



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01/10/2023 To 30/09/2024

Charity name: Prince Bishops Hospital Radio

Charity registration number: 1202977

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>The charity's purpose, as set out in its constitution, is to relieve sickness, infirmity and the disabilities attendant amongst persons living in County Durham by providing a local broadcasting service for hospitals, hospices, care homes, and similar institutions.</p> <p>Where possible, the charity also provides a similar service within the local community to assist patients receiving care in the community.</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During the year, the charity continued to deliver hospital broadcasting services, providing entertainment and companionship to patients. Activities included collecting music requests, engaging with patients and staff, and delivering live and recorded programming.</p> <p>The charity also undertook community engagement initiatives and outside broadcasts to raise awareness and extend its reach. A key partnership with the Spice Lounge Indian Restaurant supported the charity's main fundraising efforts.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<p>The trustees confirm that they have had due regard to the guidance issued by the Charity Commission on public benefit when reviewing the charity's aims and objectives and in planning future activities.</p>

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>During the year, Prince Bishops Hospital Radio has made significant progress in delivering its charitable objectives. The charity increased its presence on hospital wards, enhancing direct engagement with patients and staff. Online listenership also grew, reflecting the wider reach of its services beyond the hospital environment.</p> <p>The station submitted entries to the Hospital Broadcasting Association awards for the first time in over a decade.</p> <p>The volunteer base increased, strengthening the charity's capacity to deliver its services.</p> <p>A key achievement was supporting the County Durham and Darlington NHS Foundation Trust (CDDFT) in launching their new podcast, <i>Inside CDDFT</i>, further embedding the station within the local healthcare community.</p> <p>The charity also advanced its health and wellbeing aims by conducting weekly interviews on a range of relevant topics, providing valuable information and support to listeners.</p> <p>Prince Bishops Hospital Radio maintained 100% compliance with the OFCOM Broadcasting Code throughout the year and received no complaints, demonstrating its commitment to high broadcasting standards.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During the financial year ending 30 September 2024, Prince Bishops Hospital Radio received total income of £5,041.86, primarily from fundraising events such as Indian Nights and donations. Expenditure for the year totalled £6,379.32, resulting in a deficit of £1,337.46. Despite this, the charity remains in a stable financial position with year-end reserves of £3,482.15 held in the bank.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity aims to maintain sufficient reserves to cover at least six months of core operating costs, including licensing, insurance, and communication expenses. This policy ensures continuity of service in the event of unforeseen income shortfalls or emergency expenditures.
Amount of reserves held	Para 1.22	As of 30 September 2024, the charity

		held £3,482.15 in reserves.
Reasons for holding zero reserves	Para 1.22	Not applicable.
Details of fund materially in deficit	Para 1.24	There are no funds materially in deficit.
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	There are no material uncertainties regarding the charity's ability to continue as a going concern.
The charity's principal sources of funds (including any fundraising)	Para 1.47	The principal source of income during the year was the ongoing partnership with the Spice Lounge Indian Restaurant, which hosts regular fundraising events. While this has been a reliable source of funding, the trustees recognise the risk of over-reliance on a single income stream. As such, efforts are underway to diversify income sources to ensure long-term financial sustainability.

## Structure, Governance and Management

Type of governing document	Para 1.25	The charity is governed by a constitution adopted on 6th April 2023, in accordance with the Charities Act 2011.
How is the charity constituted?	Para 1.25	Prince Bishops Hospital Radio is a Charitable Incorporated Organisation (CIO).
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>The charity's constitution provides for the appointment of both elected and appointed trustees. Elected trustees are chosen by the members at the Annual General Meeting, with one-third retiring each year by rotation.</p> <p>Appointed trustees are selected by resolution of the existing trustees, based on the skills and experience needed for effective governance. All trustees must be natural persons aged 16 or over, and at least one trustee must be aged 18 or over.</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	Upon appointment, trustees are supplied with the Charity Commission's guidance to ensure they understand their legal duties and responsibilities. Additional training is provided to trustees and volunteers through the County Durham and Darlington NHS Foundation Trust, including annual refresher training.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	The charity operates within a hospital setting and aligns many of its day-to-day practices with NHS policies and procedures, particularly in areas such as safeguarding, health and safety, and infection control. However, the charity remains independently governed and adheres to the regulatory framework set out by the Charity Commission.

## Reference and Administrative details

Charity name	Prince Bishops Hospital Radio
Other name the charity uses	
Registered charity number	1202977
Charity's principal address	Bishop Auckland Hospital Cockton Hill Road Bishop Auckland Co, Durham DL14 6AD

## 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	Craig Robinson	Chair		
2	Christopher Nisbet	Trustee		
3	Julie Nisbet	Secretary		
4	Lindsay McElhone	Treasurer		
5	Simon Temby	Trustee		
6	Daniel Pratt	Trustee		

Corporate trustees – names of the directors at the date the report was approved

**None**

Name of trustees holding title to property belonging to the charity

**None**

Funds held as custodian trustees on behalf of others

**None**



Exemptions from disclosure

**None**

## Declarations

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

Signed on behalf of the charity's trustees


Signature(s)		
Full name(s)	Craig Robinson	Julie Nisbet
Position (eg Secretary, Chair, etc)	Chairman	Secretary
Date	04/07/2025	

# Prince Bishops Hospital Radio

## Receipts and Payments Account

1st October 2023 to 30 September 2024

Receipts [In]	This Year	Last Year
Sponsorship	£0.00	£100.00
Indian Nights	£4,524.08	£5,155.57
Projects	£0.00	£0.00
Grants	£0.00	£1,500.00
Donations	£352.00	£9.00
Talks / PA / Community	£160.00	£0.00
Refunds	£5.78	£54.25
	£0.00	£0.00
<b>Totals</b>	<b>£5,041.86</b>	<b>£6,818.82</b>
<b>Payments [Out]</b>		
Fees and Charges	£50.00	£50.00
Stationery	£78.00	£96.09
PR	£115.79	£669.40
Software/upgrades	£123.23	£0.00
Licences	£3,984.40	£1,951.18
Telephone/Internet/Streaming	£425.65	£208.48
Insurance	£96.00	£948.00
Maintenance	£0.00	£6.00
Equipment	£293.01	£2,179.97
Indian night costs	£1,213.24	£1,567.55
Outside Broadcasts	£0.00	£0.00
Sundries	£0.00	£0.00
<b>Totals</b>	<b>£6,379.32</b>	<b>£7,676.67</b>
<b>Surplus or deficit for the year</b>	<b>-£1,337.46</b>	<b>-£857.85</b>
Balances brought forward	HSBC £4,819.61	£0.00
	Barclays £0.00	£0.00
	Cash £0.00	£0.00
	<b>£4,819.61</b>	<b>£0.00</b>
Balances in hand at year-end	HSBC £3,482.15	£4,819.61
	Barclays £0.00	£0.00
	Cash £0.00	£0.00
	<b>£3,482.15</b>	<b>£4,819.61</b>

Prepared by  Treasurer

Reviewer's Certificate: The above statements agree with the records and vouchers of  
Prince Bishops Hospital Radio for the financial year ended 30 September 2024

