

# **BRISTOL HOSPITAL BROADCASTING SERVICE**

## **Trustees' Annual Report & Accounts**

**Year Ended 31<sup>st</sup> January 2020**

**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 1<sup>st</sup> February 2019 to 31<sup>st</sup> January 2020.

### **Organisation**

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12<sup>th</sup> April 2018 and governed by a constitution signed on 23<sup>rd</sup> January 2018.

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**

The object of the unincorporated association was "to promote the welfare of patients in hospitals and similar institutions by broadcasting to them commentaries of sporting events and such other entertainments as the Service consider suitable."

The CIO 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."

The first of these objects is a restatement of the unincorporated association's object, using the model wording agreed between the HBA and the Charity Commission. Bristol Hospital Broadcasting Service currently provides a hospital radio service to patients at various hospital sites via the bedside entertainment systems in furtherance of this object.

The second of these objects is a localised version of the second model object agreed between the HBA and the Charity Commission, and allows Bristol Hospital Broadcasting Service 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 Bristol Hospital Broadcasting Service ('BHBS'), operating under the name 'BHBS – 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.

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

## **Bristol Hospital Broadcasting Service Trustees' Annual Report & Accounts 2020**

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 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 also broadcast classical concerts from Colston Hall, however this has temporarily ceased whilst the hall is refurbished and rebranded. We look forward to recommencing our coverage of the concert season from the newly named hall when it reopens.

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 and the opportunity for us to offer our services to their patients. We are currently undertaking the enormous task of fully equipping the studio using both existing and new broadcasting kit. The Trustees would particularly like to thank our Chief Engineer, Rick Parsons, for his effort during the year. We expect the studios to be officially opened in due course.

Our 2019 AGM, the first for our newly created CIO, was held in the Restaurant on level 9 of the BRI with panoramic views over the city of Bristol on a very sunny May day. After the main business was completed a quiz was held and our President, Chris Serle, gave a very interesting and informative talk on his life and career. BHBS wishes to thank Chris for generously offering his time and effort on behalf of the charity.

At the AGM, the dedication demonstrated, over many years, by three of our volunteers was recognised as we awarded Dick Bateman, John Kay and Mark Trotman with Life Membership. We were pleased to have Dick in attendance where he was presented with his official certificate by Chris Serle.

We were very sad to learn of the passing of Roger Morris in November 2019. Roger was a Life Member who had made a significant contribution to the service over many years. Roger joined BHBS in 1981 and over the years presented many programmes including Colston Hall commentaries, coverage of the Queen's visit to Temple Meads, the opening of our Old Building studios in 1994 and, of course, his long running I'd Rather Lead Band series. Roger was also a former Trustee of the charity. He will be greatly missed by the whole BHBS community.

In December 2019 we held our annual collections at Sainsbury's, Emersons Green and Tesco, Brislington. As these events take place during the festive period, Christmas songs are played at the stores and some of our members sport festive themed fancy dress. These events form the keystone of our fundraising programme and we thank both Tesco and Sainsbury's for their continued support over many years and, of course, their customers for all the kind donations.

We rely 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. Therefore, we continue to undertake ward audits in order to ascertain our potential audience and to report back any faults to Hospital Trust personnel. It is our intention to expand this further 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. Only by visiting the wards ourselves can we make patients aware of our services, so the Trustees consider this to be a vitally important activity for our volunteers to undertake on a regular basis.

Towards the end of our previous financial year 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 its 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 to this end we continue to regularly ward visit to collect music requests, we will feature in the patient welcome pack and we have an annual Patients' Guide produced at no cost to ourselves. It is our goal to enhance our profile further over the next 12 months by visiting the wards more often and working with volunteers from other organisations to help spread the word.

We have pushed forward with our goal to be unique and local with an emphasis on health and wellbeing. We have started broadcasting more hospital related content within our evening news bulletins and changed the focus from outside to inside the hospitals. We have also increased the number of health and wellbeing messages broadcast throughout the day. Furthermore, we expect to announce a new look programme schedule which we hope will be more attractive to our listeners.

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, therefore we believe an active recruitment campaign will need to be undertaken in order to achieve this goal.

### **Significant events after the end of the reporting period**

On 2<sup>nd</sup> March 2020 the Trustees received notice from John Malyckyj that he was resigning as a Trustee of the charity but continuing as a volunteer for the organisation. The Trustees thank John for his contribution over the past 7+ years.

In July 2020 David Rawlings accepted the role of chair of the Board of Trustees after holding office on an interim basis since the 2017 AGM.

Like many charities, we have been heavily impacted by the Covid 19 global pandemic. At the time of signing this report and accounts, BHBS faces, possibly, the biggest challenge it has encountered in its 68 year history as we adapt to a new, but hopefully temporary, reality whereby our volunteers can no longer engage with patients in the hospital.

We had to restrict access to our studios and had no access to hospital wards, therefore we suspended all, but essential, volunteering activity in the hospitals. This meant we had to rely heavily on pre-recorded programming using our computerised audio playout system. However, we were pleased to be able to broadcast live sport when the football season resumed in June 2020 and in August we were granted permission to return to our studios, whilst observing Covid 19 safety measures.

We continue to explore alternative ways to re-engage with our audience as we do not expect to be able to visit the hospital wards anytime soon.

During the early stages of the national lockdown some of our members volunteered to help the Hospital Trust in other ways and we are proud of those individuals who felt able to do so, although these opportunities never materialised.

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Due to our financial management and reserves policies and our strict controls on expenditure the effects of Covid 19 have not had a major impact on our finances to date. We took the decision to defer membership fees during the period of suspended volunteering as we felt this was the right thing to do. The Trustees will monitor the charity's financial position as time progresses and will consider the impact of any reductions in anticipated income. We particularly recognise there is uncertainty with regards to bucket collections which has traditionally been one of our main income streams, so this might impact our total receipts for the foreseeable future. The Trustees do not expect to incur any major additional costs because of the pandemic. At this stage there is no intention to introduce any specific financial controls, however the charity's reserves policy and level of reserves will be closely monitored as the crisis continues.

### **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.
- 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 (2019: £25) and the average number of members was 32 (2019: 34).

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 Hospital Broadcasting Association for its advice and guidance throughout the period. Smile Publishing for our patients' magazine and regular donations. We are also grateful for the support from individuals and local businesses: Laura Parslow for, once again, independently examining this Annual Report and Accounts at no costs to ourselves; John Lewis & Partners for donating new computer equipment, Costa for a publicity display; Stanford News for fundraising; Unite the Union; the Bristol Rovers Football Club supporters - Best Supply Co, Brooking Ruse Chartered Accountants and Edward Ware Homes.

### **Review of Financial Activities and Affairs**

The financial position of Bristol Hospital Broadcasting Service is satisfactory with the Charity holding good cash reserves at year end. The Charity had unrestricted funds of £21,096, with income of £9,388 and expenditure of £7,173.

The accounts are prepared for the 12 month period to 31 January 2020 whereas the comparative period covers 18 months.

### **Receipts**

Income is generated from several sources, however principally it comes from donations from individuals, companies and other organisations. We sold a significant amount of surplus equipment which represents a sizeable proportion of our income this year, however this is not expected to be repeated in future years.

We held two bucket collections at Tesco, Brislington and Sainsbury's, Emersons Green during the year.

Membership subscriptions, Gift Aid and bank interest accounts for almost all of the remainder of our receipts.

### **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 new headsets for outside broadcasts at a cost of £496 along with studio upgrade costs of £3,796 which itself includes £3,000 spent on a new audio playout system. Other repairs, renewals and new equipment, including the refurbishment of the studio mixing desk, cost us a further £923.

The increase in printing, postage and stationery and the new cost of merchant and auction fees relate to selling of redundant equipment via Ebay.

We spent £43 on refreshments to increase attendance at our AGM.

### **Other Monetary Assets**

The cash raised at the Sainsbury's collection had to be counted by the Sainsbury's staff and deposited in their bank account. At the year end this money was still held by Sainsbury's so it is shown as an other monetary asset, rather than a cash asset.

### **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:

<b>Reserves range</b>	<b>£k</b>
Cost of unforeseen emergencies	7.0
Small contingency fund for unforeseen operational costs	0.5
All of our income streams temporarily cease	2.5
<b>Minimum level</b>	<b>10.0</b>

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Range	5.0
<b>Maximum level</b>	<b>15.0</b>

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 £8,306 and reserves of £12,790, 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**

John Malyckyj (resigned 2<sup>nd</sup> March 2020)

Chris Mountain

Paul Popiel

David Rawlings (Chair)

Jonathan Rogers

Chris Wood

**Charity Number**

1177939

**Principal Address**

Bristol Royal Infirmary

Upper Maudlin Street

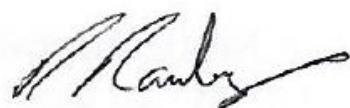
Bristol

BS2 8HW

**Independent Examiner**

Mrs Laura Parslow ACA MAAT

Signed on behalf of the Trustees:



.....  
D J Rawlings  
Chairman



.....  
P M Popiel  
Secretary

27<sup>th</sup> September 2020

.....  
Date

27<sup>th</sup> September 2020

.....  
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 31<sup>st</sup> January 2020.

### **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").

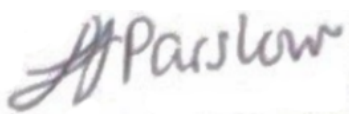
I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **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

11<sup>th</sup> September 2020

.....  
Date



## Receipts and Payments Account for the Year Ended 31<sup>st</sup> January 2020

		<b><u>2020</u></b>	<b><u>01.08.2017 to</u></b>
		<b><u>Unrestricted</u></b>	<b><u>31.01.2019</u></b>
		<b><u>Funds</u></b>	<b><u>Unrestricted</u></b>
<b>Receipts</b>	<b><u>Note</u></b>	<b><u>£</u></b>	<b><u>£</u></b>
Donations	1	2,088	3,651
Fundraising	2	2,676	3,298
Gift Aid		11	1,131
Interest received		51	35
Membership subscriptions		400	740
Sale of surplus equipment		4,160	318
Other receipts		2	4
		<b>9,388</b>	<b>9,177</b>
<b>Payments</b>		<b><u>£</u></b>	<b><u>£</u></b>
Telephone and internet charges		430	330
Outside broadcast costs		338	340
Printing, postage and stationery		220	65
Repairs, renewals and equipment		5,215	4,850
Insurance		486	946
Subscriptions, licences and website		396	567
Publicity and advertising		-	30
Fundraising costs and fees		-	16
Moving costs		-	140
Legal fees		-	50
Merchant and auction fees		45	-
AGM costs		43	-
		<b>7,173</b>	<b>7,334</b>
<b>Net of Receipts / (Payments)</b>		<b>2,215</b>	<b>1,843</b>
<b>Total Fund Brought Forward</b>		<b>18,881</b>	<b>17,038</b>
<b>Total Fund Carried Forward</b>		<b>21,096</b>	<b>18,881</b>

## Statement of Assets and Liabilities as at 31<sup>st</sup> January 2020

		<u>2020</u>	<u>2019</u>
	<u>Note</u>	<u>£</u>	<u>£</u>
<b>Cash Funds</b>			
Lloyds - Treasurer's Account 1		973	124
Lloyds - Treasurer's Account 2		49	53
Lloyds - Savings Account		910	18,704
Santander		18,346	-
PayPal		573	-
		<hr/>	<hr/>
		<b>20,851</b>	<b>18,881</b>
 <b>Other Monetary Assets</b>			
Funds held by Sainsbury's		<hr/> <b>878</b>	<hr/> -
 <b>Assets</b>		<hr/> <b>21,729</b>	<hr/> <b>18,881</b>
 <b>Liabilities</b>			
Amounts falling due within one year	3	<hr/> <b>633</b>	<hr/> -
 <b>Net Assets</b>		<hr/> <b>21,096</b>	<hr/> <b>18,881</b>
 <b>Funds</b>			
Restricted funds		-	-
Unrestricted funds		21,096	17,038
		<hr/>	<hr/>
		<b>21,096</b>	<b>17,038</b>

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.

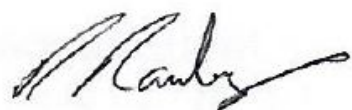
All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

**Statement of Assets and Liabilities  
as at 31<sup>st</sup> January 2020 (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



.....  
J Rogers ATT FMAAT  
Treasurer

27<sup>th</sup> September 2020

.....  
Date

27<sup>th</sup> September 2020

.....  
Date

**Notes to the Accounts  
for the Year Ended 31<sup>st</sup> January 2020**

**1. Donations**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Dave Fox	50	-
Gregg Latchams	-	603
In memory of Doris Wood	-	177
In memory of Geoff Dunford	-	100
In support of Bristol Rovers commentaries	295	1,195
Individuals and friends of BHBS	93	276
KPMG	150	150
Lloyds Bank - Staff Matched Giving Scheme	-	950
Mark Hoskins	-	75
Smile Publishing Ltd	1,000	-
Unite the Union	500	-
University of Bristol Library	-	125
	<b>2,088</b>	<b>3,651</b>

**2. Fundraising**

	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>
Bucket collections at Sainsbury's, Emersons Green	878	1,306
Bucket collections at Tesco, Brislington	1,709	1,907
Everyclick Ltd - Give As You Live	38	36
Stanbury News, Downend	51	49
	<b>2,676</b>	<b>3,298</b>

**3. Liabilities: Amounts falling due within one year**

	<b>£</b>	<b>£</b>
Alice Soundtech	<b>633</b>	-

**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.

**Notes to the Accounts  
for the Year Ended 31<sup>st</sup> January 2020 (continued)**

**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.