Trustees' Annual Report

For the period from 29 August 2025 to 30 April 2026

Reference and administrative details

Charity name	The Living Memory Project
Charity number	1214720
Legal structure	Charitable Incorporated Organisation (CIO), Foundation model

Trustees serving during the period

Trustee	Service during the period
Daniel Freeman	Served throughout the period
Tony Green	Served throughout the period
Michael Jenkins	Served throughout the period

Following changes on 14 August 2026, the trustee board comprises Daniel Freeman, Tom Fox and David Russell. These changes occurred after the reporting period ended.

Objectives and public benefit

The Living Memory Project exists for the public benefit to relieve the needs of older people, particularly those living with memory difficulties and dementia, together with their families and carers. It aims to do this through talks, reminiscence sessions and storytelling incorporating music, history and shared cultural experiences.

Its intended work focuses on older people in care homes, hospitals and other supported settings across England. Planned activities are designed to encourage conversation, connection, emotional engagement and participation, including for people experiencing isolation or reduced opportunities for cultural and social engagement.

In planning and developing the charity's activities, the trustees have had regard to the need to further its purposes for the public benefit.

Establishment and development

Activities and achievements in the first accounting period

The charity's first accounting period focused on establishment, research and development. Work concentrated on building the knowledge, resources, governance and infrastructure needed for meaningful reminiscence-based activities. This report describes preparation for future delivery and does not claim that a programme of direct sessions was delivered during the period.

Research and content development

A significant part of the period was devoted to research and data collection. The charity began collecting and organising material for future talks, with particular attention to British social and cultural history, music, media, everyday life and shared experiences that could provide prompts for memories and conversation.

Research themes included wartime and post-war life, childhood, family life, television, radio, household technology, local traditions and social change. Material was considered for its relevance to older people, including people living with dementia, and its suitability for future reminiscence-based activities.

Preserving shared cultural memory

The charity developed its approach to presenting social, musical and cultural history as a starting point for personal stories and shared memories. Its intended work seeks to support identity, connection and emotional wellbeing while helping preserve lived experience for future generations.

Website and digital infrastructure

The charity invested in its website and supporting digital infrastructure to explain its purpose, establish a public presence and prepare for communication with volunteers, care providers, supporters and other stakeholders.

Equipment and operational preparation

Equipment was purchased to support the charity's development and future charitable activities. Work also focused on the practical arrangements needed to move from research and planning into delivery.

Governance and finances

Trustee oversight, volunteers and financial review

Governance, safeguarding and data protection

The trustees worked to establish a governance framework covering safeguarding, data protection, conflicts of interest and volunteering. Preparation recognised the particular needs of older people and people living with dementia, including the importance of awareness, reporting concerns and appropriate arrangements for relevant roles.

Data-protection arrangements focused on lawful handling of personal information, appropriate security and respect for individuals' rights. Trustees and others involved with the charity are expected to declare potential conflicts and avoid participating in decisions where they are conflicted.

Volunteers and trustee changes

Two volunteers supported the charity during the first accounting period. Volunteer arrangements covered dignity and respect, confidentiality, safeguarding, availability, training and support.

Changes after the reporting period: Tony Green and Michael Jenkins ceased to serve as trustees on 14 August 2026. Tom Fox and David Russell were appointed on the same date. Daniel Freeman continued to serve throughout the period.

Financial review

Total receipts were £5,000, consisting entirely of an unrestricted grant from The Albert Hunt Trust. Total payments were £5,000, as set out below.

Equipment	2,441
Website and digital development	1,225
Travel	487
Project and research costs	847
Total payments	**5,000**

Net receipts / (payments) were £0. At 30 April 2026, cash funds were £0 and there were no outstanding liabilities or debt. Equipment purchased at an original cost of £2,441 remained available for the charity's own use. There were no restricted funds.

No trustee received remuneration, benefits or reimbursement of expenses during the period.

The next stage

Reserves, future plans and trustees' approval

Reserves

The charity held no cash reserves at the end of its first accounting period. The trustees intend to keep the appropriate level of reserves under review as activity and income increase. They recognise that an unrestricted reserve would help support financial resilience and continuity as delivery expands.

Plans for the next period

The next stage will focus on moving from establishment and research towards direct charitable delivery. Priorities are to:

• develop and begin delivering reminiscence-based talks and activities;

• approach care homes and other appropriate organisations and settings;

• continue to develop and refine research-based session content;

• recruit additional volunteers and provide induction, training and support;

• build relationships with care providers, community organisations and other potential partners;

• gather appropriate feedback from participants and stakeholders;

• continue developing digital and research resources; and

• seek further grants, donations and sustainable funding to support delivery and organisational capacity.

The trustees consider that the first accounting period has provided a foundation for the next stage of the charity's work.

Declaration and approval

The trustees approve this Trustees' Annual Report for the period ended 30 April 2026.

Approved on: _____

Signed on behalf of the trustees:

Trustee name	Signature
_Daniel Freeman_____	_____
_____	_____