

UNDERGROUND LIGHTS COMMUNITY THEATRE

Underground Lights

Annual Report and Financial Statements
for the year ended March 2023

Charity Number: 1179553

Underground Lights

Trustees Report for the year ended 31st March 2023

The trustees of Underground Lights present their report with Financial Statements for the year ended 31st March 2023. The trustees confirm that the Annual Report and financial statements comply with the current statutory requirements, the requirements of the governing document and the provisions of the Statement of Recommended Practice (SORP).

Reference and Administrative Details

Charity Status: Charitable Incorporated Organisation (CIO) Number: 1179553

Registered Address: c/o Belgrade Theatre, Corporation Street, Coventry, CV1 1GS

Trustees who served the charity during the period were as follows:

Mandip Seehra (Acting Chair since Oct 2022)

Jonathan Chilvers (Chair until July 2022)

Tracy Villiers

Nadine Holdsworth (from April 2022)

Benedict Davenport (from April 2022)

Jan Winter (from April 2022)

Colin Tysall (Resigned July 2022)

Staff: Emma Ormerod, Artistic Director/CEO (until December 2022)

Beth Fiducia-Brookes, Lead Drama Facilitator (Acting Artistic Director/CEO September 2021 – March 2023)

Jessie Dutton, Membership Manager (from April until December 2022)

Wes Finch, Sessional Facilitator

Frankie Robson, Sessional Facilitator

Hayley Harman, Sessional Assistant (until September 2021), Projects and Activities Assistant (from May 2022)

Alisha Kadir, Sessional Assistant (from April 22 until July 2022)
Membership Manager (from September 2022)

Becky Eccleston, Finance Officer

Chris Campbell, IT Officer from January 2023

Volunteers: Malcolm Cave (Creative Café)

Francesca Rogers (Volunteer Executive Assistant)

Independent examiner of accounts: Alan Rylett

Structure, governance and management

Underground Lights is a Charitable Incorporated Organisation. It became a constituted organisation on 23rd March 2018 and a registered charity on 14th August 2018.

The trustees as a group are responsible for the overall governance of the Charity and the constitution requires there to be a minimum of three trustees. The trustees are not remunerated for their work. They aim to meet at least four times per year and are responsible for all major financial and strategic decisions, and the establishment of major policies.

Apart from the first trustees, every trustee is appointed for a term of three years. In selecting trustees the board has regard to the skills, knowledge and experience needed for the effective administration of the Charity. Our commitment to being a member-led organisation means that it is important to recruit individuals to our board who have experience of mental health issues and/or homelessness.

Upon receiving an expression of interest in becoming a trustee, individuals are invited to discuss the organisation and the role further by telephone or face to face either with the Artistic Director/CEO or a member of the board. They are then sent an application to complete and meet more formally with the Chair of trustees. The role and responsibilities of a trustee are discussed in more detail at this point. If both parties wish to pursue the application a new trustee is appointed by resolution at a convened meeting of the board of trustees. New trustees are required to sign a Code of Conduct and are given a pack containing our constitution, strategic plan, latest annual report and accounts and links to the Charity Commission's advice relating to the roles and responsibilities of trustees.

Day-to-day management of the Charity has been delegated to the Artistic Director/CEO. The Artistic Director/CEO is supported by a Lead Drama Facilitator, Projects & Activities Assistant, Finance Officer, Sessional Facilitators/Assistants and volunteers who are in turn responsible for the delivery of our work.

Grant applications prior to consideration by the trustees are handled by the Artistic Director/CEO.

Objectives and activities

Underground Lights is an independent community theatre charity that is run for and by people experiencing homelessness and/or mental health issues.

Our charitable purpose is for the public benefit, the relief of those in need, in particular but not exclusively, people experiencing homelessness and/or mental distress in the Coventry, Warwickshire and surrounding area through the provision of drama/performing arts workshops and other activities or forms of training/support.

The trustees confirm that in setting objectives and planning activities, they have given due consideration to general guidance by the Charity Commission relating to public benefit and in particular to its supplementary public benefit guidance.

Our vision is to be a safe and inspiring creative community, for people on the margins of society, that is owned and run by us.

The mission of the Charity is as follows:

- To bring together people experiencing (or at risk of experiencing) homelessness, mental or emotional distress, trauma, social isolation and marginalisation.
- To develop confidence, skills and friendship networks by providing creative opportunities and empowering people to explore their own creative identities through theatre, dance, poetry and music.
- To support each other and create a safe and caring space where people can belong.
- To challenge assumptions and stereotypes through the creation of high-quality artistic work.

Achievements and performance

The charity managed a number of long-term staff sicknesses and turn-over this year. Despite these challenges we have continued to deliver our activities and support members with other activities, including the Professional Development workshops by Arts & Homelessness International, and member well-being, signposting and referral.

We were also delighted to be nominated for Best Practice in Volunteer Management - Voluntary Action Coventry 2022.

Summer 2022

Creative Groups

- Drama Groups – Values Project explored our Underground Lights core values: connectivity, creativity, community-led, and compassion. The two drama groups explored Frantic Assembly techniques and developed a range of pieces from movement to devised work around these themes. The sessions were led by Beth with Alisha and Hayley. The pieces were performed back in the B2 Belgrade Theatre. Warwick University provided a photographer who captured the sharing.
- Creative Café workshops – ran at Central Hall led by Ben (first half of term) and Frankie & Brendan (second half of term), and supported by Alisha and Hayley.
- The two *Open Mic* events went well and offer members a great opportunity to perform and/ or enjoy watching others creativity on stage!

Other activities and achievements

- Silk Painting Workshop – was delivered as well as additional time in the drama sessions to allow members to create their own silk painting banners inspired by the Send a Smile Post Card project for the City of Culture Parade. This was also open to Over50s Belgrade group and Crisis.
- City of Culture Parade – members were supported to attend two rehearsals for the end of the City of Culture parade. Alisha and Beth supported rehearsal attendance, Alisha supported the parade. A number of members took part including under CWNN and Crisis.
- Recovery Academy: The planned 4week online course for the summer term was cancelled due to staff illness and limited capacity. We have maintained the relationships with the Recover Academy and hope to rekindle these workshops in the future.

Autumn 2022

Creative Groups

- Drama Groups –theme for the term was 'Being Human'. Beth and Hayley led the workshops with support from Alisha on site. One group explored the theme using puppetry inspired by members' interests. The latter group looked at techniques used by different practitioners including Brecht. The two groups came together for a great end of term sharing in B2.
- Creative Café – the end of first half of term saw Ben leading the sessions, and the second half of term which was led by Hayley and Wes, with Alisha's support throughout the term. The two *Open Mic* events went really well

"Extremely well done to all. Dedication 10/10. Community spirit 10/10. Friendship and Care 10/10. Inclusion 10/10. Spectacle 10/10."

"Massive well done, wonderful as always to see what UL members have been up to. Great teamwork!"

"It was entertaining, funny in places and made some good points"

"It help [sic] a bit somewhere on the mind, health and heart"

"[Liked the] Confidence to get up and sing, feeling of being welcome, would like to get involved"

"Collective Underground Lights song was very meaningful especially regarding inclusion and uplifting us"

Other activities and achievements

- The December *Open Mic* also saw the launch of the Collective Book (City of Culture Legacy project through Warwick University) which involved a number of our members - it was wonderful to see members react to seeing their work in print.
- Supported Arts & Homelessness International with their Professional Development workshops, which members and others attended.

Spring 2023

Creative Groups

- Drama Groups – sessions led by Beth and Hayley, with Alisha on site to provide member support. The two groups came together for a great end of term work-in-progress sharing in B2. The Belgrade supported by taking photos and posting on social media about the event. *Lights Up!* – members have decided on the theme of 'Journey'.
- Creative Café – Both Open Mic performances went well with members enjoying themselves.

Other activities and achievements

- Lights Up! Planning and preparation: dates for the performances at the Belgrade Theatre were agreed, freelance producer advertised for and additional funding explored.
- Cosy Creatives – supported Johnnie one of our members to co-deliver two poetry writing workshops as part of the City of Culture Legacy funding, Poems to compiled into a poetry collection printed booklet.
- Wellbeing – UL and Crisis supported members to attend Malcolm's funeral and host teas and coffees at Methodist Central Hall. A Creative Café session was cancelled to accommodate this.
- Two Warwick University MA students were placement with us for four weeks supporting the Creative Café sessions and delivered a workshop as part of their assessment.
- One placement student from Royal Central School of Speech and Drama (RCSSD) joined us for up to 7 hours a week for 8 weeks to support our funding applications.

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"It was my pleasure to work with such a **hard-working team**, and be able to see what a **small organisation** can do for and with its members. I felt cared for as a volunteer and I know that this stands for how work is **co-created** with the members, lots of care in the creative space (as I saw first hand at the end of term showcase). Working with UL as a fundraising volunteer felt **safe, personal, and meaningful**."

SARAH, VOLUNTEER

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THEATRE

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General Updates and Achievements

- *Members and Outreach* –We have now worked through our waiting list and are keen to recruit more members. We are planning to visit Inini to share what we do with them. We are running a one-off video call workshop as part of the Recovery Academy planned for summer 2023.
- *Strategy* - The Core Strategic Group made up of members have met with a view to regular meetings in the future.
- *Belgrade Theatre* - Our relationships with the Belgrade Theatre continues to be a supportive one where we are able to use workshop and office space and ad hoc staff support.
- *Lights Up!* has been postponed until 2023 - Feb 2024
- *Staffing Changes:*
 - Jo left in December 2022, and previous volunteer Chris Campbell stepped back into the role.
 - Alisha covered the Membership Manager for the Autumn Term and took on this role permanently
 - Beth was Acting Artistic Director/CEO during Autumn 22 / Spring 23 terms
 - Hayley had taken on additional hours which led to work for the Belgrade.
- *Training* – A variety of training opportunities have been accessed this year.
 - Alisha attended First Aid Training and fed back on 'Suicide Prevention' Training.
 - Beth has attended NCVO training - charity finance for non-financial managers, 'Suicide Awareness' Training by The Kaleidoscope Plus Group, 'Trauma Awareness' session by the Recovery Academy, and 'DBS Eligibility' Training by CAVA.
 - Beth and Alisha have also attended 'Trauma Informed Training' Part 1, and Alisha part 2 with Kazzum.
 - Hayley and Beth attended the second day of A&HI's Legislative Theatre training with Katy Rubin.

Thanks to our supporters

Underground Lights would like to thank all the people who have given their time and money to help us continue our work, and particularly:

The Belgrade Theatre

Tudor Trust

Heart of England Community Foundation

Coventry City of Culture Trust

Arts and Homelessness International

29th May 1961 Charitable Trust

Coventry Improv Society

Financial Review

During the period April 2022 – March 2023, Underground Lights received total income of £62,318 including donations from individuals and gift aid of £1,303. Total expenditure for the same period was £38,013 which meant the balance held at the end of this period was £81,631. Of this, £59,873 was restricted for use on the LightsUp! Project, salaries, workshops or training.

Reserves are held to cover 3 months' running costs in case of future unsuccessful fundraising.

In preparing the financial statements the trustees believe that Underground Lights will continue as a going concern until April 2024.

This report was approved by the trustees on 19.10.23 and signed on their behalf by:



Mandip Seehra, Acting Chair of Trustees



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
Underground Lights

On accounts for the year
ended

31st March 2023

Charity no
(if any) 1179553

Set out on pages

One

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/03/2023.

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 Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all 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:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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.

Signed:

A. Rylett

Date: 27 September 2023

Name:

Alan Rylett

Relevant professional
qualification(s) or body
(if any):

Address:

1 Borrowdale Dr

Leamington Spa, CV32 6NY

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 March 2023

	Unrestricted fund	Restricted funds	Year ended 31.03.23 Total Funds	Year ended 31.03.22 Total Funds
Income				
Donations	1,303	-	1,303	2,216
Charitable Activities	11,440	49,075	60,515	39,500
Other Income	500	-	500	21,115
Total Income	13,243	49,075	62,318	62,831
Expenditure				
Staffing Costs	4,112	27,823	31,935	41,004
Volunteers' costs	64	24	88	390
Operational / Activity	993	2,126	3,119	2,190
Publicity / Marketing	731	50	781	701
Other Administration	1,909	181	2,090	3,418
Total Expenditure	7,809	30,204	38,013	47,703
NET INCOME / (EXPENDITURE)	5,434	18,871	24,305	15,128
Total funds brought forward from previous year	16,324	41,002	57,326	42,198
TOTAL FUNDS CARRIED FORWARD	21,758	59,873	81,631	57,326

BALANCE SHEET
For the year ended 31 March 2023

	Unrestricted fund	Restricted funds	Year ended 31.03.23 Total Funds	Year ended 31.03.22 Total Funds
Current Assets				
Cash at Bank	22,388	59,873	82,261	57,439
Total Current Assets	22,388	59,873	82,261	57,439
Creditors: amounts falling due within One year	(630)	-	(630)	(113)
 Net current assets/(liabilities)	 21,758	 59,873	 81,631	 57,326
FUNDS				
Unrestricted fund			21,758	16,324
Restricted fund			59,873	41,002
 TOTAL FUNDS			 81,631	 57,326

The financial statements on pages were approved by the trustees, and authorised for issue and signed on their behalf by:

Name: 

Date: 19.10.2023

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31 March 2023

Basis of preparing the financial statements

The financial statements of the CIO have been prepared using the accruals basis together with the Statement of Recommended Practice for Charities 2011.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Volunteer help

The value of any volunteer help received is not included in the financial statements but is described in the trustees' report.

TRUSTEES' REMUNERATION AND BENEFITS

No member received any remuneration or other benefits for being a trustee.

No expenses were paid to trustees. The fee for the Independent Examination was £nil.

RESTRICTED FUNDS

Restricted funds held at 31st March 2023

	Balance b/f	Received	Spent	Balance c/f
Events and Workshops	3,886	7,104	(9,550)	1,440
Core salaries	36,507	15,000	(20,630)	30,877
Lights Up! Project	-	26,971	-	26,971
Wellbeing grant	609	-	(24)	585
Total	41,002	49,075	(30,204)	59,873

Restricted funding received from:

AHI – Creative Café and Open Mic events

Arts Centre England – Lights Up! Project

Cole Charitable Trust – Workshops

Heart of England Community Foundation – Creative Cafes and Open Mic Events

Tudor Trust – Salaries and Wellbeing grant

NOTES TO THE FINANCIAL STATEMENTS (CONT)
For the year ended 31 March 2023

STAFFING

	This year	Last year
Gross Salaries	31,163	39,662
Employers' NICs	597	2,428
Employment Allowance	(597)	(2,428)
Employer's Pension	772	1,342
Total	31,935	41,004

The average number of full-time equivalent employees was 2 (2022:2).

DEBTORS AND PREPAYMENTS

There were no debtors or pre-payments.

CREDITORS AND ACCRUALS

	£
Trade Creditors	559
Pension Creditor	<u>71</u>
Total	<u>630</u>

RELATED PARTIES

There were no transactions with related parties.