

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2020
FOR
PATHFINDERS CAMP (WOODLARKS)

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st DECEMBER 2020

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1171466

Trustees and Key Management Personnel

Role

Ms Sam Dunn	Camp Leader, Trustee
Ms Jo Fulford	Treasurer & Secretary
Mr Dave Grosvenor	Trustee
Ms Jane Pyzniuk	Chair of Trustees

Bankers

Lloyds Bank plc

Account held at Abbeymead, Gloucester branch

Address for correspondence:

PO Box 1000

Andover

BX1 1LT

FINANCIAL STATEMENTS AND TRUSTEES' REPORT

The trustees present the financial statements of the charity for the year ended 31st December 2020. The trustees confirm that in their opinion, they have selected suitable accounting policies and applied them consistently; made judgements and estimates which are reasonable and prudent and have prepared the accounts on an on-going concern basis. The trustees believe that the financial statements comply with statutory requirements, the governing document of the charity and the Statement of Recommended Practice relating to charities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Pathfinders Camp (Woodlarks) was registered with the Charity Commissioners (registration number 1171466) on 03rd February 2017. The charity is controlled by its governing document – Constitution of Pathfinders Camp (Woodlarks), dated 09th April 2016.

Recruitment and appointment of new trustees

At present the number of trustees is three. Replacement trustees would be identified by the current trustees. The criteria are that any new trustee would have experience and knowledge likely to benefit the charity. New trustees would be trained by existing trustees.

Risk management

A member of the leadership team is responsible for creating and updating a comprehensive risk assessment for all activities undertaken across the week at camp each year. This includes risks inherent in camp daily chores and routines as well as any risks that might ensue during the various activities and leisure opportunities on offer during the week.

All new candidates for Pathfinders Camp are asked to provide the names and addresses of two referees when they apply for a place at camp. This rule applies for both disabled campers and non-disabled volunteers. All volunteer helpers are required to undergo an Enhanced DBS check, that includes clearance to work with vulnerable adults and with children, as a part of their application process. New volunteers are given 'on the job' training when they arrive at camp, working with more experienced volunteers until they feel more confident in undertaking personal care tasks more independently. All campers (or their parent/guardian, where more appropriate) sign a declaration which states that they are aware that they will be supported by unqualified volunteer help whilst at camp. Campers and carers are encouraged to submit care plans and details of the support they will need whilst on camp, again as a part of the application process.

OBJECTIVES AND ACTIVITIES

Income

See accounts

Expenditure

See accounts

Public benefit

The trustees are confident that the charity offers services of real and practical value to the applicants who attend the annual camping holiday, whilst also providing affordable and valuable respite to family members and other carers. More widely, by bringing together (mostly) women of all ages above 17, with and without disabilities, it helps to

foster inclusive relationships. It therefore complies with the responsibility placed on all charities under the Charities Act 2011 to demonstrate a public benefit.

ACHIEVEMENTS AND PERFORMANCE

The charity was aiming to run the usual camping holiday in August 2020 and recruitment of helpers had begun in January 2020, prior to the annual planning meeting held on 29th February 2020 and attended by 26 Pathfinders. Only two weeks later, and in response to the government guidance on the rapidly evolving COVID-19 pandemic, we received notification from Woodlarks Campsite Trust (which provides the venue for Pathfinders Camp) that it was with deep regret that they had made the decision that no activities would take place onsite until further notice.

The Pathfinders Camp leadership group was faced with decisions around continuing to recruit help, sending out application forms to disabled campers, and continuing to plan, in the hope that things might change before August or taking the decision to cancel Pathfinders Camp in 2020, on the basis that the levels of uncertainty created by the pandemic made it extremely unlikely that it would be possible to run camp safely within 2020, even if Woodlarks Campsite Trust did review their earlier decision. An emergency 'virtual' meeting of senior leaders was pulled together and the decision was taken that we would need to cancel Pathfinders Camp for August 2020. This felt like a difficult but necessary decision to make, in order to avoid raising unrealistic expectations and to avoid adding to the general high levels of uncertainty caused by the pandemic. Letters were drafted to cancel camp and to explain the decision to the membership.

Around eight weeks later, another member of the leadership team floated the idea of putting together a programme of activities that could be undertaken at home and supplemented by Zoom meetings to create a 'Virtual Pathfinders Camp' that would take place during August 2020. Many members joined in enthusiastically to create such a plan.

As described in the Camp Leader's report, many Pathfinders chose to access the online activities during what would have been the week in which camp would usually be held. This format meant that some former Pathfinders, who had been unable to attend camp, due to changes in their condition for example, were able to re-engage with friends from camp and take part in themed activities from their own homes, thus fostering inclusivity. Additionally, running activities in this way enabled some family members and other carers to gain different insights into how Pathfinders Camp runs.

FINANCIAL REVIEW

Reserves policy & financial risk

Our policy is to maintain a cash reserve between 50% and 100% of the expenditure of the previous year's camp. This "buffer" enables us to continue our policy of keeping costs to disabled campers and volunteer helpers as low and affordable as possible, whilst at the same time reducing any financial risk to the charity.

The Trustees chose to make a significant donation to the Woodlarks Campsite Trust (charity number 306148), recognising that they would receive no income from camp fees during this year and with the intention that by supporting the campsite in this way, Pathfinders Camp is contributing towards ensuring that the specialist facilities which enable disabled people to enjoy camping holidays will continue to be maintained and improved. This donation will be included in the financial statement for next year.

FUTURE DEVELOPMENTS

The trustees foresee no changes in their objectives in the forthcoming year.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP and FRS 102;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

SIGNED BY THE CHAIR OF TRUSTEES



Jane Pyzniuk

Date: 25th October 2021

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE CAMP LEADER FOR THE YEAR ENDED 31st DECEMBER 2020

ACTIVITIES

Camp 2020 was very different for us all due to COVID restrictions meaning we couldn't have an in-person camp with the decision being made by Woodlarks Camp Site trust to not open during the 2020 camping season, in line with Government guidelines. A large proportion of our regular participants are considered either clinically vulnerable or extremely clinically vulnerable, thus the decision to cancel Pathfinders Camp was very much in line with government guidance.

With a number of our volunteers on furlough from their day to day jobs, a small team of volunteers pulled together a virtual programme to hold during the week we would have been camping, with a variety of activities being held over zoom plus a number of crafts that folk could join in with from home, using materials usually found at home, without the need for them to buy any additional materials. This kept the craft activities accessible for those with limited funds.

We held 7 zoom sessions across the week of our virtual camp, which attracted between 35 and 45 participants, and we saw a good balance between our volunteers and our disabled participants joining in with the calls, with 65% of our disabled participants accessing at least one call during the week.

INCIDENTS

Being as though camp was only held virtually, rather than in person, no incidents were seen.

REFLECTIONS

As a result of the success of the Zoom sessions during our usual camp week, we invested in a Zoom license specifically for Pathfinders Camp and have continued to run Zoom calls throughout the year, to help folk keep in contact with each other. This has proven to be a good investment, and has helped the membership to feel connected, thus supporting mental health and wellbeing during really challenging, unprecedented times.

The success of the virtual camp is a reflection of the passion our volunteers have for Pathfinders Camp and their efforts to ensure we could still put something together for the enjoyment of everyone who was able to access this. It's given us an excellent opportunity to learn from the situation, how to put on activities that translate well to a virtual environment and to allow different groups of our volunteers to really shine and bring their skills from their day to day lives to our virtual camp.

Whilst nothing can really come close to an in-person camp and the opportunities the environment provides to both our disabled participants and volunteers, I am incredibly proud of the team that pulled together the programme for Virtual Pathfinders 2020.

SIGNED BY THE CAMP LEADER



Sam Dunn

Date: 25th October 2021

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE TREASURER FOR THE YEAR ENDED 31st DECEMBER 2020

	Notes	2020 £	2019 £
INCOMING RESOURCES			
Camp fees	1		9,462.00
Donations	2	443.28	2,695.73
Fundraising	3	2,620.96	2,133.55
Total incoming resources		<u>3,064.24</u>	<u>14,291.28</u>
RESOURCES EXPENDED			
Campsite fees	4		5,493.00
Refund of camp fees	5		274.50
Food	6		3,414.03
Activities	7		2,363.04
Planning and administration	8	1,035.24	1,632.15
Transport	9		1,231.99
Equipment purchases	10		993.18
Merchandising	11	500.00	
Total resources expended		<u>1,535.24</u>	<u>15,401.89</u>
NET MOVEMENT IN FUNDS		<u>1,529.00</u>	<u>-1,110.61</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		13,180.40	14,291.01
TOTAL FUNDS CARRIED FORWARD		<u>14,709.40</u>	<u>13,180.40</u>

Notes

1. Fees from campers and volunteer helpers – all refunded in 2020 following cancellation of physical camp
2. Significant donors:
 - Mr and Mrs N Drury; Mr and Mrs Petch and A Greenwood-Gilyard
3. Fundraising throughout the year – noteworthy contributions from:
 - Laura Knowles and Kimberley Rayner raising £500 running the virtual London Marathon
 - Clitheroe Mountaineering Club raising £391
4. Fees to Woodlarks Campsite Trust inc. electricity and gas
5. Refunded camp fees for non-attendees
6. Food for campers, volunteers and visitors inc. tuck shop
7. Activities put on at camp inc. money to enable each to have money back for an offsite trip
8. Costs of consumables other than food at camp and any administration costs such as postage and DBS checks
9. Hire of transport from Manchester and minibuses at camp for offsite trips
10. Purchase of re-usable assets and equipment for camp and campsite
11. Purchase of stock for fundraising

SIGNED BY TREASURER

Jo Fulford

Date: 25th October 2021