

# Trustees' Annual Report for the Period: 1 January - 31 December 2024

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

## Introduction

The Charity still faces difficulties with fund raising mainly due a shortage of volunteers. We have expanded our broadcasting from our studio and resumed ward visiting particularly on Fridays. We are in the process increasing our live output from the studio and continue to provide remotely content.

We have recruited some new more volunteers which was identified as a priority for the year. They are in the process of undertaking training and will be deployed throughout the week.

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 actives 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.

## Summary of Main Achievements

We have increased our ward based activity. Our volunteers are able to access the studios at QEH we have also increase our “as live” daytime content, mainly remotely.

We have continued to provide a regular Sunday service provided by the Chaplaincy team at QEH.

The Charity has continued to improve its broadcast equipment which has impacted on funds.

## Financial Review

The Charity's finances continues to be under pressure. With increases in software licences, streaming and broadcast licences. The Trustees are concerned that our income is not covering fixed expenditure. They will continue to look for new forms of funding and reducing fixed costs. During the upcoming year we will increase our fundraising activities both in the hospital and in the local area.

## 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  
Stuart Wagge - 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: 17 March 2025

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**HOSPITAL RADIO LYNN**

**REPORT AND ACCOUNTS  
FOR THE YEAR ENDED  
31 DECEMBER 2024**

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**Charity Registration: 1179523**

HOSPITAL RADIO LYNN  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 DECEMBER 2024

	<u>2024</u>		<u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>RECEIPTS</u>	Restricted	Unrestricted	Total
Amazon Smile			-
Donations		4,789.77	4,789.77
Fundraising		217.50	217.50
Membership Fees		645.00	645.00
Gift Aid		907.58	907.58
	-	6,559.85	6,559.85
			3,259.29
<u>PAYMENTS</u>			
Computer and Software		2,374.46	2,374.46
Accountancy		150.00	150.00
Telephone		721.20	721.20
Printing, Postage & Stationery		13.68	13.68
Subscriptions		942.76	942.76
Repairs and Maintenance		673.06	673.06
Insurance		318.58	318.58
Music and Voiceovers		360.00	360.00
HBA		50.00	50.00
Radio News Hub		160.00	160.00
Advertising		117.11	117.11
Depreciation		360.00	360.00
	-	6,240.85	6,240.85
			5,261.00
<b>NET INCOME/(EXPENDITURE)</b>	-	319.00	319.00
<b>TOTAL FUNDS BROUGHT FORWARD</b>	-	5,904.00	5,904.00
<b>TOTAL FUNDS CARRIED FORWARD</b>	-	6,223.00	6,223.00

HOSPITAL RADIO LYNN  
BALANCE SHEET  
YEAR ENDED 31 DECEMBER 2024

	<u>2023</u> <u>£</u>	<u>2022</u> <u>£</u>
<b>FIXED ASSETS</b>		
Tangible Fixed Assets	1,079.00	1,439.00
	<u>1,079.00</u>	<u>1,439.00</u>
<b>CURRENT ASSETS</b>		
<b>Cash at Bank</b>		
Natwest Current Account	5,144.00	4,465.00
Cash	-	-
	<u>5,144.00</u>	<u>4,465.00</u>
<b>CURRENT LIABILITIES</b>		
Accruals	-	-
<b>Net current assets/liabilities</b>	<u>6,223.00</u>	<u>5,904.00</u>
<b>FUNDS OF THE CHARITY</b>		
<b>UNRESTRICTED FUNDS</b>		
General Funds	6,223.00	5,904.00
<b>RESTRICTED FUNDS</b>		
	<u>6,223.00</u>	<u>5,904.00</u>

Approved by the Board of Trustees on 16/06/2025 and signed on its behalf by;

Signed:   
Mr D Llewellyn - Trustee

**HOSPITAL RADIO LYNN**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**YEAR ENDED 31 DECEMBER 2024**

	<u>2024</u>		<u>2023</u>
	<u>£</u>	<u>£</u>	<u>£</u>
<u>RECEIPTS</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>
Amazon Smile			73.29
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HOSPITAL RADIO LYNN  
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
YEAR ENDED 31 DECEMBER 2024

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I report on the accounts of the Trust for the year ended 31 December 2024, 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: 18 June 2025



