



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2022		31	03	2023

## 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	Dairy Farm Station Road, Little Dunham, King's Lynn Norfolk.
Postcode	PE32 2DJ

### 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 Mckenzie	Trustee		NLAF
5	Paul Cowley	Vice-chair		Pathmakers
6	John Jones	Trustee		Ex Officio
7	Sarah Abercombie	Trustee		NLAF
8	Hilary Husband	Trustee	10/6/22	
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### 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) 3 trustees direct appointment by Pathmakers (CIO) (3 trustees)

## 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.

<ol style="list-style-type: none"> <li>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. <ol style="list-style-type: none"> <li>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.</li> <li>b. The NLAF may appoint up to 5 trustees ("nominated trustees") whilst Pathmakers may appoint up to 3 trustees ("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. (Two trustee posts are currently vacant.)</li> <li>c. Pathmakers uses a 'foundation' model for its constitution which means the only voting members are its trustees</li> </ol> </li> <li>2. Policies and procedures. Pathmakers has the following policies <ol style="list-style-type: none"> <li>a. Environment Policy (2019)</li> <li>b. Equality Policy (2019)</li> <li>c. Standing Financial Instructions (reviewed 2019)</li> <li>d. Sustainability Policy (2019)</li> <li>e. Interim Safeguarding Policy (2019)</li> <li>f. Draft Health and Safety Policy (2019)</li> <li>g. Employment –NCC secondment</li> <li>h. Employment –direct employment</li> </ol> </li> <li>3. These policies are reviewed and adopted annually, at the AGM</li> <li>4. Pathmakers require trustees to sign an annual declaration of eligibility to act as trustees, also at the AGM</li> <li>5. Trustee indemnity insurance is in place. Other insurance is arranged as required (by projects etc).</li> </ol>
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<p>6.Minor changes to the governing documents were agreed during the year, and forwarded to the Charity Commission:</p> <ul style="list-style-type: none"> <li>•Clause 7.1.3 regarding ‘conflicts of interest</li> <li>•Clause 15.2 regarding ‘terms for Chair’</li> <li>•Clause 5.4 regarding ‘financial reserves’</li> <li>•Clause 9.1 regarding ‘Continued professional development of trustees’</li> </ul>
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## Section C Objectives and activities

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

#### 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 purpose2

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.

**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)**

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 users (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 grant making;
- 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**

**Governance and meetings**

Between 1 April 2022 and 31 March 2023 Pathmakers held bi-monthly trustee meetings on 14 April 2022, 9th June 2022, 11<sup>th</sup> August 2022, 13<sup>th</sup> October 2022, 8th December 2022 and 16<sup>th</sup> February 2023.

- Other meetings were held by sub-groups pursuing specific areas of work, especially fund-raising.

- A report of Pathmakers activities was given to Norfolk Local Access Forum at their quarterly meetings during the year.

**Public Benefit.**

Paving The Way (Heritage Lottery Fund)

- Work continued to implement the agreed aims of this grant. We continue to collaborate with OneAgency to update our website and set up our social media presence. OneAgency has also provided some trustee training.

- At the request of Norfolk County Council we agreed to run a walking festival for the entire month of October 2022. Funding is coming from NCC and HLF. A project manager was recruited to set up and run the event for us. There was either a guided or self-guided walk for each day of the month with a particular emphasis on working with professionals and volunteers in the disadvantaged sector. If the event is a success, then we may look to make this an annual event.

Geovation.

Work to improve access to the Countryside for all abilities is progressing with the aim of improving health and wellbeing.

Student Consultant Projects.

We continue to work with the Department of the Environment at the University of East Anglia. We monitored six students who produced reports on subjects concerning access to the countryside nominated by Pathmakers. We are now building a substantial reference bank of information and data to assist with future projects and grant applications.

Training.

Some communications training was provided by One Agency and training on the use of our online material is proposed.

**Trustees.**

One additional trustee was appointed this year. We continue to look for a trustee with experience 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 (2022–23) and Barclays Account Statement sent separately.

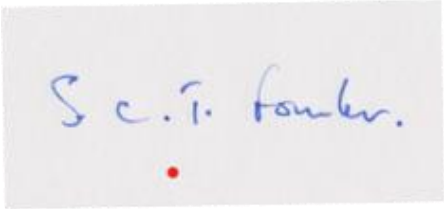
## Section F Other optional information

## Section G Declaration

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

Signed on behalf of the charity's trustees

**Signature(s)**

	
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**Full name(s)**

Simon Charles Trevor Fowler	
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**Position (eg Secretary, Chair, etc)**

Chair	
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6/6/2023
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## Pathmakers financial report. 2022-2023

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 2021 and the decisions made and recorded by the trustees.

3. The majority of Pathmakers finances are contained and recorded in a community account with Barclay's Bank. Account statements are produced on line. These detail all the transactions that took place between 1st April 2022 and 31 March 2023. Pathmakers also has a Paypal Account used mainly for Social Media advertising costs and ticket sales for the walking Festival in October 2022 and monthly walks held since. Monthly statements are produced on line and detail all transactions that took place between 1st April 2022 and 31 March 2023.

4. The Income and expenditure for the year is as follows:

Total Income	£3596.52
Total Expenditure	£33297.19
Balance at year end	£18572.68

5. Balance Sheet report for year ending 31 March 2023 is as follows:

a. Balance brought forward from 2021-2022	£48273.35
b. surplus/deficit for period	-£0.00
c. Balance carried forward	£48273.35
d. Interest	£0.00
e. cash in bank 31 March 2023	£18572.68

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.







# Pathmakers

Connecting Norfolk countryside & communities

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

## 10. NOTE

1. Expenditure this year has focused on one project:  
Paving the Way: Started in October 2019
2. A Paypal account was activated in August 2023 to handle ticket sales for events and Social Media advertising. £257 was transered from the Barclays account to the Paypal account to maintain a credit balance.

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 Frösdick, Finance Officer, Communities and Environment at NCC has audited the accounts on 01 June 2023 and has said there are no issues.

Signed

Date 01 June 2023

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

14.12.23

Charles Auger (Treasurer of Pathmakers)

Date

6.6.23



Pathmakers (CIO), Charity number 1161475

Registered address: Pathmakers c/o Dairy Farm, Station Road, Little Dunham, King's Lynn, Norfolk PE32 2DJ  
Working name: Pathmakers