

ANNUAL REPORT

2023-2024



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WITH THANKS TO OUR SUPPORTERS



INTRODUCTION

Trustees Report for the year ended 31st March 2024

The trustees of Underground Lights present their report with Financial Statements for the year ended 31st March 2024. 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)

Charity number 1179553 (Registered 14th August 2018)

Registered Address: c/o Belgrade Theatre, Belgrade Square, Corporation Street,

Coventry CV1 1GS

Trustees who served the charity during the period were as

follows:

Mandip Seehra (Chair)

Tracy Villiers

Nadine Holdsworth Benedict Davenport

Jan Winter

Sophie Hall (from July 2023)

Staff: Beth Fiducia-Brookes, Artistic Director/CEO

Alisha Kadir, Membership Manager

Liz Churchill, Drama Facilitator

Hayley Harman, Projects & Activities Assistant

Wes Finch, Sessional Facilitator

Frankie Robson, Sessional Facilitator Becky Eccleston, Finance Officer

Chris Campell, IT Officer

Volunteers: Francesca Rogers (Volunteer Executive Assistant)

Cecelia Stower (Drama)
Susan Sadler (Drama)

Thomas Smith (Creative Cafe)

Independent examiner: 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 Membership Manager, Drama Facilitator, Projects & Activities Assistant, Finance Officer, IT 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.



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.



ACHIEVEMENTS AND PERFORMANCE

This year saw the fruition of our largest performance project to date; members cocreated all elements of 'Lights Up!' - building and designing the set and costumes with FabLab, and creating the play's characters and narrative. They also created songs, undertook shadowing opportunities and performed on the B2 Stage alongside the singers from The Choir With No Name.

Underground Lights was shortlisted for both the Arts and Homelessness Project of the Year 2023, and for Co-Creation Champion of the Year 2023 in the First Annual Arts & Homelessness International Awards.

SUMMER 2023

Creative Groups

• Drama groups worked on the Lights Up!
Project - developing ideas, characters and
scenes. One drama group was led by Liz, the
other by Beth, both were supported by Hayley.
The sessions took place at the Belgrade Theatre.
Drama Groups performed a brilliant end of term
work-in-progress performance.

Wonderful audience feedback:

 "Enjoyed the spirit of unity throughout the scenes. The important messages within the main journey theme: safety, our reliance of service (serving one another), the importance of happiness"

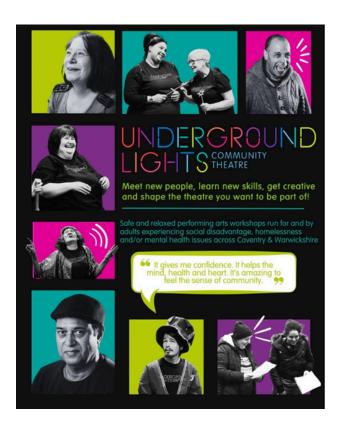
- "Enjoyed everything. The joint effort. Motivation."
- "Absolutely wonderful"

Creative Café workshops

- Ran at Central Hall with Alisha and Hayley, and song writing workshops with Wes.
- Guest facilitator Ben Jones ran a merry music-making session. Our members reported feeling: "Joyful", "Bright and delightful", and "Lifted spirits" after the session.
- The two Open Mic events went well and offered members a great opportunity to perform and/or enjoy watching others' creativity on stage! Open Mic June highlights for the audience were: "all of it", "Seeing the growing confidence and mutual support of all the performers", and the "humour", "poetry reading" and "fun"!

Recovery & Wellbeing Academy online workshop

 'Explore Strength Through Drama'. Some great feedback words at the end of the workshop: Inspiring, Supported, Community, Connection, Experience, Relaxed, Positive.



OTHER ACHIEVEMENTS AND PERFORMANCE

- Nominated for the Creative Champion
 Award as part of the Cov Cares Awards
- Trips for members involved watching two shows at the Belgrade Theatre: 'Drive Your Plough Over the Bones of the Dead' and 'Big Aunty' - lots of positive feedback from UL members, "Best things I've seen at the Belgrade", "A cocktail of emotion", "Really liked the choreography and voices and choices of songs were fantastic", "The staging was fantastic"
- Celebrated #SmallCharityWeek with the Big Lunch

"I really enjoyed the poetry and spoken word – some really powerful and moving material delivered with care and passion."

Its amazing to see the community spirit and how accommodating everyone is to each other."

"This helped me during a difficult time - boost of spirits"

OPEN MIC FEEDBACK

ACTIVITIES AND ACHIEVEMENTS

AUTUMN 2023

Creative Groups

- Drama Groups both groups continued to work well being led by Beth and Liz. Throughout the term, both groups came together for joint rehearsals so they could continue developing the Lights Up! production.
- Creative Café Hayley and Wes, with Alisha's support throughout the term. The two Open Mic events went really well.
- Backstage Workshops at FabLab Costume and Prop making workshops. Our members have had a wonderful time and created fantastic pieces for the Lights Up! production.



Underground Lights | FabLab Backstage Workshops

I love to be here with all of you My human friends and love to live amidst My eternal family of remarkable people.

We are one yesterday, today, forever.

Thank you for your great show that uplifts the heart"

OPEN MIC FEEDBACK



OTHER ACTIVITIES AND ACHIEVEMENTS

"Including 'Send a Smile' Exhibition Tour"

- Arts & Homelessness International and Underground Lights toured the 'Send a Smile' exhibition across England, visiting cities including Plymouth, Manchester, London, and Maidenhead, with accompanying workshops at schools and homeless centres amplifying its reach and impact on an international scale. In the Spring, Hayley and Beth delivered workshops at Harnall House Lighthouse and Blue Coat School.
- Mid-Point Fest saw our Artistic Director Beth, and Cecelia one of our volunteers, speak about Underground Lights' work. Hosted BA Drama Applied Theatre and Education (DATE) RCSSD Placement student.

Autumn Term Reflections

- UL Volunteer Susan was awarded Volunteer of the Month VAC Coventry.
- Belgrade Theatre Tech Shadowing undertaken for 3 UL members.
- 'I, Daniel Blake' Beth chaired the Belgrade
 Theatre, Coventry's post-show Q&A with cast
 members, Bryony Corrigan, David Nellist,
 and Micky Cochrane, Coventry
- Foodbank and Central England Law Centre.
 The discussion was thoughtful, with great questions from the audience, and the panel shared the incredible work they do in supporting people and bringing about change, and they ended by asking people to be allies.



SPRING 2024

Creative Groups

- Drama Groups –Lights Up!
 - Two successful performances of Lights Up! Funded by Arts Council England, Tudor Trust, and supported by the Belgrade Theatre. Cast, backstage support and songs by UL Members. Singers from The Choir with No Name Coventry.
 - BSL interpreter part-funded by NSUN.
- Creative Café Both Open Mic performances went well with members enjoying themselves. Songs created with Wes.
- Improbable Open Space Event: If inclusion is needed for excellence why aren't more people taking it seriously?



Participant feedback:

"The Lights Up Project has changed my life"

"the organisation understands the necessity of consistency, trust and forgiveness when working with vulnerable adults"



UNDERGROUND LIGHTS COMMUNITY THEATRE

LIGHTS UP!

Lights Up! Staff Feedback

Lights Up! was an example of excellence in accessible theatre. Often creative excellence is defined by the success of an end product, the scale or reach or artistic quality of a piece, however working in participatory arts this definition becomes much more complex and difficult to measure by traditional standards.

Lights Up! was not only a standout piece of high quality theatre in a professional setting, performing two shows to large audiences, with production value and all the artistic and emotive hallmarks of a 'real show' - but more importantly this was process driven creative work, supporting marginalised, underrepresented or differently abled artists to co-produce theatre. Members devised stories in response to their own life experience through carefully considered workshop practices, played characters drafted by their own imaginations, were able to

contribute to lighting, sound and movement decisions, had the confidence to edit and redraft their ideas, had opportunities to shadow backstage roles and understand the mechanics of a professional theatre, designed and built props, costumes and set, co-wrote songs based on their personal challenges and worked in a professional setting with production artists. This was only made possible by the care-centred and compassionate approach in all that Underground Lights does. On an almost intrinsic level, the organisation understands the necessity of consistency, trust and forgiveness when working with vulnerable adults.

The Improbable Theatre Open Space event was a highlight for our members who were able to attend. They found it thought-provoking and very accessible for them. Addressing the theme of excellence and inclusion felt achievable in the environment that was created.





Participant feedback:

"Underground Lights, light up peoples lives' and celebrate the true meaning of Christmas. Giving disadvantaged people a voice through drama and supporting homeless people not just for Xmas but for life.

They understand the value of people. Their unique relationship with the Belgrade theatre puts people and talents to the forefront."

MARIE, UL MEMBER TECH SHADOWING FEEDBACK

ACTIVITIES AND ACHIEVEMENTS

Lights Up! Participant Feedback:

- "The Lights Up! project has changed my life.
 I enjoyed knowing that people gained more
 confidence and that everything came
 together really well including the lighting and
 sound"
- "I enjoyed the performance after all our hard work. All the audience that came was great.
 It was a success for us and the audience"
- "I always come away with new skills and admiration for the cast and crew"

Lights Up! Audience Feedback:

- "Very good, different elements to the show such as laughter, singing, & storytelling it was very well put together"
- "The choir singing from the upstairs bit of the theatre. It was surprising and immersive"
- "Very well done to all on your performance was amazed that everything was done by the cast"
- · "Keep on making theatre"

OTHER ACTIVITIES AND ACHIEVEMENTS

- Two Warwick University MA students were on placement with us this term, supporting the Creative Café sessions and delivering a workshop as part of their assessment.
- Poetry Workshop at Social Prescribing Day Belgrade Theatre, Coventry.
- ChiliMint filmed two short promotional films for UL - one of which was a member's testimony.





CASE STUDY, UL MEMBER - MARCH 2024

What do you enjoy about Underground Lights?

 I like seeing the different circumstances of the people there. You can see that it's organised to help people. Something to help build confidence and self-esteem. It's beneficial.

What was Lights Up! like?

• It was different, interesting to learn about. I'd say I was interested in how the play would pan out, to see if it would be a success. I watched the video back last week and it was quite entertaining and much better than I anticipated. There are some great actors in the group. It was nice. [...] I found Lights Up! supported lots of people in the group with their different circumstances. Seeing it be beneficial to others. It was nice to see how mellow the people were who ran it. How understanding they were.

Have you noticed any changes in yourself or others since joining Underground Lights? What are these changes?

 With the UL it's seeing how it provides support to others to the point where they can help you there, you know, they will. I just like to try and help the other people. It's nice to see people with problems trying to get on with their life [...] If anyone needs support, feeling under pressure there is always someone to talk to. If I needed to confide in someone, I know I could do that. It's a nice, safe, contained environment. I know the support is there for me. I can express my feelings and emotions through physical activity.

How has Underground Lights affected your wellbeing?

It made me realise that there is support around and that the actual group is good for us. Not just the talking, the physical activity. There's some nice people there. It's a different way of expressing your feelings.[...]. It was good to learn and express my feelings through drama. A different way of coping mechanism. I feel like I'm on a positive, step by step, I feel optimistic.

Is there anything else you'd like to share?

 I just like to put in a good word for everyone there. They're really friendly and considerate.
 It's been a different part of learning. I won't forget UL.



GENERAL UPDATES AND ACHIEVEMENTS

In-Kind support from the 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.

Staffing Changes

- Beth became our Artistic Director/CEO at the start of the summer 2023 term.
- Liz Churchill joined us at the start of the summer 2023 term.

Training -

- A variety of training opportunities have been accessed this year:
- Our membership manager, Alisha, attended First Aid Training and 'Suicide Prevention' Training.
- Artistic Director, 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.
- 3 members of the team have also attended 'Trauma Informed Training' with Kazzum.
- Liz has attended Suicide Prevention training with Schema.
- Regular staff meetings and trainings take place throughout the terms.

 Outreach workshop with Inini delivered by Hayley and UL volunteers went positively.

Strategy -

- The Core Strategic Group is operating as a drop-in space with all members, staff and volunteers welcome to join and feed into the discussion about UL and our future, meetings have been ad hoc but well attended.
- DASH Arts joined us for speech writing workshops which members enjoyed.
 Two members and a staff member had their speeches included in Dash Arts presentation evening in Manchester, and lines from other speeches by members were included in the Podcasts DASH Arts created as part of this project.

UNDERGROUND LIGHTS COMMUNITY THEATRE







GENERAL UPDATES AND ACHIEVEMENTS

- Coventry Crisis closed, many UL members, UL staff and trustees attended their Farewell event.
- Send a Smile 2024 exhibition tour launched at the Old Diorama Arts Centre in London, December 2024, and toured England visiting Plymouth, Coventry, Maidenhead, and Manchester. The exhibition displays 250 postcards created by homeless artists from around the world. Accompanying the exhibition tour are community workshops. UL have supported Arts & Homelessness International with the tour and running two workshops in Coventry at Blue Coat School and Harnall Lighthouse.
- Members took part in a painting workshop with Paul Lemmon as part of Coventry Biennial of Contemporary Art, thanks to Warwick Institute of Engagement.

Underground Lights is such a special place,
No matter your background, your culture, your gender, or
race,

You're supported and challenged With creativity, and care, Something special lives here,

Something that's quite rare.

In this room you're free to roam,

To be yourself where the people feel like home.

Drama and movement, music and song,

We are all human beings, and sometimes we can get it wrong,

But most of the time, here, I think we get it right,
Thank you for bringing me into an Underground world that
you've, through performance, kindness, and humour,
illuminated with Light.

by RCSSD Placement Student Amy



Annual Reports 2023 - 2024

During the period April 2023 – March 2024, Underground Lights received total income of £13,527 including donations from individuals and gift aid of £1,415. Total expenditure for the same period was 65,534 which meant the balance held at the end of this period were 29,624. During the year the LightsUp! Project funded much of the charities' activities.

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 2025.

This report was approved by the trustees on 17/10/2024 and signed on their behalf by:

MANDIP SINGH SEEHRA

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Chair of Trustees



STATEMENT OF FINANCIAL ACTIVITIES Year ended 31st March 2024	Unrestricted fund	Restricted fund	Year ended 31/03/24 Total Funds	Year ended 31/03/23 Total Funds
Income				
Donations	1,415	-	1,415	1,303
Charitable Activities	2,927	7,700	10,627	60,515
Other Income	1,485	-	1,485	500
Total Income	5,827	7,700	13,527	62,318
Expenditure				
Staffing Costs	3,100	46,496	49,596	31,935
Volunteers' costs	97	158	255	88
Operational/ Activity	366	11,040	11,406	3,119
Publicity / Marketing	-	1,243	1,243	781
Other Administration	584	2,450	3,034	2,090
Total Expenditure	4,147	61,387	65,534	38,013
NET INCOME / (EXPENDITURE)	1680	(53,687)	(52,007)	24,305
Total funds brought forward at 31st March 2023	21,758	59,873	81,631	57,326
TOTAL FUNDS CARRIED FORWARD	23,031	6,186	29,624	81,631



BALANCE SHEET Year ended 31st March 2024	Unrestricted fund	Restricted fund	Year ended 31/03/24 Total Funds	Year ended 31/03/23 Total Funds
Current Assets				
Cash at Bank	24,643	38,062	62,705	82,261
Total Current Assets	24,643	38,062	62,705	82,261
Creditors: amounts falling due within One ye	ear (1,205)	(31,876)	(33,081)	(630)
Net current assets/(liabilities)	23,438	6,186	29,624	81,631
FUNDS				
Unrestricted fund	-	-	23,438	21,758
Restricted fund	-	-	6,186	59,873
TOTAL FUNDS		-	29,624	81,631

For the financial year ending 31st March 2024 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Charity Trustees Responsibilities:

- The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The charity trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

MANDIP SINGH SEEHRA 17/10/2024

Myllehen

Chair of Trustees



NOTES TO THE FINANCIAL STATEMENTS

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' Renumeration and Benefits

No Member received any renumeration or other benefits for being a trustee.

Trustees' expenses - No expenses were paid to trustees

Restricted Funds

Restricted funds held at 31st March 2024



EXPENDITURE

Year ended 31st March 2024

	Balance B/F	Received	Spent	Balance C/F
Expenditure				
Events and Workshops	1,440	-	(1,440)	-
Core salaries	30,877	-	(30,877)	-
Wellbeing grant	26,971	-	(26,971)	_
Events and Workshops	-	6,500	(1,812)	4,688
Core salaries	-	1,200	(189)	1,011
Wellbeing grant	585	-	(98)	487
Total	59,873	7,700	(61,387)	6,186

Restricted funding received from:

- A&HI Creative Cafe and Open Mic events
- Cole Charitable Trust Member Training and Up-skilling
- Heart of England Charitable Foundation Creative Cafes and Open Mic Events
- Tudor Trust Salaries and Wellbeing grant



STAFFING

Gross Salaries	This year	Last year
Gross Salaries	48,743	31,163
Employer's NICs	2,698	597
Employment Allowance	(2,698)	(597)
Employer's Pension	853	772
Total	49,596	31,935

The average number of employees over the year was 5 (FTE in 2023:2).

DEBTORS AND PREPAYMENTS

There were no debtors or pre-payments.

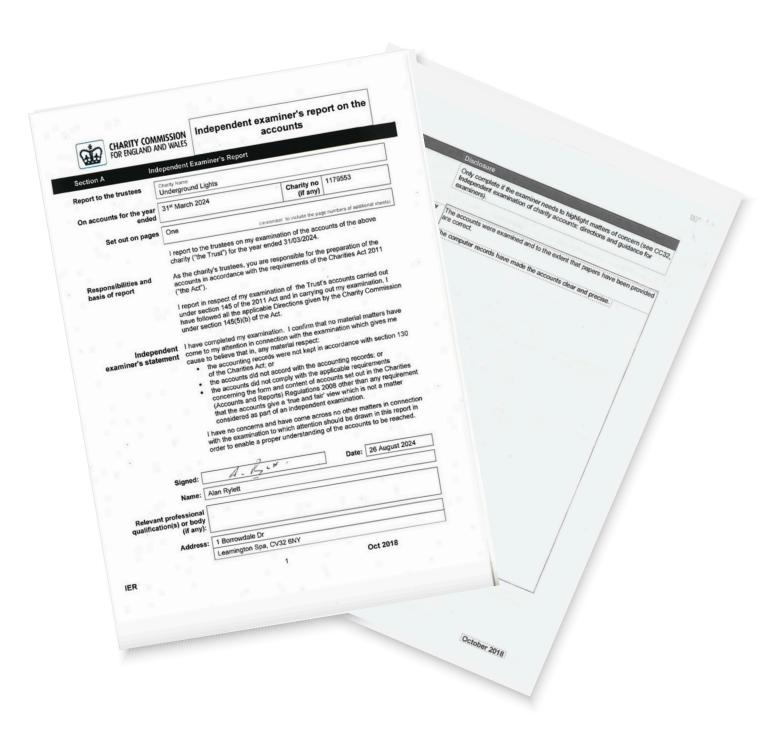
CREDITORS AND ACCRUALS

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407
407
31,876

RELATED PARTIES

There were no transactions with related parties



Financial Review

During the period April 2023 – March 2024, Underground Lights received total income of £13,527 including donations from individuals and gift aid of £1,415. Total expenditure for 29,624. During the year the LightsUp! Project funded much of the end of this period were Reserves are held to cover 3 months' running costs in case of future unsuccessful

In preparing the financial statements the trustees believe that Underground Lights will This report was approved by the trustees on 17.10.2014, and signed on their behalf by:



BALANCE SHEET For the year ended 31 March 2024 Year ended Year ended

SECTO TOTAL	Unrestricted fund	Restricted funds	Year ended Yo 31.03.24 3 Total Funds	
		38,062	62,705	82,261
Current Assets	24,643	30,00		
Cash at Bank	24,643	38,062	62,705	82,261
Total Current Assets		(31,87	(33,081)	(630)
Creditors: Amounts fall Within one year	ling dos "			

thin one you	-2.428	6,186	29,624	81,631
Net current assets/(liabilities)	23,438			
			23,438	21,758 59,873
FUNDS Unrestricted fund			6,186	
Restricted fund			29,624	81,631
ELINDS				and authorised

The financial statements on pages were approved by the trustees, and authorised for least and classed on their behalf but. TOTAL FUNDS issue and signed on their behalf by:

Name: Mangip Singy SEEHRA Date: 17.10.2024

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WITH THANKS TO OUR SUPPORTERS



UNDERGROUND LIGHTS WOULD LIKE TO THANK ALL THE PEOPLE WHO HAVE GIVEN THEIR TIME AND MONEY TO HELP US CONTINUE TO DO OUR WORK, AND PARTICULARLY:

Arts Council England 29th May 1961 Charitable Trust

The Belgrade Theatre NSUN

Tudor Trust ChilliMint

Coventry City of Culture

Including photographs by Nicola Young and Mandip Seehra and members of the team.