

# Trustees' Annual Report for the Period: 1 January - 31 December 2022

**Charity name:** Hospital Radio Lynn  
**Charity registration number:** 1179523

## Introduction

Following on from the challenging restrictions of COVID-19 which severely limited the Charity's ability to perform its main activities and carry out its usual fundraising activities. We continue to provide most of our output remotely with still no ability to visit patients in hospital. We also have a need to encourage more volunteers.

The Trustees would like to thank all its volunteers and supporters for all they do to help the Charity provide a broadcasting service to the patients in the Queen Elizabeth Hospital King's Lynn NHS Foundation Trust (QEH) and the wider community of West Norfolk.

## Objectives and Activities

The Charity's purposes remain as set out in its governing document, the Constitution which are:

1. the relief of sickness, poor health and old age amongst people living in the King's Lynn and West Norfolk 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 the King's Lynn and West Norfolk.

The charity's main activities undertaken for public benefit include:

- We provide a hospital radio and ward visiting service which addresses the psychological and social needs of those who are ill and in hospital, residential homes and similar institutions, and patients receiving community care. The radio service offers a welcome distraction to its listeners through music, sports, comedy, news, current affairs, and other programming of interest. The ward visiting service provides an opportunity for chat and to take record requests which will be heard on the radio service, again diverting listeners' attention from their worries
- We broadcast features extolling the virtues of good mental and physical wellbeing and offering advice on how to maintain a healthy lifestyle. The

service also broadcasts health and safety messages advising on ways for people to stay safe at home. The service will from time-to-time broadcast programmes featuring both professionals and non-professionals with knowledge and expertise of various health issues along with also publicising health advice & awareness meetings run by the hospital trust.

The Trustees use health features and informational messages prepared for broadcast by national agencies and local health authorities.

The Trustees confirm that they have had regard to the guidance issued by the Charity Commission on public benefit.

The Trustees are grateful to all its volunteers who give their time freely to enable the charity to perform all its activities for public benefit especially patients at QEH.

## Summary of Main Achievements

Although our volunteers are able to access the studios at QEH we continued to broadcast most of our content remotely. We have continued to expand our “as live” service to patients.

We have continued to provide a platform for other organisations to broadcast to a wider audience in West Norfolk. This continues to include a regular gospel show, and Chaplaincy service by the team at QEH.

The Charity has also improved its streaming service to be more robust as this will provide a resilient platform for further expansion.

## Financial Review

The Charity’s finances continue to remain strong despite challenges in fundraising. . The Trustees continue to maintain a cautious approach to expenditure ensuring the charity keeps adequate reserves for critical equipment replacement.

## Structure, Governance and Management

Hospital Radio Lynn is a Charitable Incorporated Organisation (CIO) and is governed by its Constitution. Trustees are elected by members on a rotational basis annually as detailed in the Constitution.

## Reference and administrative details

Hospital Radio Lynn’s principal address is:

The Queen Elizabeth Hospital King’s Lynn NHS Foundation Trust,  
Gayton Road,  
King’s Lynn,  
Norfolk  
PE30 4ET

**The Trustees are:**

David Llewellyn - Chairman

Alex Neal - Treasurer

Carrie Ingram-Gettins - Secretary

Wayne Fysh - Studio Manager

Stephen Kirman - Personnel Manager

**Declarations**

The Trustees declare that they have approved the Trustee's report above.

Signed on behalf of the Trustees:

David Cenydd Morgan Llewellyn

**Chairman**

Date: 09 March 2022

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**HOSPITAL RADIO LYNN**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31 DECEMBER 2022**

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**Charity Registration: 1179523**

**HOSPITAL RADIO LYNN**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 DECEMBER 2022**

	<u>2022</u>		<u>2021</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>RECEIPTS</u>	Restricted	Unrestricted	Total
Amazon Smile		53.89	53.89
Donations		1,539.88	1,539.88
Fundraising		650.55	650.55
Membership Fees		394.59	394.59
Gift Aid		949.96	949.96
	-	<b>3,588.87</b>	<b>3,588.87</b>
			<b>5,834.97</b>
 <u>PAYMENTS</u>			
Computer and Software		1,277.88	1,277.88
Accountancy		270.00	270.00
Telephone		518.90	518.90
Printing, Postage & Stationery		28.19	28.19
Subscriptions		432.94	432.94
Repairs and Maintenance		39.85	39.85
Insurance		293.87	293.87
My Station & Stats		-	-
Music and Voiceovers		637.38	637.38
HBA		50.00	50.00
Radio News Hub		119.99	119.99
Studio Consumables		12.34	12.34
Sundry Expenses		15.00	15.00
Depreciation		639.00	639.00
	-	<b>4,335.34</b>	<b>4,335.34</b>
			<b>4,588.70</b>
 NET INCOME/(EXPENDITURE)	-	(746.47)	(746.47)
TOTAL FUNDS BROUGHT FORWARD	-	8,652.18	8,652.18
TOTAL FUNDS CARRIED FORWARD	-	<b>7,905.71</b>	<b>7,905.71</b>

**HOSPITAL RADIO LYNN**  
**BALANCE SHEET**  
**YEAR ENDED 31 DECEMBER 2022**

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<b>FIXED ASSETS</b>		
Tangible Fixed Assets	1,917.69	636.69
	<u><u>1,917.69</u></u>	<u><u>636.69</u></u>
<b>CURRENT ASSETS</b>		
<b>Cash at Bank</b>		
Natwest Current Account	5,988.02	8,015.49
Cash	-	-
	<u><u>5,988.02</u></u>	<u><u>8,015.49</u></u>
<b>CURRENT LIABILITIES</b>		
Accruals	<u><u>-</u></u>	<u><u>-</u></u>
<b>Net current assets/liabilities</b>	<u><u>7,905.71</u></u>	<u><u>8,652.18</u></u>
<b>FUNDS OF THE CHARITY</b>		
<b>UNRESTRICTED FUNDS</b>		
General Funds	7,905.71	8,652.18
<b>RESTRICTED FUNDS</b>		
	<u><u>7,905.71</u></u>	<u><u>8,652.18</u></u>

Approved by the Board of Trustees on 29/11/23 and signed on its behalf by;

Signed:   
 Mr D Llewellyn - Trustee

## 1. Principal Accounting Policies

### 1.1 Basis of Preparation

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

### 1.2 Change in basis of accounting

There has been no change to the accounting policies since last year.

### 1.3 Changes to previous accounts

No changes have been made to accounts for previous years.

## 2. Accounting Policies

### 2.1 Incoming Resources

Incoming resources are included when received.

Grants and local authority fees are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Capital grants specifically for capital expenditure are converted by annual inter-fund transfer in line with the rate of the related assets depreciation as recognised as expenditure in the Statement of Financial Activities.

No income is shown net of expenditure.

### 2.2 Fund Accounting

General funds are unrestricted which are available for use as the discretion of the trustees in furtherance of general objectives of the charity and which have not been designated for other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

### 2.3 Resources Expended

All expenditure is included on a cash basis and is recognised when paid. The charity is not registered for VAT and accordingly expenditure is shown gross of irrecoverable VAT.

Expenses are apportioned where necessary. Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of charitable activities.

**HOSPITAL RADIO LYNN  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2022**

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I report on the accounts of the Trust for the year ended 31 December 2022, which are set out on pages 1 to 2.

This report is made solely to the charity's trustees, as a body, in accordance with section 154 of the Charities Act. My independent examiner's work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's trustees as a body for my independent examiner's work, for this report, or for the opinions I have formed.

**Respective Responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- to state whether particular matters have come to my attention.

**Basis of independent examiner's report**

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

**Independent examiner's statement**

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

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

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

Kezia Benefer FCCA  
Hayhow & Co  
Chartered Certified Accountants  
and Business Advisers  
19 King Street  
King's Lynn  
Norfolk  
PE30 1HB



Date: 2 May 2023



