



## Trustees' Annual Report for the period

Period start date		Period end date	
<b>From</b>	1 January 2022	<b>To</b>	31 December 2022

### Section A Reference and administration details

Charity name

Bridport Musical Theatre Company

Other names charity is known by

BMTC

Registered charity number (if any)

1198998

Charity's principal address

Appletree Cottage,

Longs Lane, Bridport, Dorset

Postcode DT6 3DA

#### 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	Terry Lunt	Chair		Elected by membership
2	David Swaffield	Hon Secretary		Elected by membership
3	Brenda Swaffield	Treasurer		Elected by membership
4	Rebecca Mather			Elected by membership
5	Jasmine Mather			Elected by membership
6	Jane Boulay	Fundraising Officer		Elected by membership
7	Jodie Glover	Fundraising Officer		Elected by membership
8	Melanie Draper	Safeguarding Officer		Elected by membership
9	Lauren Good			Elected by membership
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17				
18				
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20				

#### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### 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 dated 18 May 2022
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	Elected by Members at the AGM, interim appointed by Trustees/Members

### 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

In the town of Bridport and surrounding locality:  
For the public benefit, to promote, maintain, improve, disseminate, and advance the education of the public in the arts, and in particular the production of musical theatre productions and other stage presentations and the encouragement of the dramatic arts, including the arts of drama, mime, dance, singing and music through the staging of amateur theatrical productions of artistic merit

**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)**

After a three-year break owing to Covid, it was good to be back on stage in August in our local theatre with our production of the musical 'Anything Goes' in August. This had proved to be a great success thanks to the hard work of everyone involved. Many hours were spent in rehearsals involving acting, singing, and dancing. Our choreographer, vocal coach, and director work entirely as volunteers, as do our set designer and set builders who had made an absolutely brilliant stage set.

A special mention also to the fundraising team. We had an Easter Bingo together with a raffle and this had raised approx. £700, a crowd funding page which totalled £601, and we arranged some musical entertainment for the local Charter Fair in May together with a cake stall raising £112. We also had a Xmas quiz making £80. The raffle together with the sale of programmes for Anything Goes raised a total of £1834. Lastly, but by no means least, Alan Williams our President gave an extremely generous donation of £4000 which was a massive help.

#### **Additional details of objectives and activities (Optional information)**

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**

**Summary of the main achievements of the charity during the year**

As mentioned above, we had had a great success with our musical production in August. It was well attended by the public and we had received many complimentary comments from our audiences. Our cast included many new members, some from the local junior musical theatre group and some of our members would be going on to further education in performing arts and music colleges after the summer break.

## Section E Financial review

### Brief statement of the charity's policy on reserves

We have reserves of approximately £10,000 which would be used for next year's musical productions and the rents for our costume and set building storage and rehearsal facilities.

### Details of any funds materially in deficit

### 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)

Brenda Swaffield

Position (eg Secretary, Chair, etc)

Treasurer

Date

28<sup>th</sup> October 2023

**BRIDPORT MUSICAL THEATRE COMPANY**  
**1 JANUARY TO 31 DECEMBER 2022**

Last Year

		<b>INCOME</b>	
0.00	Gross Ticket Sales (Anything Goes)	19,097.00	
0.00	Gross Ticket Sales (Showstoppers)	0.00	
0.00	Raffle Ticket Sales (Anything Goes)	917.11	
0.00	Raffle Ticket Sales (Showstoppers)	0.00	
0.00	Programme Sales	917.12	
0.00	Sponsors/Programme Advertisements	140.00	
0.00	Subscriptions	475.00	
639.00	Donations	4,000.00	
1,074.85	Fundraising	1,595.00	
0.00	Miscellaneous	0.00	
			27,141.23
1,713.85			
		<b>EXPENDITURE</b>	
0.00	Scenery & Props	3,747.82	
0.00	Sound & Lighting	5,350.00	
0.00	Theatre Hire	3,855.00	
0.00	Box Office Charges	0.00	
0.00	Costumes, Make Up	1,675.66	
	Choreography		
255.61	Insurance	255.61	
97.85	Publicity, Advertising	1,285.70	
0.00	Programmes	0.00	
0.00	Rights & Royalties	5,093.24	
0.00	Music	2,410.00	
72.00	NODA Subscription	72.00	
1,457.79	Sundries	2,922.22	
			26,667.25
1,883.25			
-(169.40)	Excess income over expenditure		473.98
		<b>REPRESENTED BY:</b>	
		<b>CLOSING BALANCE:</b>	
4,253.14	Current Account		9,835.12
5,907.18	Pre-paid expenses		799.18
10,160.32			10,634.30
		<b>LESS OPENING BALANCE:</b>	
8,523.78	Current Account		4,253.14
1,805.94	Pre-paid expenses		5,907.18
10,329.72			10,160.32
-(169.40)	Increase/(Decrease) in Bank Balances		473.98

I have examined the above Income and Expenditure Account and Balance Sheet and certify that they are in accordance with the vouchers, papers and information submitted to me.

Sandra Brown  
Honorary Auditor

Brenda Swaffield  
Treasurer

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