase this year.

Being able to expand our Christmas collections to a second venue increased fundraising income too.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2023

Gift Aid, bank interest, membership subscriptions, and the sale of surplus equipment accounts for almost all of the remainder of our receipts.

Payments

A tight control has been maintained over expenditure during the period. Payments totalled £2,484 (2022: £3,969).

We were able to stabilise a lot of our costs with either a decrease or modest increase in costs compared to the prior period.

In the prior year our greatest expense was repairs, renewals and equipment but this has significantly decreased in this period which primarily explains the considerable reduction in overall payments.

Financial Management and Reserves Policy

The charity has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities" (CC8).

The charity has a Reserves Policy which sets out our free reserves, which are defined as non-designated unrestricted funds. There are a range of risks we face, including the risk of an unforeseen drop in income or unbudgeted increases in expenditure.

The policy sets out the framework we have in place to confirm the level of reserves we have determined is appropriate for our organisation and draws upon advice such as the Charity Commission's CC19 guidance.

We have calculated an appropriate reserves range for our organisation of £5k to £10k which is broken down as:

Reserves range	£k
Cost of unforeseen emergencies	1.0
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	3.5
Minimum level	5.0
Range	5.0
Maximum level	10.0

The target range is set at five thousand pounds above the minimum level.

The Board of Trustees consider that this target range provides sufficient flexibility in the context of operational requirements and for an organisation of our size and complexity.

At year end the charity had designated unrestricted funds of £10,060 and reserves of £7,572 with no restricted funds. The reserves held are inline with our target range.

The Trustees have a duty to apply charitable funds within a reasonable period of time for the benefit of the people we serve therefore our reserves levels and balances held in designated funds are monitored as part of monthly financial reporting with regular reports provided to the Board of Trustees. The balances held in designated funds are reviewed to determine whether these funds are likely to be committed in the near future and the extent to which

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2023**

there is a continuing need identified for any particular designated fund(s). Any inactive funds will be closed and the funds transferred to reserves.

Charity Trustees

Chris Mountain (re-appointed May 2022)
Peter Newman (appointed May 2022)
Paul Popiel
Dave Rawlings* (re-appointed May 2022)
Jon Rogers
Andy Sloper
Chris Wood

*Chairman of the Board of Trustees

Charity Number

1177939

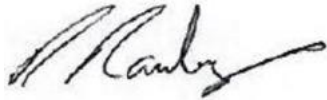
Principal Address

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Independent Examiner

Mrs Laura Parslow ACA MAAT

Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

2nd July 2023

.....
Date



.....
P M Popiel
Secretary

2nd July 2023

.....
Date

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts for Bristol Hospital Broadcasting Service for the year ended 31st January 2023.

Responsibilities and basis of report

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

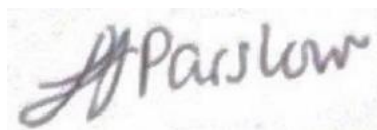
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



.....
Mrs L J Parslow ACA MAAT
Independent Examiner

22nd May 2023

.....
Date

**Receipts and Payments Account
for the Year Ended 31st January 2023**

		<u>2023</u>	<u>2022</u>
		<u>Unrestricted</u>	<u>Unrestricted</u>
		<u>Funds</u>	<u>Funds</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>
Donations	1	1,366	800
Fundraising	2	1,879	1,369
Gift Aid		435	119
Interest received		20	2
Membership subscriptions		550	550
Sale of surplus equipment		62	-
Other receipts		2	2
		4,314	2,842
Payments		<u>£</u>	<u>£</u>
Telephone and internet charges		728	609
Outside broadcast costs		144	120
Third party programming costs		240	-
Printing, postage and stationery		-	103
Repairs, renewals and equipment		40	1,764
Insurance		487	511
Subscriptions, licences and website		597	628
Health, safety and personal protective equipment		-	8
Fundraising costs and fees		-	83
Merchant and auction fees		2	(1)
Volunteer long service award		59	-
Trustees' meetings and AGM costs		187	144
		2,484	3,969
Net of Receipts / (Payments)		1,830	(1,127)
Total Fund Brought Forward		15,802	16,929
Total Fund Carried Forward		17,632	15,802

**Statement of Assets and Liabilities
as at 31st January 2023**

		<u>2023</u>	<u>2022</u>
Cash Funds	<u>Note</u>	<u>£</u>	<u>£</u>
Lloyds - Treasurer's Account 1		249	258
Lloyds - Treasurer's Account 2		42	101
Lloyds - Savings Account		2,002	2,952
Santander		14,867	12,097
PayPal		372	394
		17,532	15,802
Other Monetary Assets			
Debtors	3	100	-
Liabilities			
Creditors falling due within one year		-	-
Net Assets		17,632	15,802
Funds			
Restricted funds		-	-
Unrestricted funds		17,632	15,802
		17,632	15,802

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end Bristol Hospital Broadcasting Service did not have any outstanding guarantees to third parties nor any debts secured on its assets.

All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

Assets retained for Bristol Hospital Broadcasting Service's own use

- Radio broadcast studio equipment, including mixers, CD players, turntables, etc;
- Computerised audio playout systems;
- Music library consisting of approx. 5,000 CDs, vinyl singles and LPs;
- Outside Broadcast equipment, including mixers, speakers, CD players, radio mics and radio link equipment;
- Audio editing software; and
- Office facilities, including chairs, desks, PCs, printers etc.

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2023**

Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

2nd July 2023
.....
Date



.....
J Rogers ATT(Fellow) FMAAT
Treasurer

2nd July 2023
.....
Date

**Notes to the Accounts
for the Year Ended 31st January 2023**

1. Donations

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Bristol Brunel Probus Club via Mark Hoskins	-	50
Clevedon Golf Club via Mark Hoskins	50	-
Dave Fox	25	25
Four Seasons Healthcare Group	-	500
In memory of Roger Morris	-	25
Individuals and friends of BHBS	16	25
KPMG	-	150
Mark Hoskins	25	25
Parsley Box	500	-
Smile Publishing Ltd	750	-
	<u>1,366</u>	<u>800</u>

2. Fundraising

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Bucket collections at Sainsbury's, Emersons Green	581	-
Bucket collections at Tesco, Brislington	1,269	1,337
Everyclick Ltd - Give As You Live	18	15
SmileAmazon	11	17
	<u>1,879</u>	<u>1,369</u>

3. Debtors

	<u>2023</u>	<u>2022</u>
	<u>£</u>	<u>£</u>
Advances for reimbursement of purchases	<u>100</u>	-

4. Trustees expenses

No expenses were paid to any of the Trustees during the year, except to reimburse them for purchases made on behalf of the charity.

5. Accounting policies

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has gross income which does not exceed £250,000 per annum, section 133 of that Act entitles the charity to present a Receipts and Payments Account and a Statement of Assets and Liabilities. Accordingly, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales - Charity number 1177939

Accounts

Registered Charity Number: 1177939

BRISTOL HOSPITAL BROADCASTING SERVICE

TRUSTEES' REPORT & ACCOUNTS

YEAR ENDED 31ST JANUARY 2022

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

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Trustees' Report

The Trustees of Bristol Hospital Broadcasting Service are pleased to present their Report and Accounts for the period 1st February 2021 to 31st January 2022.

Organisation

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12th April 2018 and governed by a constitution signed on 16th December 2020.

The organisation is managed by the Charity Trustees who are elected by its membership.

Throughout the period the charity continued to operate with no paid staff, being run entirely by a dedicated group of volunteers.

Charitable Objects

Bristol Hospital Broadcasting Service ('BHBS') has two objects:

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

These objects are based on the model wording agreed between the Hospital Broadcasting Association ('HBA') and the Charity Commission.

BHBS currently provides a hospital radio service to patients at various hospital sites, via the bedside entertainment systems, and local care homes, sent electronically to be broadcast at a time determined by the care homes. Both are in furtherance of the charity's first object.

The second of these objects allows BHBS to also target its services at the local population, not just those in hospitals and care homes, with the intent of helping and encouraging listeners to live a healthy and active life in the local community, and therefore potentially reducing the use of health services.

In managing the charity, the Trustees have, at all relevant times, had regard to the charity's charitable objects, and the Charity Commission's public benefit guidance (PB1, PB2 and PB3).

Review of Activities and Achievements

During the period BHBS, operating under the name 'Hospital Radio for Bristol', provided a hospital radio and ward visiting service to hospitals managed by University Hospitals Bristol and Weston NHS Foundation Trust ('Hospital Trust') in central Bristol. BHBS also recorded specific request programmes for Four Seasons Health Care, a provider of care homes, to be played to their residents.

As part of our core activities we transmit a variety of music programmes, along with local hospital news, comedy, drama, quizzes, interviews, health messages and more. Most of these programmes are pre-recorded and broadcast via our automated playout system. However, the highlight of the schedule is undoubtedly our live programmes. These include

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2022

request shows which air four-to-five nights a week and our sports output which has been at the heart of what we do since we started in 1952. Our volunteers visit the hospital wards to talk to the patients, tell them about our service, collect requests and dedications and generally provide a welcome distraction. On the sporting side, we cover all the home games of Bristol City Football Club, Bristol Rovers Football Club and Bristol Bears (Bristol Rugby Club). The Trustees thank the football clubs and the rugby club for allowing BHBS to broadcast these matches to the patients.

Until early 2016 we broadcast classical concerts from the Colston Hall, one of the city's largest permanent music venues, but this has temporarily ceased whilst the hall is refurbished. We look forward to recommencing our coverage of the concert season from the, now renamed, Bristol Beacon when it is expected to reopen in late 2023.

The Trustees express their continued gratitude to the Hospital Trust for providing us with our studio space in the main Queen's Building of the Bristol Royal Infirmary ('BRI') and the opportunity for us to offer our services to their patients. BHBS relies solely on the infrastructure provided by the Hospital Trust and another third party service provider to send the output from our studios to the multimedia bedside systems within the hospitals. However, this infrastructure may be upgraded or replaced in the near future and we are working with the Hospital Trust to ensure we feature prominently in their plans.

Since 2016 we have been undertaking the enormous task of fully equipping our studios using both existing and new broadcasting kit. We are pleased to report that during the period all areas of the studios became fully operational, plus we are now able to log our output for quality and training purposes. We thank our Chief Engineer, Rick Parsons, for his determination to complete this project.

We have also launched a new jingle package to give the radio service a fresh sound and we thank professional broadcaster Chris Serle for giving us his voice and Chris Wood for management and production.

Like many charities, we have been heavily impacted by the Covid 19 global pandemic which took hold at the end of March 2020 and since then we have had no access to hospital wards at all. The Trustees consider ward visiting to be a vitally important activity for our volunteers to undertake on a regular basis, however there remains great uncertainty over when we might be allowed to enter wards again. If access is denied long-term, the Trustees will make it a priority to formulate a plan, working with the Hospital Trust, to engage with patients via alternative means as this is critical if we are to serve our purpose.

The wellbeing of our members has been of utmost importance which is why we have ensured that only those who have met the Hospital Trust's strict health and safety requirements have returned to the studio. At the same time, the Trustees completely support those members who have chosen not to return at this time.

We have continued to receive interest from potential volunteers, however with the Hospital Trust suspending their mandatory induction and training programme during the period we were only able to welcome one new individual who was already volunteering in the hospital.

Our financial management and reserves policies, along with the strict controls on expenditure, have minimised the impact of Covid 19 on our finances. However, having been unable to do so in the prior period, we were delighted to be able to hold our annual bucket collection at Tesco in December 2021. Unfortunately, Sainsbury's was still not able to allow bucket collections, but we are in talks to return to their store in 2022.

Like last year, the 2021 Annual General Meeting ('AGM') was held remotely and was well attended by our members. We are very pleased to report that Andy Sloper, who has been a volunteer for BHBS since 2017, put himself forward to be a Trustee and he was duly elected

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2022

by the membership. Broadcaster Chris Serle also agreed to continue as our President and BHBS wishes to thank Chris for his invaluable ongoing support.

BHBS continues to try and adapt to a Covid world where we cannot directly promote our service to hospital patients. Prior to the Covid outbreak, we undertook regular ward audits to ascertain our potential audience and to report back any faults to Hospital Trust personnel. It was our intention to expand this further to document listening figures and listener feedback as there remains no other obvious way of establishing the number of patients who listen at any given time. With the roll out of the vaccination programme in 2021, we have seen light at the end of the tunnel and the Trustees continue to explore other ways to gather this information.

At the beginning of 2019, the Board of Trustees began the process of setting several goals for the charity to achieve over the next 1 – 3 years. These goals are intended to focus both the Trustees and the membership on raising the profile of the charity, improving radio and ward visiting activities and strengthening our governance. Altogether these goals have been designed to secure the long term direction of the charity and further its objects.

The immediate focus has been to enhance our profile, particularly within the hospital, and until March 2020 we had continued to regularly collect music requests on the wards. However, owing to the Covid-19 restrictions, ward visiting has had to cease and therefore we have been unable to meet our listeners or distribute our patients' guide which has been a cause of huge frustration to us. However we do see opportunities arising as restrictions begin to ease, for example we now appear in the patient welcome pack, and we launched 'In Focus', a 'Desert Island Discs' style programme which puts hospital staff and volunteers in the spotlight.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We continue to broadcast more hospital related content within our evening news bulletins with a focus towards events happening within hospitals. We also broadcast almost 500 minutes of health and wellbeing messages throughout the day which equates to 4.77% of our output. We are hopeful that this will continue to increase over time.

The Trustees wish to bolster the board by appointing at least one new Trustee who is not currently a member of the charity to give us a fresh perspective. We had hoped that this might have been achieved by now, but with the interruptions caused by Covid we believe an active recruitment campaign may be needed.

One of our longer-term goals had been to broadcast to other care settings e.g. residential care homes, as part of our object to provide a local broadcasting service to residential homes and similar institutions. We took great strides last year when we started remotely recording a regular programme compiled of resident requests collected by staff at the Four Seasons Health Care residential homes. Following positive feedback, the next steps will involve broadcasting live online to these, and other, care homes in the future. Using new technology may also allow us to broadcast, once again, to the wards at Southmead Hospital, which was another goal we had set, and perhaps to other relevant locations. Broadcasting online, whilst providing us with huge potential opportunities, also comes with challenges and whilst this is something we continue to investigate and indeed acknowledge is the way forward, it does require careful considerations at every point along the way. Our initial priority will be to find out how many people are listening to our programmes for us to establish a base from which we can move onwards, and we look forward to working with our members, the Hospital Trust and other care settings to help us progress our plans.

Significant events after the end of the reporting period

At a meeting held on 22 March 2022 the Trustees agreed to co-opt Peter Newman as a Charity Trustee. In accordance with the Constitution, Peter will retire at the conclusion of our

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2022

next annual general meeting, however he will be eligible for reappointment by the membership.

Membership

There are four classes of membership, along with a probationary membership:

- Full membership is granted to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Associate membership is offered to those who no longer wish to be actively involved in the service but would like to remain a member. A reduced fee applies.
- Life membership is awarded to those members whose contribution to BHBS has been recognised by the Trustees as being substantial. No annual subscription payment is requested.
- Honorary membership is awarded to persons who are not members of the service but have made either a one off, significant, or long term contribution to BHBS and/or they hold a specific honorary position within the charity e.g. President.

Both associate and honorary members are classed as non-voting members and do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

During the period the annual membership subscription fee was £25 (2021: £25), however this was waived in the prior period due to members being unable to volunteer. The average number of qualifying members was 31 (2021: 31).

We are grateful for the many hours our volunteers have spent ward visiting, fundraising and programme making. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Acknowledgements

We would like to pay particular thanks to: The HBA for its advice and guidance throughout the period; Smile Publishing for our patients' magazine and regular donations; John Maluckyj for covering our Bristol Rovers outside broadcast costs; and Laura Parslow for, once again, independently examining our accounts at no costs to ourselves.

Review of Financial Activities and Affairs

The financial position of BHBS remains satisfactory with the charity holding sufficient cash reserves at year end. The charity had unrestricted funds of £15,802, with income of £2,842 and expenditure of £3,969.

Receipts

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations, and membership subscriptions. Receipts totalled £2,842 for the year (2020: £3,986).

Donations are unpredictable and often fluctuate from one year to the next.

Covid curtailed our fundraising in the prior period therefore being able to resume bucket collections, when restrictions were lifted, substantially increased fundraising income.

Gift Aid mainly derives from cash donations, received in prior periods, claimed via the Gift Aid Small Donations Scheme, with the balance claimed through the main scheme on donations where we are in possession of a signed declaration. The inability to undertake collections and the waiving of membership subscriptions in the prior period has significantly impacted Gift Aid receipts in this period.

Bristol Hospital Broadcasting Service Trustees' Report & Accounts 2022

Membership subscriptions have returned to normal levels this year.

Bank interest and other receipts account for the remainder of our income.

Payments

A tight control has been maintained over expenditure during the period. Payments totalled £3,969 (2020: £8,153).

We were able to stabilise a lot of our costs with either a decrease or small increase in costs compared to the prior period.

During the year our greatest expense was repairs, renewals and equipment which can be split between two distinct categories; repairs and renewals of £545 and studio upgrade costs of £1,219.

Outside broadcast costs have only decreased due to timing differences. However, it is worth noting that costs would be greater if it were not for our sports commentator, John Malyckyj, who again generously covered the cost of the Bristol Rovers broadcast charges.

Financial Management and Reserves Policy

The charity has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities" (CC8).

The charity has a Reserves Policy which sets out our free reserves, which are defined as non-designated unrestricted funds. There are a range of risks we face, including the risk of an unforeseen drop in income or unbudgeted increases in expenditure.

The policy sets out the framework we have in place to confirm the level of reserves we have determined is appropriate for our organisation and draws upon advice such as the Charity Commission's CC19 guidance.

We have calculated an appropriate reserves range for our organisation of £10k to £15k which is broken down as:

Reserves range	£k
Cost of unforeseen emergencies	6.0
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	3.5
Minimum level	10.0
Range	5.0
Maximum level	15.0

The target range is set at five thousand pounds above the minimum level.

The Board of Trustees consider that this target range provides sufficient flexibility in the context of operational requirements and for an organisation of our size and complexity.

At year end the charity had designated unrestricted funds of £7,015 and reserves of £8,787 with no restricted funds. Although this is below our target range, the Trustees are not overly concerned as our income in the prior year was substantially lower than originally expected as we were unable to hold fundraising events, and the Trustees decided to waive

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2022**

membership subscriptions. Also, the Trustees have acknowledged that £2,689 could be reallocated from the Charity's designated unrestricted funds back to reserves if required, as this expenditure is not critical to the future provision of our services. Further, with fundraising events having resumed with positive results and donations expected to be stronger next year, the Trustees remain confident that our reserves will return to the target range in the next 12-24 months. The Trustees believe the reserves position does not put the Charity at significant risk of failing to meet its objects during the next 12-24 months.

The Trustees have a duty to apply charitable funds within a reasonable period of time for the benefit of the people we serve therefore our reserves levels and balances held in designated funds are monitored as part of monthly financial reporting with regular reports provided to the Board of Trustees. The balances held in designated funds are reviewed to determine whether these funds are likely to be committed in the near future and the extent to which there is a continuing need identified for any particular designated fund(s). Any inactive funds will be closed and the funds transferred to reserves.

Charity Trustees

Chris Mountain
Peter Newman (co-opted March 2022)
Paul Popiel (reappointed May 2021)
Dave Rawlings*
Jon Rogers
Andy Sloper (appointed May 2021)
Chris Wood (reappointed May 2021)

*Chairman of the Board of Trustees

Charity Number

1177939

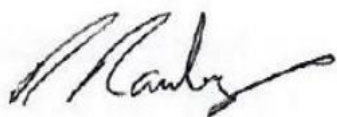
Principal Address

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Independent Examiner

Mrs Laura Parslow ACA MAAT

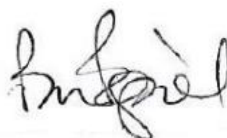
Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

29th May 2022

.....
Date



.....
P M Popiel
Secretary

29th May 2022

.....
Date

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts for Bristol Hospital Broadcasting Service for the year ended 31st January 2022.

Responsibilities and basis of report

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

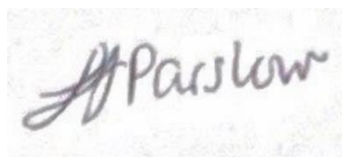
I report in respect of my examination of the charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

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

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

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



.....
Mrs L J Parslow ACA MAAT
Independent Examiner

6th May 2022

.....
Date

**Receipts and Payments Account
for the Year Ended 31st January 2022**

		<u>2022</u>	<u>2021</u>
		<u>Unrestricted</u>	<u>Unrestricted</u>
		<u>Funds</u>	<u>Funds</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>
Donations	1	800	1,465
Fundraising	2	1,369	54
Gift Aid		119	1,327
Interest received		2	51
Membership subscriptions		550	-
Sale of surplus equipment		-	1,083
Other receipts		2	6
		2,842	3,986
Payments		<u>£</u>	<u>£</u>
Telephone and internet charges		609	529
Outside broadcast costs		120	158
Printing, postage and stationery		103	296
Repairs, renewals and equipment		1,764	5,924
Insurance		511	487
Subscriptions, licences and website		628	534
Health, safety and personal protective equipment		8	64
Fundraising costs and fees		83	14
Merchant and auction fees		(1)	32
Trustees' meetings and AGM costs		144	115
		3,969	8,153
Net of Receipts / (Payments)		(1,127)	(4,167)
Total Fund Brought Forward		16,929	21,096
Total Fund Carried Forward		15,802	16,929

**Statement of Assets and Liabilities
as at 31st January 2022**

		<u>2022</u>	<u>2021</u>
Assets	<u>Note</u>	<u>£</u>	<u>£</u>
Lloyds - Treasurer's Account 1		258	430
Lloyds - Treasurer's Account 2		101	125
Lloyds - Savings Account		2,952	1,660
Santander		12,097	14,096
PayPal		394	823
		15,802	17,134
Liabilities			
Amounts falling due within one year	3	-	205
		15,802	16,929
Net Assets			
		15,802	16,929
Funds			
Restricted funds		-	-
Unrestricted funds		15,802	16,929
		15,802	16,929

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end Bristol Hospital Broadcasting Service did not have any outstanding guarantees to third parties nor any debts secured on its assets.

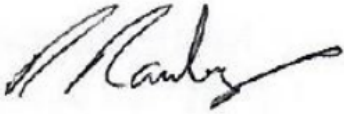
All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

Assets retained for Bristol Hospital Broadcasting Service's own use

- Radio broadcast studio equipment, including mixers, CD players, turntables, etc;
- Computerised audio payout systems;
- Music library consisting of approx. 5,000 CDs, vinyl singles and LPs;
- Outside Broadcast equipment, including mixers, speakers, CD players, radio mics and radio link equipment;
- Audio editing software; and
- Office facilities, including chairs, desks, PCs, printers etc.

**Bristol Hospital Broadcasting Service
Trustees' Report & Accounts 2022**

Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

29th May 2022

.....
Date



.....
J Rogers ATT(Fellow) FMAAT
Treasurer

29th May 2022

.....
Date

**Notes to the Accounts
for the Year Ended 31st January 2022**

1. Donations

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Bristol Brunel Probus Club via Mark Hoskins	50	-
Dave Fox	25	-
Four Seasons Healthcare Group	500	-
In memory of Roger Morris	25	480
Individuals and friends of BHBS	25	85
KPMG	150	150
Mark Hoskins	25	-
Smile Publishing Ltd	-	750
	<hr/> 800	<hr/> 1,465

2. Fundraising

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
Bucket collections at Tesco, Brislington	1,337	-
Everyclick Ltd - Give As You Live	15	54
SmileAmazon	17	-
	<hr/> 1,369	<hr/> 54

3. Liabilities: Amounts falling due within one year

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
PPL - subscriptions, licences and website	-	205
	<hr/>	<hr/>

4. Trustees expenses

No expenses were paid to any of the Trustees during the year, except to reimburse them for purchases made on behalf of the charity.

5. Accounting policies

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has gross income which does not exceed £250,000 per annum, section 133 of that Act entitles the charity to present a Receipts and Payments Account and a Statement of Assets and Liabilities. Accordingly, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.

BRISTOL HOSPITAL BROADCASTING SERVICE

England & Wales - Charity number 1177939

Accounts

BRISTOL HOSPITAL BROADCASTING SERVICE

Trustees' Annual Report & Accounts

Year Ended 31st January 2021

**Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW**

Trustees' Annual Report

The Trustees of Bristol Hospital Broadcasting Service are pleased to present their Report and Accounts for the period 1st February 2020 to 31st January 2021.

Organisation

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12th April 2018 and governed by a constitution signed on 16th December 2020.

The organisation is managed by the Charity Trustees who are elected by its membership.

Throughout the period the charity continued to operate with no paid staff, being run entirely by a membership of volunteers.

Charitable Objects

Bristol Hospital Broadcasting Service ('BHBS') has two objects:

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

These objects are based on the model wording agreed between the Hospital Broadcasting Association ('HBA') and the Charity Commission.

BHBS currently provides a hospital radio service to patients at various hospital sites via the bedside entertainment systems in furtherance of the first object. During the period BHBS also started sending pre-recorded request programmes to local care homes.

The second of these objects allows BHBS to target its services at the local population outside the hospital, with the intent of helping and encouraging them to live a healthy and active life in the local community, and therefore potentially reducing the use of health services.

In managing the charity, the Trustees have, at all relevant times, had regard to the charity's charitable objects, and the Charity Commission's public benefit guidance (PB1, PB2 and PB3).

Review of Activities and Achievements

During the period BHBS, operating under the name 'Hospital Radio for Bristol', provided a hospital radio and ward visiting service to hospitals managed by University Hospitals Bristol and Weston NHS Foundation Trust ('Hospital Trust') in central Bristol. In November BHBS also started remotely recording request programmes for Four Seasons Health Care to be played out in three of their Bristol based care homes.

As part of our core activities we transmit a variety of music programmes, along with local hospital news, comedy, drama, quizzes, interviews, health messages and more. Most of these programmes are pre-recorded and broadcast via our automated playout system. However, the highlight of our schedule would be our live programmes. These include

Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2021

request shows which air five nights a week and our sports output. Our volunteers visit the hospital wards to talk to the patients, tell them about our service, collect requests and dedications and generally provide a welcome distraction. On the sporting side, we cover all of the home games of Bristol City Football Club, Bristol Rovers Football Club and Bristol Bears (Bristol Rugby Club). The Trustees thank the football clubs and the rugby club for allowing BHBS to broadcast these matches to the patients.

Until early 2016 we broadcast classical concerts from the Bristol Beacon, but this has temporarily ceased whilst the hall is refurbished. We look forward to recommencing our coverage of the concert season from the hall when it is expected to reopen in 2023.

The Trustees express their continued gratitude to the Hospital Trust for providing us with our studio space in the main Queen's Building of the Bristol Royal Infirmary ('BRI') and the opportunity for us to offer our services to their patients. BHBS relies solely on the infrastructure provided by the Hospital Trust and another third party service provider to send the output from our studios to the multimedia bedside system within the hospitals. Since 2016 we have been undertaking the enormous task of fully equipping our studios using both existing and new broadcasting kit and towards the end of the period our second control studio finally went live. We also switched to the Myriad playout system, purchased at the end of our last financial period, which will be used for both live and recorded programming and will eventually replace our ageing sustain system which has been in service for around 14 years. The new software should give far greater flexibility and will allow remote access to the studio, which will be particularly beneficial if we cannot access our studios for whatever reason. We thank both Rick Parsons (engineering) and Chris Wood (programming) for leading on these projects.

Like many charities, we have been heavily impacted by the Covid 19 global pandemic which took hold at the end of March 2020 and brought about an unprecedented national lockdown. At the beginning we had to restrict access to our studios, and had no access to hospital wards at all, which forced us to suspend all, but essential, volunteering activity in the hospitals. Consequently, we had to rely solely on pre-recorded programming.

As time progressed we were pleased to be able to broadcast live sport when the football season resumed in June 2020 and in August, as further restrictions were lifted, we received permission to return to our studios, whilst still observing Covid 19 safety measures. We are pleased to report that many of our volunteers have returned to the studio and sports stadia and that live programming is being broadcast on most evenings of the week.

The Trustees consider ward visiting to be a vitally important activity for our volunteers to undertake on a regular basis, however there remains great uncertainty over when we might be allowed to enter wards again. If access is denied long-term, the Trustees will make it a priority to formulate a plan, working with the Hospital Trust, to engage with patients via alternative means as this is critical if we are to serve our purpose.

The wellbeing of our members has been our foremost priority which is why we have ensured that only those who have met the Hospital Trust's strict health and safety requirements have returned to the studio. At the same time, we completely support those members who have chosen not to return at this time.

During the early stages of the national lockdown some of our members offered to volunteer in the hospital in other non-BHBS roles. The Hospital Trust was grateful for this support, and we are proud of those individuals who felt able to put themselves forward, although in the end these opportunities never materialised.

Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2021

We have continued to receive interest from potential volunteers, however with the Hospital Trust suspending their mandatory induction and training programmes we have not been able to welcome any new volunteers throughout the period.

Our financial management and reserves policies, along with the strict controls on expenditure, have minimised the impact of Covid 19 on our finances. The single biggest reduction in income came from our inability to hold our Christmas bucket collections at Tesco and Sainsbury's. We've also seen a drop in interest income. The only significant additional cost was for video calls necessitated to hold virtual meetings.

We took the decision to defer membership subscription fees during the period of suspended volunteering as we felt this was the right thing to do.

Although there is no intention to introduce any specific financial controls, the charity's reserves policy and level of reserves is closely monitored and any non-budgeted spend kept to a minimum. The Trustees are hopeful that we will be able to hold collections during 2021.

For the first time in BHBS's 68 year history our 2020 Annual General Meeting ('AGM') was held remotely, facilitated by the Government's emergency measures which allowed charities to hold their general meetings online, even if it was prohibited by their constitution. Taking place in September, which was later than originally planned, we are pleased to say that the AGM was well attended.

On 16th December 2020 BHBS held a virtual Extraordinary General Meeting ('EGM'), again taking advantage of the emergency measures, as the Trustees sought approval from the members to update the charity's constitution to allow us to hold both hybrid and fully virtual general meetings in the future. The latter only being permitted where the Trustees decide it is impossible or impractical to hold a general meeting in a physical location. The resolution received full support from the members and was duly passed.

BHBS continues to face one of its biggest challenges to date as we continually adapt to a Covid world where we cannot directly promote our service to hospital patients. Up until Covid struck, we undertook regular ward audits to ascertain our potential audience and to report back any faults to Hospital Trust personnel. It was our intention to expand this further, during the period, in order to document listening figures and listener feedback as there remains no other way of establishing the number of patients who listen at any given time. At the end of our financial year we found ourselves in another national lockdown, however with the roll out of the vaccination programme there is at least some light at the end of the tunnel.

We are pleased to report that broadcaster Chris Serle has continued as our President throughout the period and BHBS wishes to thank Chris for his continued support for our cause.

In March 2020 the comedian, author, actor and broadcaster Roy Hudd, OBE sadly passed away. Roy had been an Honorary Member of BHBS since he officially opened our old studios in 1994. We still very much appreciate Roy's contribution on that day – he brought both wit and warmth to a very memorable occasion.

We were sad to learn of the passing of John Chivers in November 2020. John was a Life Member who for many years was part of our Bristol City commentary team.

At the beginning of 2019, the Board of Trustees began the process of setting several goals for the charity to achieve over the next 1 – 3 years. These goals are intended to focus both the Trustees and the membership on raising the profile of the charity, improving radio and ward visiting activities and strengthening our governance. Altogether these goals have been designed to secure the long term direction of the charity and further its objects.

Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2021

The immediate focus has been to enhance our profile, particularly within the hospital, and until March 2020 we had continued to regularly collect music requests on the wards, had an annual patients' guide, and we were going to feature in the patient welcome pack. Owing to the Covid-19 restrictions on ward visiting and being unable to distribute the patients' guide this has caused huge frustrations in our efforts to enhance our profile. However we do see opportunities arising as restrictions begin to ease and we are hopeful of working with staff at the hospital to educate them about what we can offer patients.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We continue to broadcast more hospital related content within our evening news bulletins with a focus more towards events happening within hospitals. We have also increased the number of health and wellbeing messages broadcast throughout the day. A new look programme schedule was launched during the year which we hope will be more attractive to our listeners. As a result of these schedule changes 4.77% of our output has a focus on health and wellbeing, up from 0.9% previously. Whilst this may not sound much it equates to almost 500 minutes each week. We are hopeful that this will continue to increase over time.

The Trustees wish to bolster the board by appointing at least one new Trustee who is not currently a member of the charity in order to give us a fresh perspective. We had hoped that this might have been achieved in 2019, and with this year's interruptions, we believe an active recruitment campaign may be needed to be able to achieve this goal.

One of our longer-term goals had been to broadcast to other care settings e.g. residential care homes, as part of our object to provide a local broadcasting service to residential homes and similar institutions. During the enforced volunteering downtime, we decided to accelerate this goal by reaching out to private care providers in the Bristol area, however by sheer coincidence we were contacted by Four Seasons Health Care ('FSHC') wishing to use our service to promote their facilities. We took this opportunity to set out our goal and FSHC expressed a desire to work with us to produce programming for their residents. Since the end of 2020 we have been remotely recording a regular programme compiled of resident requests collected by staff at the FSHC care homes. The feedback thus far has been very positive and we look forward to expanding this service in the future. The next steps will involve broadcasting live online to these, and other, care homes in future. This will also allow us a way to broadcast back to the wards at Southmead which was another goal we had set. Broadcasting online, whilst providing us with huge potential opportunities, also comes with challenges and whilst this is something we continue to investigate and indeed acknowledge is the way forward, it does require careful considerations at every point along the way. Our initial priority will be to find out how many people are listening to our programmes in order for us to establish a base from which we can move onwards, and we look forward to working with our members, the Hospital Trust and care settings in the near future to help us progress our plans.

Membership

There are four classes of membership, along with a probationary membership:

- Full membership is granted to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Associate membership is offered to those who no longer wish to be actively involved in the service but would like to remain a member. A reduced fee applies.
- Life membership is awarded to those members whose contribution to BHBS has been recognised by the Trustees as being significant. No annual subscription payment is requested.

Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2021

- Honorary membership is awarded to persons who are not members of the service but have made either a one off, significant, or long term contribution to BHBS or they hold a specific honorary position within the charity e.g. President.

Both associate and honorary members are classed as non-voting members and do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

During the period the annual membership subscription fee was £25 (2020: £25), however this was waived due to members being unable to volunteer. The average number of members was 31 (2019: 32).

We are grateful for the many hours volunteers have spent ward visiting, fundraising and programme making. Without this valuable contribution of time, energy and expertise we would not be able to achieve so much.

Acknowledgements

We would like to pay particular thanks to: The HBA for its advice and guidance throughout the period; Smile Publishing for our patients' magazine and regular donations; Laura Parslow for, once again, independently examining our accounts at no costs to ourselves; and Costa at the BRI for free publicity.

Review of Financial Activities and Affairs

The financial position of BHBS remains satisfactory with the charity holding sufficient cash reserves at year end. The charity had unrestricted funds of £16,929, with income of £3,986 and expenditure of £8,153.

Receipts

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations, Gift Aid and the sale of surplus equipment.

Unlike prior years, due to Covid, we were unable to hold any bucket collections which has meant our fundraising receipts have fallen significantly.

We have continued to sell redundant equipment which produced receipts in the year of £1,083. Since we sold our first item, at the start of 2019, we have generated £5,561 in equipment sales.

Gift Aid mainly derives from cash donations, received in prior periods, claimed via the Gift Aid Small Donations Scheme, with the balance claimed through the main scheme on donations where we are in possession of a signed declaration.

Membership subscriptions are £nil as the Trustees took the decision to suspend subscription fees during the period.

Bank interest and other receipts account for the remainder of our income.

Payments

A tight control has been maintained over expenditure during the period.

During the year our greatest expense was repairs, renewals and equipment which included the cost of a new server and back up hardware at £2,241; repairs and upgrades to our broadcast desks totalling £1,995; external hard drive and an uninterruptible power supply costing £409; USB audio interfaces at £264; compressor limiter at £141; with the balance of £874 being other smaller repairs, renewals and studio upgrades. Although there was an unexpected fall in fundraising income and donations during the period we continued with our

Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2021

planned spending in this area, using available reserves, so that we can complete the upgrade of our studios by 2021/22.

The increase in telephone and internet charges is due to broadband being needed for the studio, the cost of which only began part way through the prior period.

Outside broadcast costs decreased in part because of Covid, but mainly thanks to the generosity of our sports commentator, John Malyckyj, who covered the cost of the Bristol Rovers broadcast charges.

Subscriptions, licences and website costs have risen as antivirus software was now needed on each of our computers, following connection to the internet throughout the studio.

Trustees' meetings and AGM costs, which was a new expense last year, have risen as all meetings needed to be held online.

Financial Management and Reserves Policy

The charity has a Financial Management Policy which defines the controls to be implemented to ensure that the charity's assets are secure. This policy meets all the requirements of the Charities Act 2011 and the Charity Commission guidelines "Internal Financial Controls for Charities" (CC8).

The charity has a Reserves Policy which sets out our free reserves, which are defined as non-designated unrestricted funds. There are a range of risks we face, including the risk of an unforeseen drop in income or unbudgeted increases in expenditure.

The policy sets out the framework we have in place to confirm the level of reserves we have determined is appropriate for our organisation and draws upon advice such as the Charity Commission's CC19 guidance.

We have calculated an appropriate reserves range for our organisation of £10k to £15k which is broken down as:

Reserves range	£k
Cost of unforeseen emergencies	7.0
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	2.5
Minimum level	10.0
Range	5.0
Maximum level	15.0

The target range is set at five thousand pounds above the minimum level.

The Board of Trustees consider that this target range provides sufficient flexibility in the context of operational requirements and for an organisation of our size and complexity.

At year end the charity had designated unrestricted funds of £6,126 and reserves of £10,805 with no restricted funds. The reserves held are in line with our target range.

The Trustees have a duty to apply charitable funds within a reasonable period of time for the benefit of the people we serve therefore our reserves levels and balances held in designated funds are monitored as part of monthly financial reporting with regular reports provided to the

**Bristol Hospital Broadcasting Service
Trustees' Annual Report & Accounts 2021**

Board of Trustees. The balances held in designated funds are reviewed to determine whether these funds are likely to be committed in the near future and the extent to which there is a continuing need identified for any particular designated fund(s). Any inactive funds will be closed and the funds transferred to reserves.

Charity Trustees

Chris Mountain (re-appointed September 2020)
Paul Popiel
David Rawlings*
Jonathan Rogers (re-appointed September 2020)
Chris Wood

*Chairman of the Board of Trustees

Charity Number

1177939

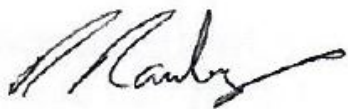
Principal Address

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Independent Examiner

Mrs Laura Parslow ACA MAAT

Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

23rd May 2021

.....
Date



.....
P M Popiel
Secretary

23rd May 2021

.....
Date

Independent Examiner's Report to the Trustees

I report to the Trustees on my examination of the accounts for Bristol Hospital Broadcasting Service for the year ended 31st January 2021.

Responsibilities and basis of report

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

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

Independent examiner's statement

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

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

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



.....
Mrs L J Parslow ACA MAAT
Independent Examiner

7th May 2021

.....
Date

**Receipts and Payments Account
for the Year Ended 31st January 2021**

		<u>2021</u>	<u>2020</u>
		<u>Unrestricted</u>	<u>Unrestricted</u>
		<u>Funds</u>	<u>Funds</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>
Donations	1	1,465	2,088
Fundraising	2	54	2,676
Gift Aid		1,327	11
Interest received		51	51
Membership subscriptions		-	400
Sale of surplus equipment		1,083	4,160
Other receipts		6	2
		3,986	9,388
<hr/>			
Payments		<u>£</u>	<u>£</u>
Telephone and internet charges		529	430
Outside broadcast costs		158	338
Printing, postage and stationery		296	220
Repairs, renewals and equipment		5,924	5,215
Insurance		487	486
Subscriptions, licences and website		534	396
Health, safety and personal protective equipment		64	-
Fundraising costs and fees		14	-
Merchant and auction fees		32	45
Trustees' meetings and AGM costs		115	43
		8,153	7,173
<hr/>			
Net of Receipts / (Payments)		(4,167)	2,215
<hr/>			
Total Fund Brought Forward		21,096	18,881
<hr/>			
Total Fund Carried Forward		16,929	21,096
<hr/>			

**Statement of Assets and Liabilities
as at 31st January 2021**

		<u>2021</u>	<u>2020</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
Cash Funds			
Lloyds - Treasurer's Account 1		430	973
Lloyds - Treasurer's Account 2		125	49
Lloyds - Savings Account		1,660	910
Santander		14,096	18,346
PayPal		823	573
		<u>17,134</u>	<u>20,851</u>
 Other Monetary Assets			
Funds held by Sainsbury's		-	<u>878</u>
 Assets		 <u>17,134</u>	 <u>21,729</u>
 Liabilities			
Amounts falling due within one year	3	<u>205</u>	<u>633</u>
 Net Assets		 <u>16,929</u>	 <u>21,096</u>
 Funds			
Restricted funds		-	-
Unrestricted funds		16,929	21,096
		<u>16,929</u>	<u>21,096</u>

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end Bristol Hospital Broadcasting Service did not have any outstanding guarantees to third parties nor any debts secured on its assets.

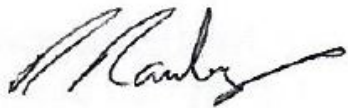
All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

**Statement of Assets and Liabilities
as at 31st January 2021 (continued)**

Assets retained for Bristol Hospital Broadcasting Service's own use

- Radio broadcast studio equipment, including mixers, CD players, turntables, etc;
- Computerised audio playout systems;
- Music library consisting of approx. 5,000 CDs, vinyl singles and LPs;
- Outside Broadcast equipment, including mixers, speakers, CD players, radio mics and radio link equipment;
- Audio editing software; and
- Office facilities, including chairs, desks, PCs, printers etc.

Signed on behalf of the Trustees:



.....
D J Rawlings
Chairman

23rd May 2021

.....
Date



.....
J Rogers ATT(Fellow) FMAAT
Treasurer

23rd May 2021

.....
Date

**Notes to the Accounts
for the Year Ended 31st January 2021**

1. Donations	2021	2020
	£	£
Chris Mountain	30	-
Dave Fox	-	50
In memory of Roger Morris	480	-
In support of Bristol Rovers commentaries	-	295
Individuals and friends of BHBS	30	93
Jon Rogers	25	-
KPMG	150	150
Smile Publishing Ltd	750	1,000
Unite the Union	-	500
	1,465	2,088

2. Fundraising	2021	2020
	£	£
Bucket collections at Sainsbury's, Emersons Green	-	878
Bucket collections at Tesco, Brislington	-	1,709
Everyclick Ltd - Give As You Live	54	38
Stanbury News, Downend	-	51
	54	2,676

3. Liabilities: Amounts falling due within one year	2021	2020
	£	£
Alice Soundtech - repairs, renewals and equipment	-	633
PPL - subscriptions, licences and website	205	-
	205	633

**Notes to the Accounts
for the Year Ended 31st January 2021 (continued)**

4. Trustees expenses

No expenses were paid to any of the Trustees during the year, except to reimburse them for purchases made on behalf of the charity.

5. Accounting policies

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation and, as such, is governed by the Charities Act 2011. As it has gross income which does not exceed £250,000 per annum, section 133 of that Act entitles the charity to present a Receipts and Payments Account and a Statement of Assets and Liabilities. Accordingly, equipment purchases are not capitalised and depreciated. The full cost appears in the accounts for the year in which the equipment was purchased.