



Trustees' Annual Report for the period

	Period start date				Period end date		
From	01	04	2023	To	31	03	2024

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	Since 11/6/24	NLAF
7	Sarah Abercombie	Trustee		NLAF
8	Hilary Husband	Trustee		Pathmakers
9				
10				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

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.

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 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.)
 - 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
 - b. Equality Policy
 - c. Standing Financial Instructions
 - d. Sustainability Policy
 - e. Interim Safeguarding Policy
 - f. Draft Health and Safety Policy
 - 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:

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.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Governance and meetings

Between 1 April 2023 and 31 March 2024 Pathmakers held bi-monthly trustee meetings on : 08/06/23, 10/08/23, 12/10/23, 14/12/23, 08/02/24

- Other meetings were held by sub-groups pursuing specific areas of work, especially fund-raising and reporting to the Heritage Foundation.
- 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.

- We ran a second Walking Festival in October 2023, and plans are in place for a Walking Festival for October 2024. Funding is coming from NCC and HLF. A project manager was recruited to set up and run the event for us and this year most of the detailed planning has been carried out by our Executive Administrator. There are 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 . We are looking to make this an annual event.

Student Consultant Projects.

We continue to work with the Department of the Environment at the University of East Anglia. We monitored three 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.

Trustees and those we work with are able to access appropriate training as required. We run an annual training day for walk leaders.

Trustees.

John Jones was re-elected as a trustee in June 2024 . We continue to look for two additional trustees.

Section E Financial review

Brief statement of the charity's policy on reserves

A reserve of £5,000 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 (2023–24) and Barclays Account Statement sent separately.

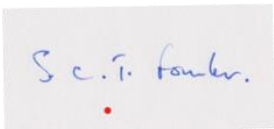
Section F Other optional information

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	8/8/24
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Position (eg Secretary, Chair, etc)

Chair	
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Position (eg Secretary, Chair, etc)

Chair	
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Pathmakers financial report. 2023-2024

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, was 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 2023 and 31 March 2024.

Pathmakers also has a Paypal Account used mainly for : Social Media advertising costs and ticket sales for the walking Festival in October 2023: monthly walks throughout the year. Monthly statements are produced on-line and detail all transactions that took place between 1st April 2023 and 31 March 2024.

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

Total Income	£63802.36
Total Expenditure	£53,488.21
Balance at year end	£28886.83

5. Balance Sheet report for year ending 31 March 2024 is as follows:

Balance brought forward from 2022-2023	£18,572.68
Surplus/deficit for period	+£10,314.15
Balance carried forward	£28,886.83
Interest	£0.00
Cash in bank 31st March 2024	£28886.83

6. Trustees agreed on 6th April 2023 to reset a working reserve to £5,000.
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

Connecting Norfolk countryside & communities

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:

Walk Norfolk, funded by the Heritage Fund, Started in July 2023

2. A Paypal account was activated in August 2023 to handle ticket sales for events and Social Media advertising. £257 was transferred 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 Frosdick, Finance Officer, Communities and Environment at NCC has audited the accounts on 10 June 2024 and has said there are no issues.

Signed

Julie Frosdick

Date 12 June 2024

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).....*S. Fowler*.....Date *8th July 2024*

Charles Auger (Treasurer of Pathmakers).....*C Auger*.....Date *6.7.24*



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



Summary of Accounts

Income

Barclays Account

Grants from Councils	£36000.00
Heritage Fund Project Funding	£24791.63
Amozon Smile	£22.70
Refund on over payment	£172.50
Total	£60986.83

Paypal

Ticket Sales	£3182.53
Less refunds	-£ 367.00
Total	£2815.53

Expenditure

Projects and administration	£53488.20
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2024

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK (complete additional forms if you have more than 4 trustees)

Organisation name (Your organisation name as it appears in your governing document)

PATHMAKERS CIO

Total number of trustees your organisation has

8

Trustee 1	Trustee 2	Trustee 3	Trustee 4
Name Kate Mackenzie	Name MARTIN SULLIVAN	Name Simon Fowler	Name HILARY HUSBAND
Signature 	Signature 	Signature 	Signature
Date 08 08 2024	Date 08 08 2024	Date 08 08 2024	Date 04 09 2024

Working with vulnerable groups

Tick this box if your organisation works with vulnerable people (including children) and you declare that you have:

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- Read and understood the Charity Commission's safeguarding guidance
- Carried out all trustee eligibility checks the law requires and on the basis of those checks are satisfied that the people acting as trustees are both eligible and suitable to act as trustees of this charity

Trustee eligibility and responsibility

By completing and signing this form, you declare that you:

- are willing to act as a trustee of the organisation named above
- understand your organisation's purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you:
 - have an unspent conviction for one or more of the offences listed here*
 - have an IVA, debt relief order and/or a bankruptcy order
 - have been removed as a trustee in England, Scotland or Wales (by the Charity Commission or Office of the Scottish Charity Regulator)
 - have been removed from being in the management or control of any body in Scotland (under relevant legislation)
 - have been disqualified by the Charity Commission
 - are a disqualified company director
 - are a designated person for the purposes of anti-terrorism legislation
 - are on the sex offenders register
 - have been found in contempt of court for making (or causing to be made) a false statement
 - have been found guilty of disobedience to an order or direction of the Charity Commission

Corporate Trusteeship

Tick this box if your organisation has a corporate trustee (another organisation which acts as trustee such as a local authority) and its directors are making this declaration)

☐

Personal benefit

If your organisation pays (or will pay) any trustee for being a trustee OR any trustee or person connected to them for providing goods and services, you declare that this will:

- be in the organisation's best interests
- be lawful and authorised
- help the organisation carry out its purposes (or be a necessary by-product of it carrying out its purposes)

You also declare that:

- the information you provide to the Charity Commission is true, complete and correct
- you understand that it's an offence under section 60(1)(b) of the Charities Act 2011 to knowingly or recklessly provide false or misleading information
- your organisation's funds are held (or will be held) in its name in a bank or building society account in England or Wales
- you will comply with your responsibilities as trustees - these are set out in the Charity Commission guidance 'The essential trustee (CC3)'
- (if applicable) the primary address and residency details you provide in a charity registration application are correct and you will notify the Charity Commission if they change

* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/820804/Disqualification_Reasons_Table_v2.odt