

Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	16 th	January	2020		31 st	March	2021

Section A Reference and administration details

Charity name Bedfordshire Health Radio

Other names charity is known by Hospital Radio Bedford

Registered charity number (if any) 1187406

Charity's principal address Bedford Hospital (South Wing)

Kempston Road

Bedford

Postcode MK42 9DJ

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	G Clark	Chair		Membership Vote
2	F Palmer	Secretary		Membership Vote
3	S Conyers	Treasurer		Membership Vote
4	R Stanley	IT Manager		Membership Vote
5	A Norbury	Fund Raising		Membership Vote
6	C Mason	Advisor		Trustees
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

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Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Elected by Membership

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

- (1) the relief of sickness, poor health and old age amongst people living in Bedfordshire 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 Bedfordshire.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Providing entertainment and information by means of radio broadcasts to patients and staff of Bedford Hospital and the wider community of Bedford Borough and Central Bedfordshire with an emphasis on health and wellbeing.
Content includes specialist interviews, news items as widely available on local news websites, Public Service Announcements as provided by the UK government and the NHS as well as a varied music content including requests for patients etc. Bedfordshire Health Radio is a member of The Hospital Broadcasting Association and utilises guidance and some program output shared between members.

Additional details of objectives and activities (Optional information)

The organisation is run entirely by volunteers who during the pandemic have broadcast from their homes providing some 90 hours per week of live programs.

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

Section D

Achievements and performance

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Achievements and performance

Summary of the main achievements of the charity during the year

As with many organisations BHR had to adapt to issues caused by the Covid-19 pandemic.

Due to our studios being located within the hospital buildings we were denied access from March 2020 resulting in our technical staff having to design ways for our members to broadcast from home during the lockdowns. Home studio equipment was in some cases sourced by the charity and training performed online.

This resulted in a significant increase in the number of hours "Live" broadcasts to the extent that we reached 90 plus hours per week of live content.

As our members were unable to visit wards for request collection etc, relationships with activity co-ordinators within the hospital were forged allowing patients and friends and family to connect through the medium of radio.

Membership recruitment has also been successful in the last year with several new broadcasters joining us.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity attempts to hold at least one years outgoings in reserve.

Details of any funds materially in deficit

N/A

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ investment policy and objectives including any ethical investment policy adopted.

Section F**Other optional information****Section G****Declaration**

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Geoffrey Clark	
Position (eg Secretary, Chair, etc)	Chair	
Date	01/12/2021	

BEDFORDSHIRE HEALTH RADIO (Hospital Radio Bedford)**INCOME AND EXPENDITURE ACCOUNT JAN 2020 - MARCH 2021**

2019	INCOME	2020-2021
£		£
1,361.00	SUBSCRIPTIONS	£1,251.00
3,053.05	DONATIONS	£360.00
175.00	FUND RAISING	£352.88
	GRANTS/GIFT AID	2,213.28
5.60	BANK INTEREST	£3.10
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£4,594.65	TOTAL INCOME	4,180.26
1,996.49	LESS EXPENDITURE	£4,882.77
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£2,598.16	EXCESS OF EXPENDITURE OVER INCOME	-£702.51

SUMMARY OF EQUIPMENT

2,859.79	BALANCE B/F	£2,530.31
303.10	CAPITAL PURCHASES	£1,031.85
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3,162.89		3,562.16
-£632.58	LESS 20% DEPRECIATION	-£712.43
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2,530.31	TOTAL VALUE EQUIPMENT AT 31/03/2021	£2,849.73

BEDFORDSHIRE HEALTH RADIO (Hospital Radio Bedford)

2019	EXPENDITURE	2020-2021
£		£
303.10	CAPITAL PURCHASES	£1,031.85
62.72	PRINTING / STATIONARY	
-	MISC. EXPENSES	£740.00
59.98	REPAIRS / RENEWALS	£357.03
1,510.69	LICENCES / INSURANCES	£2,669.89
60.00	BANK CHARGES	£84.00
1,996.49	TOTAL EXPENDITURE	4,882.77

BANK RECONCILIATION

£	£		£
BANK RECEIPTS	4,180.26	BANK PAYMENTS	4,882.77
OPENING C/A ACCOU	386.18	CLOSING CURRENT	229.08
OPENING D/A ACCOU	4,522.40	CLOSING DEPOSIT	3,977.09
	9,088.84		9,088.94

BEDFORDSHIRE HEALTH RADIO (Hospital Radio Bedford)

BALANCE SHEET AT 31 MARCH 2021

2019		2020-2021
£		£
	GENERAL FUND	
£5,170.21	BROUGHT FORWARD	£7,438.89
£303.10	CAPITAL PURCHASES	£1,031.85
£2,598.16	EXCESS OF INCOME OVER EXPENDITURE	-£702.51
£8,071.47		£7,768.23
-£632.58	DEPRECIATION	-£712.43
£7,438.89	TOTAL GENERAL FUND AS AT 31ST MARCH 2021	£7,055.80

REPRESENTED BY

	BANK ACCOUNTS	
386.18	Current	229.08
4,522.40	Deposit	£3,977.09
	CASH IN HAND	
2,530.31	EQUIPMENT AT BOOK VALUE	2,849.73
7,438.89		7,055.90