

Annual Report & Accounts 2020



The Hospital Broadcasting Service
Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Registered as a Charity
SC009138

Phone : 0141 - 221 - 4043
Email : studio@hbs.org.uk
<http://www.hbs.org.uk>

Executive Committee Members

Chairman	Niall Anderson
Treasurer	Robert Craw
Programme Director	Spence Canniffe
Technical Director	David Bannerman
Annual Post-Holders	Fraser Barbour (<i>Until 23-Aug-2020</i>)
	Francis Dunn CBE (<i>From 23-Aug-2020</i>)
	Peggy Mack
	Iain Rose (<i>Until 23-Aug-2020</i>)
	Norman Ross (<i>From 23-Aug-2020</i>)
	George Smart (<i>From 23-Aug-2020</i>)

Charity Number

SC009138

Principal Address

Suite 444
Baltic Chambers
50 Wellington Street
Glasgow
G2 6HJ

Bankers

The Royal Bank of Scotland
18 Tay Walk
Town Centre
Cumbernauld
G67 1DE

Signed on behalf of the Executive Committee

Niall Anderson
Chairman
28th April 2021



Robert Craw
Treasurer
28th April 2021

Accounts independently examined

Jordan Abraham
28th April 2021

Executive Committee's Report

The Executive Committee of The Hospital Broadcasting Service are pleased to submit their report and accounts for the year 1st January to 31st December 2020.

The Hospital Broadcasting Service (also known On-Air as 'HBS') is registered with the Office of the Scottish Charity Regulator and governed by a Constitution.

This report and attached accounts have been prepared in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and Charities Accounts (Scotland) Regulations 2006. The accounts are prepared on a Receipts and Payments basis.

The accounts are produced on a cash basis and do not take account of any future anticipated income or expenditure. As such there are no reserves held to fund future projects. The Studio Development fund contains donations for specific projects e.g. upgrade studios and provision of recording equipment, but these funds are not available for running costs.

Charitable Objects

The objects of The Service shall be to relieve sickness, infirmity, handicap and old age amongst persons living in the area served by providing a local broadcasting service for hospitals, residential homes, nursing homes for the elderly and other similar establishments.

The radio station currently broadcasts to bedside radios of approximately three thousand patients in the following establishments:

- Beatson Oncology Centre (West of Scotland Cancer Centre)
- Gartnavel General Hospital
- Queen Elizabeth University Hospital
- Royal Alexandra Hospital

Most hospital-based listening is via the bedside entertainment equipment. Increasingly though patients are accessing programmes through internet streaming.

Organisation

The Hospital Broadcasting Service is run entirely by volunteers, who pay an annual membership subscription. Members are not reimbursed for any out-of-pocket expenses. It is an unincorporated association governed by a Constitution and managed by an Executive Committee elected by the membership at the Annual General Meeting.

Related Organisations

The Hospital Broadcasting Service is a member of the Hospital Broadcasting Association (HBA), the national charity that is an umbrella organisation which supports and promotes hospital broadcasting in the UK. Our members regularly interact with the office bearers of HBA and when available attend the annual conference and training days they organise.

The Hospital Broadcasting Service maintains a close working relationship with NHS Greater Glasgow and Clyde including formal quarterly management meetings.

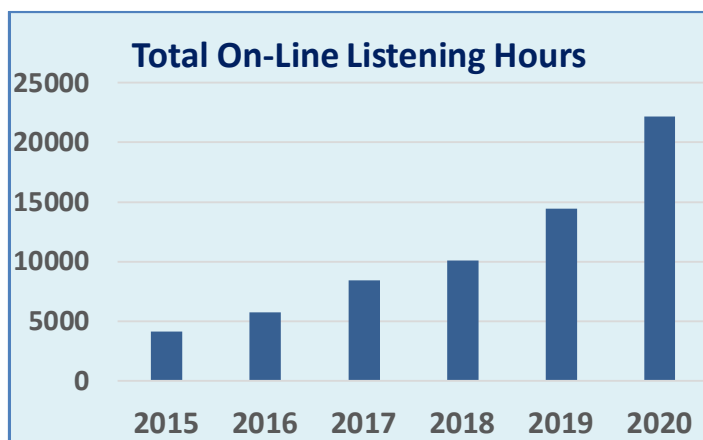
"Thanks for playing the John Denver track for my mum. It's a special song for us both and while I can't visit her because of lockdown the song brings us closer"

One of many comments received during the year

Review of Activities

Like all other charities, the year saw massive disruption due to Covid-19. Plans for many celebrations leading up to the 50th anniversary of the official founding of the organisation were cancelled, although marking the 50th anniversary of the first on-air broadcast which happened at 7pm on Christmas Day 1970 was possible.

Just ahead of lockdown measures coming into effect in March, hospitals restricted access and our traditional ward-visiting record request collection team had to cease activities, a situation that was unchanged for the remainder of the year. Request collecting activities switched to an increased focus on the use of social media although this was definitely not as effective as the face-to-face interaction with patients that has been part of the core activities of the organisation over the last half a century.



Source: Centova Cast Radio Streaming Analytics

Despite the drop in record requests directly from patients, listening has continued to increase as awareness of on-line streaming has become more widely known.

The NHS policy for patient bedside entertainment has in recent years focussed on provision of free Wi-Fi to allow the patient to use their own device to select their preferred audio or video entertainment.

With the imposition of lockdown in March, the technical team had to quickly work out an option to allow live programmes to continue to be broadcast despite the fact that the studios were in effect closed, with only essential visits to restart equipment being allowed. In just 24 hrs the team had identified a solution that would enable presenters with a minimal home-studio setup to be able to broadcast live shows. This allowed the nightly request programmes to continue throughout the year and therefore one of the core services we provide to still be available to our listeners.

It wasn't just the Open Line request shows that were broadcast live remotely. With the volunteer team being mainly 'confined to quarters' and with time on their hands, additional live programmes were added to the broadcast schedule resulting in the early summer months of more live shows than had been the case pre-covid.



Some of the volunteer's home studio setups which allow HBS to continue providing programmes despite lockdown restrictions

In January, thanks to a generous grant from the Miss MJM Smith Trust, we were able to upgrade some of the computer equipment that keeps the station running as well as completely remodelling the Production Office to make it suitable for wheelchair users.

The re-design also saw us say goodbye to the remainder of the vinyl record library which had seen little use in recent years plus allowed the room to become a fully flexible space capable of being used for drama and other recordings. 'Sea Change', the first drama using this facility, was recorded shortly after some of the restrictions were eased in late summer.



The HBS Production Office before and after major refurbishment work carried out at the start of 2020

With the restrictions imposed during the year, many of the planned developments had to be put on-hold. These included increasing volunteer numbers and a focus on developing the skills of the whole team to deliver improvements to the service. As restrictions ease through 2021 we hope to pick up on these initiatives.

Much of the running-costs funding has traditionally been achieved through public facing events including provision of audio services for gala days, bucket collections and other events where we have directly sought funding from public interaction. With these regular sources of income unavailable, we were very grateful for grants from Covid Support funds run by both the National Lottery and Corra Foundation which kept the Service operational. We know that the competition for funding in the coming years is going to be intense so have been working on plans for alternative sources until public-giving returns to previous levels.

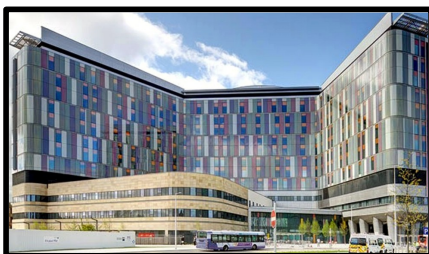
Hospitals Served 2020



Royal Alexandra Hospital



Beatson Oncology Centre



Queen Elizabeth University Hospital



Gartnavel General Hospital

Receipts and payments accounts							
For the period from	Period start date			to	Period end date		
	Day	Month	Year		Day	Month	Year
	01	January	2020		31	December	2020

Section A Statement of receipts and payments

	Unrestricted funds	Restricted funds	Expendable endowment funds	Permanent endowment funds	Total funds current period	Total funds last period
	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £	to nearest £
A1 Receipts						
Donations	1,772				1,772	46,108
Legacies					-	
Grants	12,500				12,500	
Receipts from fundraising activities					-	7,288
Gross trading receipts					-	
Income from investments other than land and buildings	12				12	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
					-	
A1 Sub total	14,284	-	-	-	14,284	53,396
A2 Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
A2 Sub total	-	-	-	-	-	-
Total receipts	14,284	-	-	-	14,284	53,396
A3 Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	17,243	3,217			20,460	34,867
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Other					-	
A3 Sub total	17,243	3,217	-	-	20,460	34,867
A4 Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
A4 Sub total	-	-	-	-	-	-
Total payments	17,243	3,217	-	-	20,460	34,867
Net receipts / (payments)	(2,959)	(3,217)	-	-	(6,176)	18,529
A5 Transfers to / (from) funds					-	
Surplus / (deficit) for year	(2,959)	(3,217)	-	-	(6,176)	18,529

Section B Statement of balances

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
B1 Cash funds	Cash and bank balances at start of year	7,670	13,056			20,726	2,310
	Surplus / (deficit) shown on receipts and payments account	(2,959)	(3,217)			(6,176)	18,529
						-	
						-	
	Cash and bank balances at end of year	4,711	9,839	-	-	14,550	20,839
	(Agree balances with receipts and payments account(s))	-	-	-	-	-	-

	Details	Fund to which asset belongs	Market valuation to nearest £	Last year to nearest £
B2 Investments				
		Total	-	-

	Details	Fund to which asset belongs	Cost (if available) to nearest £	Current value (if available) to nearest £	Last year to nearest £
B3 Other assets					
		Total	-	-	-

	Details	Fund to which liability relates	Amount due to nearest £	Last year to nearest £
B4 Liabilities				
		Total	-	-

	Details	Fund to which liability relates	Amount due (estimate) to nearest £	Last year to nearest £
B5 Contingent liabilities				
		Total	-	-

Signed by one or two trustees
on behalf of all the trustees

Signature

Print Name

Date of approval

	Robert Crow	06 January 2021
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Section C Notes to the Accounts

C1 Nature and purpose of funds *(may be stated on analysis of funds worksheets)*

The unrestricted funds are used to meet the day-to-day running costs of the Service. The restricted funds are donations/grants for specific projects.

C2 Grants

Type of activity or project supported	Individual / institution	Number of grants made	£
Total			-

C3a Trustee remuneration

If no remuneration was paid during the period to any charity trustee or person connected to a trustee cross this box (otherwise complete section 3b)

C3b Trustee remuneration - details

Authority under which paid	£

C4a Trustee expenses

If no expenses were paid to any charity trustee during the period then cross this box (otherwise complete section 4b)

X

C4b Trustee expenses - details

	Number of trustees	£

C5 Transactions with trustees and connected persons

Nature of relationship	Nature of transaction	Transaction amount (£)	Balance outstanding at period end (£)

C6 Other information

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Additional analysis (1)**Analysis of receipts and payments****1 Donations**

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Personal donation John Laurie	542				542	300
Personal donation John Douglas	600				600	600
Hillington Park Parish Church					-	25
Annoymous donation					-	2,010
Kirsty Hogg (Member)					-	5
Borders Hospital Radio					-	168
Radio Allerton					-	350
Niall Anderson (Member)					-	200
Aird Sakol Ltd donation					-	400
HMRC Giftaid					-	1,406
Bearsden & Milngavie Highland Games					-	1,000
Tetra Capita Enterprises					-	200
Quiz Night					-	10
Fraser Barbour (Member)					-	5
Jill Korn Donation					-	50
Robert Crow (Member)	148				148	50
Lenzie Community Council					-	450
Sponsored walk					-	2,356
Pedal for Scotland					-	70
Barclays Bank					-	817
Scratchcard fundraisers	50				50	100
Hugh Fraser Foundation					-	2,000
Chemcem donation					-	1,000
British Telecom					-	273
MEB Charitable Trust					-	1,000
HBA National Grant					-	760
Awards For All					-	9,185
Various Public Donations					-	5,531
Membership Fees	173				173	150
Online Foundation / Everyclick / Give As You Live	147				147	175
Amazon SMILE refund	5					
Jim Brannigan	45					
Postage refund	14					
Music Magpie	60					
					-	
Total	1,784	-	-	-	1,660	30,646

2 Grants

	Unrestricted funds to nearest £	Restricted funds to nearest £	Total current period to nearest £	Total last period to nearest £
National Lottery	8,000		8,000	
Templeton Goodwill Trust	1,500		1,500	2,000
The Corra Foundation	3,000		3,000	
Miss MJM Smith Trust			-	20,750
Total	12,500	-	12,500	22,750

3 Gross receipts from other charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
					-	
Total	-	-	-	-	-	-

4 Payments relating directly to charitable activities

	Unrestricted funds to nearest £	Restricted funds to nearest £	Expendable endowment funds to nearest £	Permanent endowment funds to nearest £	Total current period to nearest £	Total last period to nearest £
Rent	10,102				10,102	9,575
Electricity	2,138				2,138	2,647
Telephone	875				875	1,104
Insurance	1,237				1,237	1,158
Equipment and Repairs	427				427	189
Internet Radio	131				131	120
Fundraising Costs	-				-	1,037
Misc	2,333				2,333	921
Server Upgrade					-	7,132
Production Office upgrade		3,217			3,217	9,860
Total	17,243	3,217	-	-	20,460	33,743

Additional analysis (2)**5 Breakdown of unrestricted funds**

	Main Fund				Total unrestricted funds	Total unrestricted funds last period
Receipts						
Donations	1,784				1,784	16,173
Legacies					-	-
Grants	12,500				12,500	-
Receipts from fundraising activities					-	7,288
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	14,284	-	-	-	14,284	23,461
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	14,284	-	-	-	14,284	23,461
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	17,243				17,243	16,751
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
					-	
					-	
Sub total	17,243	-	-	-	17,243	16,751
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	17,243	-	-	-	17,243	16,751
Net receipts / (payments)	(2,959)	-	-	-	(2,959)	6,710
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(2,959)	-	-	-	(2,959)	6,710

Nature and purpose of funds

To cover the day to day running expenses of the service

Additional analysis (3)**6 Breakdown of restricted funds**

	Studio Development Fund				Total restricted funds	Total restricted funds last period
Receipts						
Donations					-	29,935
Legacies					-	
Grants					-	
Receipts from fundraising activities					-	
Gross trading receipts					-	
Income from investments other than land and buildings					-	
Rents from land & buildings					-	
Gross receipts from other charitable activities					-	
Sub total	-	-	-	-	-	29,935
Receipts from asset & investment sales						
Proceeds from sale of fixed assets					-	
Proceeds from sale of investments					-	
Sub total	-	-	-	-	-	-
Total receipts	-	-	-	-	-	29,935
Payments						
Expenses for fundraising activities					-	
Gross trading payments					-	
Investment management costs					-	
Payments relating directly to charitable activities	3,217				3,217	16,992
Grants and donations					-	
Governance costs:					-	
Audit / independent examination					-	
Preparation of annual accounts					-	
Legal costs					-	
Sub total	3,217	-	-	-	3,217	16,992
Payments relating to asset and investment movements						
Purchases of fixed assets					-	
Purchase of investments					-	
Sub total	-	-	-	-	-	-
Total payments	3,217	-	-	-	3,217	16,992
Net receipts / (payments)	(3,217)	-	-	-	(3,217)	12,943
Transfers to / (from) funds					-	
Surplus / (deficit) for year	(3,217)	-	-	-	(3,217)	12,943
Nature and purpose of funds						
Production office and studio refurbishment						

OSCR
Scottish Charity Regulator

*Please delete the words in the brackets if they do not apply. If the words do apply, set out those matters which have come to your attention on the following page.