

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31st DECEMBER 2024
FOR
PATHFINDERS CAMP (WOODLARKS)

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st DECEMBER 2024

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity Number

1171466

Trustees and Key Management Personnel

Role

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

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 2024. 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

Additional and/or replacement trustees will 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. We remained of the mind that it is important to have user representation at trustee level, and a couple of campers, who may have the abilities needed to represent the breadth of the user voice, were identified. One of our disabled campers agreed to become a trustee and was appointed to that role at the spring planning meeting in February 2024. This gives the charity a trustee with 'lived experience', who can give voice to the camper perspective.

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 an initial training/orientation session when they arrive at camp, and then work 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 16, 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 online application process designed and built by one of our crew members was used for all camp applications this year. It was warmly welcomed by campers and helpers alike, as a simpler and more convenient way to apply.

The pre-season working party at Woodlarks has become a bit of a tradition now, and 16 of our regular volunteers met up at Woodlarks for the last weekend of April 2024. The campsite warden creates a huge job list and we work away at whatever tasks might need to be undertaken in order for the site to look its best before the first camps arrive from mid-May onwards. We replaced shelves, sanded tables, repaired benches, sowed wild-flower seeds to continue to attract pollinating insects to the woodlands, helped with pool maintenance, fixed taps, planted trees, emptied the cooking pot store, washed all the pots and put them back tidily, cleared the guttering on the pool changing rooms, and delivered fire buckets to all cook-out sites around the beautiful 12 acre site, with many more jobs completed. We were incredibly fortunate with the weather, so lots was achieved, many, many pieces of cake, brownies and cookies were eaten at coffee breaks, and much fun was had by all. It is great to be able to give back in this way to the campsite that makes it possible for Pathfinders Camp to run each summer.

One of our senior volunteers had suggested that a sponsored event based upon tackling the 'Yorkshire Three Peaks' challenge could be a good fund raiser, and in July 2024, a group of Pathfinders gathered in Ingleton to undertake their own challenges under the tagline of 'Push Your Limits for Pathfinders'. Five of our intrepid volunteers managed the entire Three Peaks Challenge within the 12 hour time limit, and others chose to climb one or two peaks, or indeed to follow the Ingleton Waterfall Route, or to act as the all-important 'ground support' team, ensuring that plentiful drinks and high energy snacks were available along the route.

Our accreditation as an Approved Activity Provider (AAP) with the Duke of Edinburgh's Award Scheme, continues to pay handsome dividends and we were fortunate enough to recruit 13 candidates, all aiming to use their engagement with Pathfinders Camp as the residential element of their Gold Award. The fact that we are now able to advertise our opportunity on the DofE website has widened our reach and has resulted in an increase in the number of volunteers available to support our disabled campers.

Our camp in 2024 was attended by 87 people, marginally up on the figure of 85 people who attended in 2023. The total population at Pathfinders Camp in August 2024 comprised 29 disabled campers (as we had in 2023) and 58 non-disabled volunteers (up from 56 in 2023). Within that total, the leadership group, or 'crew', comprised 19 people, whose roles ensured that the 68 other Pathfinders were able to participate in a week's camping holiday with a full programme of activities available, on-site.

Of the disabled campers, 25 had been to Pathfinders previously (up from 23 in 2023) and 4 were new campers (down from 6 in 2023), some of whom may have attended other camps at Woodlarks and some who had never camped anywhere previously. Of the volunteer helpers, 16 were 'first time' volunteers (up from 22 in 2023) and of those 16 new volunteers, 13 were DofE Gold Award candidates, as mentioned above. The remaining 42 volunteers (up from 34 in 2023), were returning to Pathfinders Camp, and again, some members of this group have been helping at camp for 40 or 50 years. Thus, Pathfinders Camp continues to maintain a loyal group of regular attendees but still enables and

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31st DECEMBER 2024

actively encourages new campers and new volunteers to take part. As far as it is possible, we try to provide 'age appropriate' helpers for each of our campers. This means that our next challenge is to try to find ways to recruit some older 'first time' helpers, so that we have a more diverse age range of helpers available. The youngest attendee this year was 17 years old, and the eldest attendee was 73. Although Pathfinders Camp is set up primarily as a provision for women, 8 men attended the 2024 camp. Male attendees are predominantly members of the leadership group and usually have no personal care responsibilities. Some of this data has been summarised as an impact statement, attached here as Appendix 1.

The focused training session for volunteer helpers, first delivered to the entire volunteer cohort in August 2022, was deemed to be so successful, that it has been incorporated permanently into our operating procedures. The entire package, which includes manual handling, safeguarding, emergency procedures, privacy and dignity, amongst other related topics, was again delivered to all helpers, including the crew.

An unprecedented incident prompted an early evacuation of camp from the Thursday evening onward, rather than on Friday as planned. There is more detail about this in the Camp Leader's report which follows. An outbreak of D&V, which was later confirmed to be a Norovirus epidemic, began on Tuesday evening and spread rapidly throughout camp. As required, we reported this to the local Environmental Health team and we attended a meeting with them on Friday morning, along with the Warden and Secretary for the campsite, and trustees for Woodlarks Camp Site Trust, to consider the likely reasons for the occurrence and any implications for the next camp due onsite. The consensus was that it is most likely that one of our attendees was already a carrier of the virus prior to her arrival on camp. The evacuation was carried out with the minimum of fuss and drama, and everyone who was 'well enough' ensured that our campers, and ailing helpers, continued to receive the care and support they needed, until they were collected. It is a testament to the organisation as a whole that this incident was handled so effectively. One parent-carer, who had driven up to camp to collect her daughter, reflected that at least the charity can be assured that the emergency protocols that have been put in place are fit for purpose. It is also a demonstration of the quality of the Pathfinders Camp team, that their diligence in cleaning and disinfecting the site before the last few people left site meant that nobody in the camp following Pathfinders Camp became ill.

The fact of the evacuation meant that the DofE exit interviews, which form the basis of their assessments, could not be undertaken at the end of camp, and were instead done subsequently by Zoom call. It was apparent that because the candidates had had a week to reflect on their experiences, they were able to give a fuller account of their experience and learning during the residential. Their reflections are attached herewith as Appendix 2.

It remains an important tradition within Pathfinders Camp that everyone attending pays the same level of camp fees, whether they attend as a disabled camper, as a volunteer helper or as a member of the leadership team or 'crew'. This enables the charity to keep the cost of the holiday as low as possible, with a view to ensuring that even where attendees may be totally reliant upon benefits for their income, attending Pathfinders Camp should remain a possibility. In addition to this general principle, there is a mechanism whereby all or part of the camp fee can be waived for an individual, at the Trustees' discretion, where funds are tight for whatever reason. This rule can be applied both for disabled campers and volunteers. The level of donations received each year has thus far allowed these costs to be absorbed without the need to 'ringfence' a separate amount for this purpose.

The project to create a permanent wheelchair accessible orienteering course in the woodlands at Woodlarks Campsite, pioneered by two of our Trustees came to fruition this year. This additional facility was enjoyed by many users of Woodlarks Campsite, from the beginning of the 2024 camping season.

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. This was an unusual year from a financial point of view, as Pathfinders Camp received a large and unexpected legacy from the estate of a woman whose extended family members have helped at Pathfinders Camp over many years and several generations. This meant that for the first time, our assets have been sufficient as to require an independent audit of our finances. This was requested from Mr Callum Hughes by our treasurer, and his report has been included in the financial section.

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: 06th October 2025

ACTIVITIES

Camp 2024 was filled with fun, and themed around “The Enchanted Woods”. After the arrival of helpers, we held training sessions for all helpers (and crew), and once the campers had arrived, we started with ‘Butterfly netting’ with crew members dressed as butterflies and the patrols working as a team to ‘net’ the butterflies within a time limit. This proved to be a fun, light relief after the training sessions and a good team building exercise to help the teams get to know each other.

Activities this year had a visit from a local petting zoo with goats, miniature donkeys, and piglets, this was very much enjoyed. Alongside this, the Outdoor Education Company once again visited with the outdoor inflatable laser tag which was very well received, and much fun was had by all.

As ever, we used both the aerial runway and wheelchair swing facilities on-site and these are always popular with attendees. We also enjoyed quiz night, campfires, a wide-game, and a party night as well as arts and crafts linked to the theme.

The arts & craft-based activities, always remain popular for the ‘take home’ items which folks could make linked to our ‘Enchanted Woods’ theme, including bath/shower bombs made from natural ingredients, dying pillowcases with natural dyes, and making decorations for use at party night.

INCIDENTS

As anticipated, when camping with a large group, several standard first aid incidents were seen (scratches, insect bites etc).

Later in the week, we had a significant event with approx. 33% of attendees, mainly helpers, coming down with D&V which turned out to be norovirus. As this proceeded on Tuesday and Wednesday with more individuals coming down with it, a decision was made early Thursday evening that we had to send folk home. We started with campers as we were no longer able to provide appropriate levels of care with the reduced numbers of folk well enough to provide intimate care. Further cases were seen once folk had returned to their homes. As folk became ill, we implemented specified areas as ‘quarantine’ areas to try to reduce further spread.

The new application system came into its own at this point allowing for the emergency contact / pick up contact to be sourced and phone calls made. 4 hours of phone calls resulted in the majority of folk (helpers and disabled participants alike) being collected from camp. I as Camp Leader, and a small team of crew stayed up all night to greet those collecting folk who were travelling unexpectedly from all over the country, and to provide care (and quarantine) to further folk succumbing to the virus. Fantastic assistance was provided by the warden and secretary at Woodlarks with additional flood lighting for cars arriving in the wee hours, as well as additional cleaning supplies.

REFLECTIONS

We had another good set of Duke of Edinburgh participants for their residential section of the Gold award. Camp 2024 saw 87 participants. 11 disabled applicants were not offered places due to being over-subscribed and 1 applicant dropped out. Whilst this continues to be disappointing to those who do not get a space, it is a reflection of the popularity of Pathfinders.

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE CAMP LEADER FOR THE YEAR ENDED 31st DECEMBER 2024

The new application system worked well, and enabled not only easier applications for folk using it, it provided improved data to aid the running of camp. Several improvements have been identified which can be implemented prior to the 2025 applications being opened and this will continue to be an evolving process.

The impact of the Norovirus saw the true nature of Pathfinders at its best, with all folk who were able to, pulling together and handling the situation incredibly well and it is a testament to all of our participants as to how well this worked. Although upsetting for a lot of folk with people having to leave early, and unexpectedly, this was handled well by all.

Prior to the Norovirus outbreak, yet again, everyone involved with camp, whether in person, in crew, virtually in the background or coming to camp as participants have done a fantastic job in facilitating Pathfinders and ensuring a good fun-filled week is on offer and able to be enjoyed by all participants.

SIGNED BY THE CAMP LEADER



Sam Dunn

Date: 8th October 2025.

Independent examiner's report to the trustees of Pathfinders Camp (Woodlarks)

I report to the trustees on my examination of the accounts of Pathfinders Camp (Woodlarks) for the year ended 31st December 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Callum Hughes

Associate Chartered Management Accountant, Chartered Global Management Accountant

20 Newland View, Cheltenham, GL51 0RE

19th May 2025

PATHFINDERS CAMP (WOODLARKS)

REPORT OF THE TREASURER FOR THE YEAR ENDED 31st DECEMBER 2024

	Notes	2024 £	2023 £
INCOMING RESOURCES			
Camp fees	1	15,659.52	13,334.39
Donations	2	12,674.82	1,758.92
Fundraising	3	4,617.59	1,951.24
Total incoming resources		<u>32,951.93</u>	<u>17,044.55</u>
RESOURCES EXPENDED			
Campsite fees	4	9,203.00	8,176.00
Consumables	5	4,279.56	3,891.84
Activities	6	1,895.96	2,119.52
Planning and administration	7	2283.71	2,014.45
Merchandising	8	474.50	
Donations	9		148.57
Other	10	900.00	486.66
Total resources expended		<u>19,036.73</u>	<u>16,837.04</u>
NET MOVEMENT IN FUNDS		<u>13,915.20</u>	<u>207.51</u>
RECONCILIATION OF FUNDS			
Total funds brought forward		8,786.33	7,557.03
Cash in hand		1,137.04	1,021.79
TOTAL FUNDS CARRIED FORWARD		<u>23,838.57</u>	<u>8,786.33</u>

Notes

1. Fees from campers and volunteer helpers
2. Significant donors:
 - Carol Drury; Ellen Challis; Lorraine Brown; Leanne Holman and the estate of the Late Mrs Marjory Petch
3. Fundraising throughout the year – noteworthy contributions from:
 - Sponsored walk of the Yorkshire 3 Peaks
 - Merchandising
 - 'Pennies for Pathfinders' collecting tins, easy fundraising and PayPal
4. Fees to Woodlarks Campsite Trust inc. electricity and gas
5. Consumables inc. food for campers and medical supplies
6. Activities put on at camp
7. Costs of consumables other than food at camp and any administration costs such as postage and DBS checks
8. Purchase of stock for fundraising
9. Donations to Woodlarks Camp Site Trust for on-site facilities
10. Financial assistance for participants unable to afford their camp fees and fees refunded for non-attendance

SIGNED BY TREASURER

Jo Fulford

Date: 6th October 2025

APPENDIX 1 – IMPACT STATEMENT

We have chosen to represent the impact of Pathfinders Camp (Woodlarks) graphically to amplify some of the key statistics for camp this year.



APPENDIX 2 – DUKE OF EDINBURGH CANDIDATES' REFLECTIONS

We undertook a simple thematic analysis of the responses given by this year's DoE cohort and present it below.

Reflections from New DoE Participants - 2024

