



Trustees' Annual Report for the period

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|------|-------------------|-------|------|----|-----------------|-------|------|
| From | Period start date | | | To | Period end date | | |
| | 1 st | April | 2020 | | 31 | March | 2021 |

Section A

Reference and administration details

| | |
|---|---|
| Charity name | Pathmakers (CIO) |
| Other names charity is known by | Previously known as "Improving Countryside Access Together in Norfolk (ICAT Norfolk)" |
| Registered charity number (if any) | 1161475 |
| Charity's principal address | c/o Floor 6, County Hall |
| | Norwich |
| | Norfolk |
| Postcode | NR1 2SG |

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 | Simon Fowler | Chair | | NLAF |
| 2 | Charles Auger | Treasurer | | Pathmakers |
| 3 | Martin Sullivan | Trustee | | Ex officio |
| 4 | Kate MacKenzie | Trustee | | NLAF |
| 5 | Paul Cowley | Vice Chair | | Pathmakers |
| 6 | John Jones | Trustee | | Ex officio |
| 7 | Sarah | Abercrombie | Appointed 02/09/2020 | NLAF |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |

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)

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Section B

Structure, governance and management

Description of the charity's trusts

| | |
|---|---|
| Type of governing document (eg. trust deed, constitution) | Constitution (Foundation Model) |
| How the charity is constituted (eg. trust, association, company) | Charitable Incorporated Organisation (CIO) |
| Trustee selection methods (eg. appointed by, elected by) | Appointment by the Norfolk Local Access Forum (NLAF) (5 trustees) Direct appointment by Pathmakers (CIO) (1 trustee) |

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.

1. Pathmakers is the charitable arm of the Norfolk Local Access Forum (NLAF) a statutory forum with 22 members that advises Norfolk County Council and other organisations about making improvements to public access to land in Norfolk for outdoor recreation.
 - a. Whilst the NLAF is an advisory body, Pathmakers as a Charitable Incorporated Organisation can directly address inequalities in the provision of countryside access opportunities by seeking funding for improvements.
 - b. The NLAF appoints 5 trustees to Pathmakers (nominated trustees) whilst Pathmakers makes one direct trustee appointment (appointed trustees). There are 2 ex officio trustees: The Chair of the NLAF and Manager of Norfolk County Council Environment Team. Trustees are appointed for a 3 year term. (Three trustee posts are currently vacant.)
 - c. Pathmakers uses a 'foundation' model for its constitution which means the only voting members are its trustees
2. Policies and procedures. Pathmakers has the following policies
 - a. Environment Policy (2019)
 - b. Equality Policy (2019)
 - c. Standing Financial Instructions (reviewed 2019)
 - d. Sustainability Policy (2019)
 - e. Interim Safeguarding Policy (2019)
 - f. Draft Health and Safety Policy (2019)
 - g. Employment – NCC secondment
 - h. Employment – direct employment
3. These policies are reviewed and adopted annually, at the AGM
4. Pathmakers require trustees to sign an annual declaration of eligibility to act as trustees, also at the AGM
5. Trustee indemnity insurance is in place. Other insurance is arranged as required (by projects etc)
6. Minor changes to the governing documents were agreed during the year, and forwarded to the Charity Commission:
 - Clause 7.1.3 regarding 'conflicts of interest'
 - Clause 15.2 regarding 'terms for Chair'
 - Clause 5.4 regarding 'financial reserves'
 - Clause 9.1 regarding 'Continued professional development of trustees'

Section C

Objectives and activities

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

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)

Charitable purpose 1

For the public benefit the advancement of health and wellbeing of residents of and visitors to Norfolk and adjacent areas by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk and adjacent areas

Charitable purpose 2

For the public benefit the advancement of improvement to the environment in Norfolk and adjacent areas for the benefit of residents of, and visitors to Norfolk and adjacent areas by the promotion of, assisting and organising projects to conserve and improve the environment.

- Pathmakers is the charitable arm of the Norfolk Local Access Forum (NLAF) a statutory committee which provide strategic advice and direction on improving recreational public access to the countryside.
- Pathmakers objectives continue to align with the Norfolk Access Improvement Plan, a 10 year vision to improve countryside access which was adopted and published by Norfolk County Council in March 2019.
- Pathmakers mission is to make a lasting and worthwhile difference to the quality of public countryside access in Norfolk. To achieve this, Pathmakers works with local communities, landowners and other partners: (i) to develop projects that improve access locally; (ii) to generate or raise funds to invest in all-abilities access project to benefit all types of user (iii) to improve the biodiversity of the countryside paths or that can be accessed from the access network
- Pathmakers delivers benefits for all but is particularly keen to reduce inequality by improving access to the countryside for: the elderly; those with young families; those with chronic health conditions including physical and mental disabilities.

We confirm that the trustees have had regard to the Charity Commission's guidance on 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.

Pathmakers trustees are all volunteers who give at last 8 hours per month to the work of the charity. In practice, this figure is often substantially more.

Summary of the main achievements of the charity during the year

Pathmakers activities to the year ending 31st March 2021:

As with the whole of national life, Pathmakers activities in this year were deeply impacted by the effects of the international COVID-19 pandemic.

This has resulted in delays on a number of fronts, but nevertheless Pathmakers has continued to make progress, using some of the time when on-the-ground project work was impossible to focus on internal structures, communications and marketing as part of the NLHF resilience 'Paving the Way' project work.

Governance and meetings

- Between 1st April 2020 and 31st March 2021 Pathmakers held bi-monthly virtual trustee meetings, online, as follows:
 - 7th May 2020
 - 23rd June 2020 (AGM)
 - 2nd Sept 2020
 - 11th Dec 2020
 - 11th Feb Jan 2021
- Other meetings were held by sub-groups pursuing specific areas of work, especially the communications plan.
- Norfolk Local Access Forum (NLAF) meetings were suspended in the first part of 2020 due to national lockdown. A report of Pathmakers activities was given at the 2 meetings held, on 7 October 2020, and 20th January 2021.

Public benefit

Project Paving the Way (Heritage Lottery Fund - HLF)

- Work on this project continued throughout the year, with most effort devoted to an audience analysis and communication planning exercise.
- Following a procurement exercise, 'One Agency' marketing consultancy were appointed to deliver the communications strategy and brand overhaul, and have provided online workshops for trustees to help them clarify future messages and key audiences for Pathmakers.
- Part time administration support (0.2 FTE) seconded from Norfolk County Council continues.
- Trustee time continues to be recorded as 'in kind' contribution towards the project

Project LIFTOFF - LIFT (European Social Fund (ESF)

- This project was successfully concluded in March 2020.

University of East Anglia (UEA) School of History Collaboration

- This project was usefully continued online, and flagship 'virtual guided walk' events took place during heritage Open Days in September 2020.
- Project material is available to view at www.pathwaystohistory.co.uk

Geovation fund awarded

- After a delay during the lockdown period, work continues to develop a platform to host walks and gather data on walk activity with aims to improve people's health and wellbeing through greater access to the outdoors.

Student Consultancy projects

- No project took place under this heading in 2020, due to the universities' shift to remote learning, and other pandemic disruption.

Training

- Following the first Governance Training Workshop, in Jan 2020, the board felt that another approach was required, so rather than completing another such workshop in March, the focus was placed on individual strategies, starting with the Communications Plan.
- A half-day Brand Positioning workshop for Trustees was held 17/3/21, led by OneAgency.

Trustees

- A new trustee, Sarah Abercrombie, previously involved with Pathmakers as an NCC employee, was recruited to the board in September 2020.
- Three trustee vacancies remain. The trustees are actively considering how to recruit to these with a view to increasing diversity and representation on the board. This should include at least one more woman, and ideally someone of a different age group for the current group.
- Following the death of George Saunders, who was a wheelchair user, in 2019, the trustees are particularly keen to recruit a new trustee with similar expertise and experience in countywide access for people with disabilities.

Section E Financial review

Brief statement of the charity's policy on reserves

A reserve of £10,000 was agreed previously

Details of any funds materially in deficit

No funds are in deficit

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.

Annual Financial Statement (2020 – 21) and Barclays Account Statement appended

Section F Other optional information

Section G Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

S. C. T. Fowler

Full name(s)

Simon Fowler

Position (eg Secretary, Chair, etc)

Chair

Date

10/06/2021

Pathmakers financial report. 2020-2021

1. This is the annual financial report for Pathmakers, which is a Charitable Incorporated Organisation, (number 1161475)
2. The activity of Pathmakers during the period, were determined by the Business Plan 2020-2025 (dated 09 September 2020) and the decisions made and recorded by the trustees.
3. All of Pathmakers finances are contained and recorded in a community account with Barclay's Bank. Account statements are produced online. These detail all the transactions that took place between 1st April 2020 and 31 March 2021.
4. The Income and expenditure for the year is as follows:

| | |
|---------------------|-----------|
| Total Income | £24806.84 |
| Total Expenditure | £ 1820.40 |
| Balance at year end | £50304.66 |
5. Balance Sheet report for year ending 13 March 2020 is as follows:

| | |
|--|-----------|
| Balance brought forward from 2018-2019 | £27318.22 |
| surplus/deficit for period (outstanding payments and costs incurred) £ | 0.00 |
| Balance carried forward | £27318.22 |
| interest | £ 0.00 |
| cash in bank 31March 2021 | £50304.66 |
6. Trustee agreed on 2 June 2017 to set a working reserve of £10,000
7. Trustees agreed that they would not register for VAT at present because the threshold for registering is an annual turnover of £85,000.
8. No cash in hand has been held by and Trustee or individual working on behalf of Pathmakers during the year.
9. Payments have been made against a decision of the Trustees, or an order or an invoice. All payments were authorised by the Treasurer and one other trustee (normally Martin Sullivan)
10. Notes:





Pathmakers

Connecting Norfolk countryside & communities

1. Expenditure this year has been severely curtailed due to the Covid 19 lockdown measures.
2. Paving the Way: Started in October 2019, has been restructured to allow online training and has been extended to take account of lockdown restrictions. The restructuring will also include planned expenditure on Pathmakers communications.
3. Pathmakers has been successful in obtaining funding from Geovation

11. Pathmakers operates within a Financial Management and Controls Procedures document which was approved by the AGM meeting on 18 January 2017 and reviewed at the AGM on 10 July 2018.

Julie Berry, Finance Officer, Communities and Environment at NCC has audited the accounts in June 2021 and has said there are no issues.

Signed

Date 08.06.2021

We approve these accounts and confirm that we have seen all the relevant records and information available for their presentation.

Simon Fowler (Chair of Trustees).....

Date 10 June 2021

Charles Auger (Treasurer of Pathmakers).....

Date 10 June 2021

Pathmakers

Charity number 1161475 | Improving Countryside Access Together in Norfolk,
Registered address: Environment Team Norfolk County Council | Floor 6 County Hall | Norwich | NR1 2SG
Working name: Pathmakers





LONELINESS
AWARENESS
WEEK 2021
#LETSTALKLONELINESS

Royal Mail
Peterborough
Mail Centre
14-05-2021
14 107300



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