

BRISTOL HOSPITAL BROADCASTING SERVICE

Trustees' Annual Report & Accounts

18 Month Period Ended 31st January 2019

**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 1st August 2017 to 31st January 2019.

Organisation

Bristol Hospital Broadcasting Service is a Charitable Incorporated Organisation ('CIO') registered in England and Wales on 12th April 2018 and governed by a constitution signed on 23rd January 2018. It has merged with Bristol Hospital Broadcasting Service, an unincorporated association, and taken over the provision of the hospital radio service in Bristol and the surrounding area. It continues to use the operating name "BHBS – Hospital Radio for Bristol" in respect of this service.

The unincorporated association was governed by a constitution, which was last amended on 9th October 2000, and managed by the Charity Trustees who were elected annually by the membership.

The CIO is managed by the Charity Trustees who, ordinarily, will be elected by the membership. However, in this initial period, the Charity Trustees consist of the six elected Trustees of the unincorporated association.

Throughout the period both charities continued to operate with no paid staff, being run entirely by a membership of volunteers.

Conversion to a Charitable Incorporated Organisation

During 2016, the Trustees of the unincorporated association came to the view that it was in the best interests of the charity for it to convert to a Charitable Incorporated Organisation (CIO). Amongst the reasons were the ability of the CIO to enter the lease agreement for new studio accommodation in the charity's own name, limited liability for the Trustees (making it easier to recruit Trustees), and the adoption of a modern constitution and up-to-date model charitable objects (based on those agreed between the Hospital Broadcasting Association and the Charity Commission).

At the AGM of the unincorporated association on 18th October 2016, it was resolved that the Trustees should dissolve the charity, transferring all assets and liabilities to a newly-formed CIO. The transfer took place on 31st July 2018, from which date the new charity formally assumed responsibility for provision of the hospital radio service, and the old charity was dissolved on 9th October 2018.

This Report and the attached Accounts have been produced in accordance with the guidance provided by the Charity Commission in its "Receipts and Payments Accounts Pack (CC16)". It consists of a report of the activities of both the unincorporated association and the CIO, and merged accounts, following advice given to the Hospital Broadcasting Association ('HBA') by the Charity Commission to present a combined annual report and accounts in a style informed by Module 27 of the Charities "Statement of Recommended Practice" for charity accounting (although this is not directly applicable to "Receipts and Payments" accounts).

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:

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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 the hospitals managed by University Hospitals Bristol 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 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 when the hall is expected to reopen in 2020.

New studio space in the main Queen's Building of the Bristol Royal Infirmary were made available to us in 2016 and the Trustees express their continued gratitude to the Hospital Trust for providing us with this facility and the opportunity for us to offer our services to their patients. We are currently undertaking the mammoth task of fully equipping the studio using both existing and new broadcasting kit. The Trustees would particularly like to thank volunteers Mark Trotman and Rick Parsons for their efforts in this regard. It is anticipated that the studios will be officially opened in 2019.

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The charity entered into a lease agreement with the Hospital Trust for this new studio accommodation and we would like to thank solicitors Bevan Brittan LLP for their services, provided on a pro bono basis, and hard work in advising on this matter.

During 2017 BHBS celebrated its 65 year of broadcasting, however after quite significant activities for the 60th anniversary, we kept events low key with mentions on social media and a replay of previous celebratory programming on the day.

It was with much regret that three of the Trustees of the unincorporated association resigned during the year. Lynn Merilion, who had taken over as the chair of the charity in October 2016, Ian Browne, vice-chair, and Mark Trotman all resigned in September 2017. Mark Trotman also vacated his position as chief engineer, a role he had held for five years, but as one of our longest standing volunteers we are pleased to report that he remains a member of the service.

David Rawlings assumed the role of chair of the Board of Trustees on an interim basis with the Trustees continuing to seek a permanent replacement to fulfil this position. Rick Parsons has taken over as chief engineer.

In December 2017 and 2018 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 cornerstone of our fundraising programme and we thank both Tesco and Sainsbury's for their continued support over many years as well as all the kind donations given by their customers.

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, in late 2017 we undertook our first ward audit in order to ascertain our potential audience and to report back any faults to Hospital Trust personnel. The first audit was deemed a success with our potential audience reach exceeding expectations. We have undertaken further audits during the period and plan to continue to do so in the foreseeable future with the intention of expanding this further to record listening figures and listener feedback. There remains no way of currently ascertaining the number of patients who listen at any one time. Only by visiting patients ourselves can we make them aware of our services.

On 5th July 2018 we broadcast the NHS 70 celebrations from the restaurant of the Bristol Royal Infirmary where the NHS70tea party was being held. The programme included an NHS themed quiz, live music from The Thornbury Ukeaholics and interviews with hospital staff and the Right Honourable Lord Mayor of Bristol, Cleo Lake. With a team of presenters and engineers in both the restaurant and the studio, along with the producer and runners the event was considered a great success. We hope to continue to broadcast live OB's from future trust events.

Towards the end of our financial year the Board of Trustees began the process of setting a number of goals for the charity to achieve over the following 12 – 36 months. 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 will be designed to secure the long term direction of the charity and further its objects.

The Trustees wish to bolster the board over the next 12 months by appointing at least one new Trustee who is not currently a member of the charity in order to give a fresh perspective. Therefore an active recruitment campaign will be undertaken in order to achieve this goal.

Membership

There are three classes of membership, along with a probationary membership:

- Full membership is awarded to those volunteers that have met both the requirements of the Hospital Trust and BHBS and have paid the annual subscription fee.
- Those members whose contribution to BHBS has been recognised by the Trustees as being significant may be awarded life membership. 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.

During the period the annual membership subscription fee was £25 (2017: £25) and the average number of members was 34 (2017: 35).

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 Boulton for, once again, independently examining this Annual Report and Accounts at no costs to ourselves; Dave Warfield for providing his carpentry skills free of charge; Costa for a publicity display; Stanford News for fundraising, Port Marine Storage, the Bristol Rovers Football Club supporters – Barrs Court Holdings Ltd, Bathrooms at Number 5, Best Supply Co, Bird in Hand at Saltford, Bristol Rovers Presidents 200 Club, Bristol Rovers Supporters Club, Brooking Ruse Chartered Accountants, BWS Security Systems Ltd, Edward Ware Homes, RateAvon Ltd & Workshop AWPHER Recruitment Solution.

Financial Performance

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 £18,881, with the unincorporated association and CIO between them recording income of £9,177 and expenditure of £7,334.

The unincorporated association's year end was 31 July however, following the transfer of the assets and undertaking to the new CIO, its year end was extended to 31st January to correspond with the CIO. Therefore the accounts are prepared for an 18 month period whereas the comparative period covers 12 months.

Receipts

Income is generated from a number of sources, however principally it comes from donations from individuals and companies, in particular from those which support our Bristol Rovers commentaries.

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

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

Payments

A tight control has been maintained over expenditure during the period.

For many years the most significant expense for the unincorporated charity was the British Telecom landlines used to transmit our sports commentaries from Ashton Gate and Memorial Stadium and concerts from Colston Hall. However, in order to greatly reduce our outgoings, these lines were cancelled in 2016 and broadcast telephone units were purchased for use at outside broadcast venues.

During this period our greatest expense was repairs, renewals and equipment which included the purchase of a further broadcast telephone unit, at a cost of £1,275, for installation in the studio in order to improve sound quality. Other repairs, renewals and new equipment, including replacement of aging microphones and headsets, cost us a further £1,779.

We are currently in the process of equipping our new studios and costs associated with this totalled £1,796 for the period.

Exceptional expenditure in this period includes moving costs in relation to equipment which was previously kept at Colston Hall and our old studios which was put into free-of-charge storage. Legal costs comprise Land Registry fees in connection with the new studio lease.

Financial Management and Reserves Policy

The Charity does not currently have a formal Financial Management Policy. However, Trustees do meet regularly to discuss the Charity's finances and the management of its assets. It is the Trustees intention to adopt a formal Financial Management Policy within the next 12 months.

The Charity does not currently have a formal Reserves Policy. However, the Trustees closely monitor the Charity's level of reserves throughout the period to ensure that they are neither excessive nor insufficient. At year end, of the £18,881 held in reserves, approximately £9,500 had been designated for specific future costs with the balance being held as a contingency fund. It is the Trustees intention to adopt a formal Reserves Policy within the next 12 months.

Charity Trustees

Bristol Hospital Broadcasting Service Unincorporated Association (until dissolution on 9th October 2018)

Ian Browne (resigned 16th September 2017)
John Malyckyj
Lynn Merilion (resigned 16th September 2017)
Chris Mountain
Paul Popiel
David Rawlings
Jonathan Rogers
Mark Trotman (resigned 8th September 2017)
Chris Wood

Charity Number
264775

Bristol Hospital Broadcasting Service Charitable Incorporated Organisation

John Malyckyj
Chris Mountain
Paul Popiel
David Rawlings
Jonathan Rogers
Chris Wood

Charity Number
1177939

**Bristol Hospital Broadcasting Service
Trustees' Annual Report & Accounts 2019**

Principal Address

Bristol Royal Infirmary
Upper Maudlin Street
Bristol
BS2 8HW

Independent Examiner

Miss Laura Boulton ACA MAAT

Signed on behalf of the Trustees:



.....
D J Rawlings
Interim Chairman

12th May 2019

.....
Date



.....
P M Popiel
Secretary

12th May 2019

.....
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 period ended 31st January 2019.

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 this report in order to enable a proper understanding of the accounts to be reached.



.....
Miss L J Boulton ACA MAAT
Independent Examiner

18th April 2019

.....
Date

**Receipts and Payments Account
for the Period Ended 31st January 2019**

		<u>Unincorporated</u>			
		<u>Association</u>	<u>CIO</u>		<u>Unincorporated</u>
		<u>01.08.2017 to</u>	<u>01.08.2018 to</u>	<u>Combined</u>	<u>Association</u>
		<u>31.07.2018</u>	<u>31.01.2019</u>	<u>2019</u>	<u>2017</u>
Receipts	<u>Note</u>	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Donations	1	2,542	1,109	3,651	5,127
Fundraising	2	1,646	1,652	3,298	2,725
Gift Aid		1,103	28	1,131	-
Interest received		26	9	35	22
Membership subscriptions		515	225	740	587
Sale of surplus equipment		10	308	318	-
Insurance claim for loss of equipment		-	-	-	1,083
Other receipts		3	1	4	4
		5,845	3,332	9,177	9,548

**Receipts and Payments Account
for the Period Ended 31st January 2019 (continued)**

	<u>Note</u>	<u>Unincorporated</u>		<u>Combined</u>	<u>Unincorporated</u>
		<u>Association</u>	<u>CIO</u>		
		<u>01.08.2017 to</u>	<u>01.08.2018 to</u>		
		<u>31.07.2018</u>	<u>31.01.2019</u>	<u>2019</u>	<u>2017</u>
Payments		£	£	£	£
Telephone charges		142	188	330	216
Outside broadcast costs		235	105	340	246
Printing, postage and stationery		46	19	65	33
Repairs, renewals and equipment		2,134	2,716	4,850	1,408
Insurance		468	478	946	497
Subscriptions, licences and internet		370	197	567	272
Publicity and advertising		-	30	30	-
Fundraising costs and fees		-	16	16	-
Moving costs		67	73	140	-
Legal fees		10	40	50	-
		3,472	3,862	7,334	2,672
Net of receipts / (payments)		2,373	(530)	1,843	6,876
Total Fund b/fwd		17,038	19,411	17,038	10,162
Total Fund c/fwd		19,411	18,881	18,881	17,038

Statement of Assets and Liabilities as at 31st January 2019

	<u>2019</u>	<u>2017</u>
Assets	<u>£</u>	<u>£</u>
Lloyds - Treasurer's Account 1	124	-
Lloyds - Treasurer's Account 2	53	-
Lloyds - Savings Account	18,704	-
Lloyds - Treasurer's Account (closed)	-	611
Lloyds - Treasurer's 2nd Account (closed)	-	100
National Savings Investment (closed)	-	138
Barclays (closed)	-	16,189
	18,881	17,038
Liabilities	-	-
Net Assets	18,881	17,038
Funds		
Restricted funds	-	-
Unrestricted funds	18,881	17,038
	18,881	17,038

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.

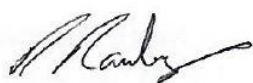
All funds held at year end are unrestricted and available to be applied in furtherance of Bristol Hospital Broadcasting Service's charitable objectives at the discretion of the Trustees.

**Statement of Assets and Liabilities
as at 31st January 2019 (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
Interim Chairman

12th May 2019

.....
Date



.....
J Rogers ATT FMAAT
Treasurer

12th May 2019

.....
Date

Notes to the Accounts
for the Period Ended 31st January 2019

1. Donations	2019	2017
	£	£
Gregg Latchams	603	-
In memory of Doris Wood	177	-
In memory of Geoff Dunford	100	-
In support of Bristol Rovers commentaries	1,195	1,135
Individuals and friends of BHBS	276	15
KPMG LLP	150	300
Lloyds Bank - Staff Matched Giving Scheme	950	1,000
Mr M Hoskins	75	525
Mr R Williams	-	1,102
Smile Publishing Ltd	-	1,050
University of Bristol Library	125	-
	3,651	5,127

2. Fundraising	2019	2017
	£	£
Bucket collections at Sainsbury's, Emersons Green	1,306	1,077
Bucket collections at Tesco, Brislington	1,907	1,545
Bucket collection at Thornbury Rugby Club	-	70
Everyclick Ltd - Give As You Live	36	33
Stanbury News, Downend	49	-
	3,298	2,725

3. 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 Period Ended 31st January 2019 (continued)**

4. 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 only 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.