

**Brighouse Theatre Productions**

**Trustees' Annual Report  
and Financial Statements  
for the year ended 30<sup>th</sup> June 2023**

**11 Highley Hall Croft  
Clifton  
Brighouse  
West Yorkshire  
HD6 4LL**

**Registered Charity No. 1200878**

# Contents

Objectives	2
Review of Activities for 2022-23	2
Achievements	2
Financial Review	2
Governance Information	3
Organisational Policies	3
Declarations	5
Independent Examiner's Report	6
Statement of Financial Activities	6
Balance Sheet	6
Notes to the Financial Statements	6

## Objectives

### Who are we?

Brighthouse Theatre Productions was established in 2005 by the merger of Brighthouse Light Opera Society and Brighthouse Amateur Operatic and Dramatic Society.

Brighthouse Theatre Productions is a friendly, open and inclusive local group bringing joy to our community through live theatre including plays, pantomimes and musical shows. It is an outward looking theatrical group and is committed to bringing live theatre to the community.

### Objectives

The objectives of Brighthouse Theatre Productions are to promote the advancement and improvement of general education in relation to all aspects of the art of drama and musical theatrical performance for all in the local community.

## Review of Activities for 2022-23

The charity was incorporated as a Charitable Incorporated Organisation on the 2 November 2022. As a theatrical organization we are involved in producing musicals and theatrical productions, including pantomimes to be performed to the general public.

### Musical and Theatrical Productions

There were no musical and theatrical productions performed during the financial year 2022/23.

### Pantomimes

There were no pantomimes performed during the financial year 2022/23.

## Achievements

The charity did not carry out any productions during the financial year 2022/23 so there are no achievements to report.

## Financial Review

There are no financial statements for the financial year 2022/23 as there were no financial transactions during this period.

## Governance Information

**Charity Address:** 11 Highley Hall Croft, Clifton, Brighouse, HD6 4LL

**Governance:**

Incorporated as a Charitable Incorporated Organisation (CIO) on the 2 November 2022.

**Our Objectives:**

The objectives of the charity are to promote the advancement and improvement of general education in relation to all aspects of the art of drama and musical theatrical performance for all in the local community.

**Recruitment of Trustees:**

The Trustee Meeting is the Trustee body for the charity. The constitution of the charity outlines the process for the appointment of charity trustees including the 5 ex-officio charity trustees of President, Chairman, Vice-Chairman, Secretary and Treasurer.

**Trustees as at 30<sup>th</sup> June 2023**

Jane Elizabeth Pringle (Chair), Lynn Kathryn Taylor (Secretary)

Richard Anthony Holmes, Karen Higgins, Sean Michael Brennan, James Robert Butler, Robert Graham Longward, Jennifer Margaret Normanton, Sarah Smith, Richard Hunt, Michelle Andrews, Paula Dixon and Margaret Hallatt.

The following also served as trustees during the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023:

None

**Independent Examiners:** Sleight & Story, Thornhill Brigg Mills, Thornhill Beck Lane, Brighouse, HD6 4AH

**Bankers:** Virgin Money, 12 Bradford Road, Cleckheaton, BD19 3RJ

## Organisational Policies

The charity has various organisational policies including:

**First Aid Policy**

**Accident Reporting Policy**

**DBS Policy**

**Child Protection Policy**

**Safeguarding Policy**

**Risk & Compliance Policy**

**Zero Tolerance Policy**

**Whistleblowing Policy**

**Social Media Policy**

**Record Retention & Data Disposal Policy**

**Conflict of Interest Policy**

**Conflict Resolution & Grievance Policy**

**Event Safety Policy**

**Equal Opportunities Policy**

**Confidentiality Agreement Policy**

**Compliments and Complaints Policy**

**Anti-Bribery Corruption and Fraud Policy**

**GDPR and Data Protection Policy**

**Fundraising & Donations Policy**

**Financial Management Policy**

**Investing Charity Funds Policy and Procedures:**

The charity does not hold any investments.

**Fundraising activities:**

Brighthouse Theatre Productions does not use any professional fundraiser or commercial participator to carry out activities on the charity's behalf. Due to the low level of fundraising the charity undertakes, the charity is not a participant of a voluntary scheme for regulating fundraising, or any voluntary standard of fundraising for the activities carried out on behalf of the charity. Should the charity at some point in the future undertake a specific fundraising campaign or start to generate more income through fundraising, the trustees will look to sign up to a voluntary fundraising code.

**Public Benefit Statement:**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit 'Charities and Public Benefit'. This Trustees' report clearly sets out Central's charitable objects, our current activities and how they benefit the public.

## Declarations

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

Signed on behalf of the charity's trustees

Signature: JANE ELIZABETH PRINGLE

Full name: Jane Elizabeth Pringle

Position: Chair

Date: 14<sup>th</sup> April 2025

Signature: LYNN KATHRYN TAYLOR

Full name: Lynn Kathryn Taylor

Position: Secretary

Date: 14<sup>th</sup> April 2025

## **Independent Examiner's Report**

There is no Independent Examiner's Report as there were no financial transactions during the financial year 2022/23 and therefore no accounts for Brighthouse Theatre Productions to examine.

## **Statement of Financial Activities for the year ended 30<sup>th</sup> June 2023**

There is no Statement of Financial Activities for the year ended 30<sup>th</sup> June 2023 as there were no financial transactions during the financial year 2022/23.

## **Balance Sheet as at 30<sup>th</sup> June 2023**

There is no Balance Sheet for the year ended 30<sup>th</sup> June 2023 as there were no financial transactions during the financial year 2022/23.

## **Notes to the Financial Statements for the year ended 30<sup>th</sup> June 2023**

There are no notes to the Financial Statements for the year ended 30<sup>th</sup> June 2023 as there were no financial transactions during the financial year 2022/23.