

# Trustees' Annual Report for the period

Period start date  
27 09 2023  
From To  
Period end date  
31 10 2024

## Section A Reference and administration details

Charity name AIDS MEMORY UK

Other names charity is known by AMUK

Registered charity number (if any) 1204941

Charity's principal address

The Building Centre

26 Store Street

London

WC1E 7BT

### 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  | Harry Small     | Secretary                   | 23 September 2023 - date              |                                                               |
| 2  | Stephanie Allen | Chair (from 15 August 2024) | 1 October 2023 - date                 |                                                               |
| 3  | Rebecca Heald   |                             | 2 October 2024 - date                 |                                                               |
| 4  | John Mensah     |                             | 1 October 2023 - date                 |                                                               |
| 5  | Celia Bailey    |                             | 1 October 2023 - date                 |                                                               |
| 6  | Ceri Hutton     |                             | 23 September 2023 - date              |                                                               |
| 7  | Pippa Catterall | Chair                       | 23 September 2023 to 15 August 2024   |                                                               |
| 8  | Dan Xiao        | Treasurer                   | 23 October 2023 to 30 June 2025       |                                                               |
| 9  | Kate Thomson    |                             | 23 September 2023 to 1 October 2023   |                                                               |
| 10 | Ceri Edwards    |                             | 23 September 2023 to 1 October 2023   |                                                               |
| 11 | Martin Smith    |                             | 23 September 2023 to 3 April 2024     |                                                               |
| 12 | Simon Pollock   |                             | 3 January 2024 to 3 March 2024        |                                                               |
| 13 | Winnie Sseruma  |                             | 23 September 2023 to 10 November 2023 |                                                               |

### 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)

|  |
|--|
|  |
|--|

# Section B Structure, governance and management

## Description of the charity's trusts

|                                                                     |                                                                 |
|---------------------------------------------------------------------|-----------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution                                                    |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation                            |
| Trustee selection methods<br>(eg. appointed by, elected by)         | Elected by current trustees in accordance with the Constitution |

## 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.

**Trustee Induction and Training:** New Trustees receive induction from the Chair and are provided with the Charity Commission's Guidance for Trustees and other organisational resources. Specific training according to needs and activities is undertaken by the Board.

**Risk Management:** As part of its annual business planning process, the Trustees of the charity regularly review the major governance, operational and financial risks the charity faces and confirm that systems have been established to mitigate these risks.

Aids Memory UK has a risk management strategy in place which comprises:

- an annual review of the strategic risks the charity may face via the business plan,
- the establishment of systems and procedures to mitigate those risks identified,
- the implementation of procedures designed to minimise any potential impact on the charity should those risks materialise.

The Trustees have developed appropriate financial systems and controls, policies and practices, and consider the key risks facing the charity at this time to be:

- The financial risks arising if the organisation is unable to attract sufficient funding to realise its planned projects and productions to the scale and quality to which the company aspires.
- The loss of key funders should the individuals with whom it has built relationships leave their current roles.
- The potential impact on projects if freelancer absence means that it cannot deliver planned work.

- The potential impact on governance functions if Trustee turnover increases.

The Trustees have managed the potential impact of these risks by:

- Setting careful and realistic budgets for the next financial year.
- Establishing and maintaining a low-cost base.
- Reviewing its mechanisms for attracting charitable funding from trusts and foundations.
- Developing clear freelancer role briefs
- Contingency planning for the actions to take if income appears unlikely to reach its target.
- Creating work plans that specify how work can be re-scheduled or allocated to alternative freelance staff.
- Adopting a Reserves policy which provides an appropriate number of uncommitted Reserves, at a level that will always enable the charity to meet all its liabilities, even if income targets are not achieved.
- Monitoring Trustees' commitment to the organisation and scheduling Trustee recruitment as appropriate.
- Supporting core development activities and opportunities
- Reviewing a financial risk assessment and creating a mitigation plan in response

## Section C

## Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The promotion of equality and diversity for the public benefit, in particular but not exclusively through provision and maintenance of an AIDS memorial in London.

To commemorate those who lost their lives in the HIV/AIDS epidemic, to give comfort to those who grieve their loss and highlight the impact of HIV/AIDS on the lives of the communities most affected.

**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)**

Our current primary activity is to create the London AIDS memorial. In our first full year as an established charity we have:

- Identified a site for the memorial.
- Recruited new Board members and restructured the Board to ensure effectiveness for the next stage of delivery
- Secured development funding through arts funding partners – Greater London Authority and Arts Council England
- Developed associated policies, strategies and procedures
- Established an Affected Communities Advisory Board
- Appointed a team of freelance individuals to progress separate work streams
- Held an open competition to appoint an artist to design the memorial and appointed the internationally renowned artist Anya Gallaccio, who has begun detailed designs in conjunction with other stakeholders
- Begun consultations with relevant parties around securing planning permission.
- Worked in conjunction with the communities most affected by HIV/AIDS to ensure that their voices are heard both in the development and siting of the memorial and in the teaching that the memorial imparts to the public at large.

In all that we have done the trustees have had regard to the guidance on public benefit. All our efforts are directed to the memorial, which will be of public benefit.

## 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.

**Grant-making Policies:** The charity does not currently engage in grant-making activity.

**Contribution of Volunteers:** We are grateful for the contribution of volunteers in the provision of IT.

## Section D

### Achievements and performance

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

- Secured site – Store Street
- Selected artist – Anya Gallaccio
- Appointed delivery team for first phase of development
- Secured funding for the development phase from GLA and ACE
- Completed first phase of business plan
- Designed fundraising package
- Begun R&D on engagement plan
- Undergone organisational development and undertaken Board and team development process
- Updated communications strategy and website
- Secured TV, radio and press coverage for artist announcement
- Begun process of applying for planning permission

## Section E

### Financial review

**Brief statement of the charity's policy on 1**

**Reserves Policy:** The Trustees have reviewed the charity's needs for reserves in line with the guidance issued by the Charity Commission.

The Trustees aim to firstly hold a level of unrestricted Reserves which enables the charity to have sufficient financial resources to meet various liabilities which would crystallise if its funding were to be withdrawn and/or it was unable to continue operating. At present, the Trustees estimate that the Unrestricted Reserves required for such purposes amount to approximately 3 months' running costs, which in 2024-25 was £1500. AMUK operates via a freelance/ Board model, so has low liabilities and operating costs.

The Trustees regularly review specific liabilities at each Board meeting. A Reserves Policy has been established and is re-visited by the Board annually in the light of progress against budget and is updated at the time of drafting the annual accounts.

**Details of any funds materially in deficit**

None

## 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.

Principal funders for the first phase of this work were the Greater London Authority and Arts Council England. This funding supported the above activity plan

A fundraising strategy has been produced and a principle fundraiser appointed

An ethical fundraising policy and procedures have been developed

## Section F

## Other optional information

**Related party transactions:** A total of £301 was paid to one trustee for expenses incurred during the period.

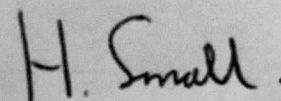
## Section G

## 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) Stephanie Allen

Harry Small

Position (eg Secretary, Chair, etc)

Chair

Secretary

Date

28 August 2025



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

Charity No:  
1204941

**CC16a**

**AIDS MEMORY UK**

**Receipts and payments accounts**

|                     |            |    |            |
|---------------------|------------|----|------------|
| For the period from | 23/09/2023 | To | 31/10/2024 |
|---------------------|------------|----|------------|

**Section A Receipts and payments**

|                                                       | Unrestricted funds<br>£ | Restricted funds<br>£ | Endowment funds<br>£ | Total funds<br>£ | Last year<br>£ |
|-------------------------------------------------------|-------------------------|-----------------------|----------------------|------------------|----------------|
| <b>A1 Receipts</b>                                    |                         |                       |                      |                  |                |
| Grants - Arts Council England                         | 26,999                  | -                     | -                    | 26,999           | -              |
| Grants - GLA                                          | 128,940                 | -                     | -                    | 128,940          | -              |
| Donations                                             | 20                      | -                     | -                    | 20               | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| <b>Sub total (Gross income for AR)</b>                | <b>155,959</b>          | -                     | -                    | <b>155,959</b>   | -              |
| <b>A2 Asset and investment sales, (see table).</b>    |                         |                       |                      |                  |                |
| Bank interest                                         | 190                     | -                     | -                    | 190              | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| <b>Sub total</b>                                      | <b>190</b>              | -                     | -                    | <b>190</b>       | -              |
| <b>Total receipts</b>                                 | <b>156,149</b>          | -                     | -                    | <b>156,149</b>   | -              |
| <b>A3 Payments</b>                                    |                         |                       |                      |                  |                |
| Payments in respect of Artist selection               | 38,443                  | -                     | -                    | 38,443           | -              |
| Project Management                                    | 44,776                  | -                     | -                    | 44,776           | -              |
| Payments to Founder and Artistic Director             | 30,001                  | -                     | -                    | 30,001           | -              |
| Trustees expenses                                     | 301                     | -                     | -                    | 301              | -              |
| Fundraising Comms & PR                                | 12,915                  | -                     | -                    | 12,915           | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| <b>Sub total</b>                                      | <b>126,436</b>          | -                     | -                    | <b>126,436</b>   | -              |
| <b>A4 Asset and investment purchases. (see table)</b> |                         |                       |                      |                  |                |
| -                                                     | -                       | -                     | -                    | -                | -              |
| -                                                     | -                       | -                     | -                    | -                | -              |
| <b>Sub total</b>                                      | -                       | -                     | -                    | -                | -              |
| <b>Total payments</b>                                 | <b>126,436</b>          | -                     | -                    | <b>126,436</b>   | -              |
| <b>Net of receipts/(payments)</b>                     | <b>29,713</b>           | -                     | -                    | <b>29,713</b>    | -              |
| <b>A5 Transfers between funds</b>                     | -                       | -                     | -                    | -                | -              |
| <b>A6 Cash funds last year end</b>                    | -                       | -                     | -                    | -                | -              |
| <b>Cash funds this year end</b>                       | <b>29,713</b>           | -                     | -                    | <b>29,713</b>    | -              |



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity No:  
1204941

CC16a

**AIDS MEMORY UK**

**Receipts and payments accounts**

For the period from 23/09/2023 To 31/10/2024

**Section B Statement of assets and liabilities at the end of the period**

| Categories                                                  | Details                 | Unrestricted funds              | Restricted funds      | Endowment funds          |
|-------------------------------------------------------------|-------------------------|---------------------------------|-----------------------|--------------------------|
|                                                             |                         | £                               | £                     | £                        |
| B1 Cash funds                                               | Cash at Bank            | 29,713                          | -                     | -                        |
|                                                             | Petty cash              | -                               | -                     | -                        |
|                                                             |                         | -                               | -                     | -                        |
|                                                             | <b>Total cash funds</b> | <b>29,713</b>                   | <b>-</b>              | <b>-</b>                 |
| B2 Other monetary assets                                    | Details                 | £                               | £                     | £                        |
|                                                             |                         | -                               | -                     | -                        |
|                                                             |                         | -                               | -                     | -                        |
|                                                             |                         | -                               | -                     | -                        |
|                                                             |                         | -                               | -                     | -                        |
|                                                             |                         | -                               | -                     | -                        |
| B3 Investment assets                                        | Details                 | Fund to which asset belongs     | Cost (optional)       | Current value (optional) |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
| B4 Assets retained for the charity's own use                | Details                 | Fund to which asset belongs     | Cost (optional)       | Current value (optional) |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
| B5 Liabilities                                              | Details                 | Fund to which liability relates | Amount due (optional) | When due (optional)      |
|                                                             | Trade creditors         | Unrestricted funds              | 20,245                | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
|                                                             |                         |                                 | -                     | -                        |
| Signed by one or two trustees on behalf of all the trustees | Signature               | Print Name                      | Date of approval      |                          |
|                                                             |                         | Harry Small                     | 28/08/2025            |                          |
|                                                             |                         | Stephanie Allen                 | 28/08/2025            |                          |





Section A Independent Examiner's Report

Report to the trustees/ members of

AIDS MEMORY UK

On accounts for the year ended

23 September 2023 to 31 October 2024

Charity no  
(if any)

1204941

Set out on pages

6-7

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ended **31 October 2024**.

**Responsibilities and basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: 

Date: 28/08/2025

Name: SALLY HANSON

Relevant professional qualification(s) or body (if any): ICAEW membership no 7623525  
FCA, DChA

Address: Saddleback Barn

Broughton Beck

LA12 7PH