

Appendix 1



Pathmakers

Connecting Norfolk countryside & communities

8th March 2019 at 1030

OUTCOMES

Invitees:

Trustees:

Martin Sullivan (MS) (Chair); Ann Melhuish (AM); George Saunders (GS);
Seamus Elliott (SE); John Jones (JJ) ; Pat Holtom (PH); Kate MacKenzie (KM);
Jenni Turner (JT); Pat Holtom (PH)

Guests

Su Waldron
Sarah Abercrombie
Sophie Cabot

Apologies: Seamus; Jenni; Pat

Supporting documents uploaded to Dropbox: access them here:

<https://www.dropbox.com/sh/j0hrep7ig5dhid8/AADEEGG0v-JPUIjke2AzX0b0a?dl=0>

(if you have any difficulties accessing these I will email them directly to you).

Item and recommendation		
Item	Time	
1.	1030	Apologies and minutes from last meeting (5 minutes) (ALL) Trustee resignations (Pat and Seamus). <ul style="list-style-type: none">KM has prepared a list of headings for the new cash-flow spreadsheet that will keep track of Pathmakers finances. KM to send through to SA.There were two trustee resignations : Pat and Seamus.

Both were thanked in absentia for their significant work to develop Pathmakers over the past 3 years.

- MS had also received an email from Jenni Turner indicating her intention to resign owing to teaching commitments.

MS agreed to speak with JT to ask her if she could continue (with input via electronic means if unable to attend meetings) until new trustees were appointed (by July 2019). She would remain in touch with Pathmakers via the student consultancy projects in any case.

2. 1035 Protocol for appointment of trustees by the NLAF (appointing body) to Pathmakers. (20 minutes) (ALL)

- SW explained that a protocol for appointment of trustees was required in advance of the next NLAF meeting and circulated a SmartSurvey online draft application <https://www.smartsurvey.co.uk/s/NK653/> which included skills which were being sought for Pathmakers.

ALL to send SW comments / improvements by 11/3/2019

All current Pathmakers trustee 3 year terms of appointment had expired with the exception of KM's which runs to October 2019. It was agreed that AM and GS would continue as volunteers with Pathmakers until July and would re-apply (if they wish to) to remain a trustee. MS and JJ remain trustees in their ex-officio capacity

- The timetable for recruitment was proposed as follows:
 - By 10/3/2019: agreement of draft protocol regarding the recruitment of nominated trustees (those appointed by the NLAF)
 - 3/4/2019: adoption of protocol by NLAF
 - 8/4/2019 to 31/5/2019: recruitment period, advertising vacancies etc
 - 6/6/2019: selection panel appoints nominated Pathmaker trustees. Letters of appointment issued
 - 9/7/2019: endorsement of nominated Pathmaker trustee appointments
 - Subsequently: appointment of further trustee(s) by Pathmakers (current constitution provides for the appointment of one trustee, this could be increased)
- JJ proposed that the number of appointed trustees (those appointed by Pathmakers directly) would be increased to 3 (from one). This was agreed. The Pathmakers trustee complement would therefore comprise 10 trustees:
 - 3 appointed trustees (those directly appointed by Pathmakers)
 - 5 nominated trustees (those appointed by the NLAF)

- 2 ex officio trustees (chair of the NLA and manager of NCC Environment Team)

??? to check proposal with Mike Garwood (NPLAW) and then make the necessary alterations to reflect this with the Charities Commission (see also action point regarding the charitable objectives)

- A report would be prepared for the forthcoming NLA meeting which captured the above points: timeline; skills; online application;

3. 1055 Pathmakers charitable objectives: agreement on change (JJ) (5 minutes)

JJ proposed that the Pathmakers charitable objectives were widened slightly as follows (green text added) to take account of cross-border paths such as Angles Way and organisations that Pathmakers seeks to engage with which have a wider geographical remit such as the LEP.

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.

2. For the public benefit, the advancement of improvement to the environment in the Norfolk countryside 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 areas of countryside the public can access environment.

- The above amendments to the charitable objectives were agreed. ?? to contact the Charities Commission and register the amendments.

[Pathmakers activities registered on the Charities Commission website](#)

NOT DISCUSSED

4. 1100 LIFT bid. Progress. (SC) (30 minutes)

- SC updated the meeting with progress with Lift Off (European Social Fund) bid (see briefing note, project plan and budget on dropbox).
- The project will allow small businesses to offer work experience to people who might otherwise face barriers to employment and allow rural businesses to gain accreditation as a Mindful Employer or Disability Confident Employer. Trustees have identified roles within the project (see project work plan)

- Work experience would include site survey work to assess access limitations and plotting walking opportunities.
- There is a Project Initiation meeting on Monday 11th March at which the funding agreement will be signed between Pathmakers and the ESF. Prior to that, the following documents must be in place which include:
 - A delivery partner agreement (setting out what NCC will provide)
 - A secondment agreement (seconding staff to Pathmakers from NCC)
- SC showed the trustees further details of the budget and match funding requirement.
 - The total project expenditure will be £69,791.40
 - Total grant request is £34,895.70
 - Match funding required is £34,895.7 composed of £9,000 Pathmakers own funds, partner funds of £15,000 (NCC) and volunteer time contribution of £10,905
- The trustees were happy with arrangements and agreed their (or identified other) committed volunteer time contribution on the project
- SW had prepared an online time-recording form (which will also be used by the NLAf) which the trustees will use to record time:
<https://www.smartsurvey.co.uk/s/NLAfandPATHMAKERSTIME/>
- MS will attend the meeting on 11th March with the ESF at County Hall to sign the funding agreement on behalf of Pathmakers.
- SA reported that she had identified £32,000 worth of match funding and had applied for all of it on behalf of Pathmakers. If successful it would mean that Pathmakers did not have to use its reserve funds.
- JJ said that the rural businesses involved with Lift Off would be useful stakeholders for Pathmakers going forward
- MS agreed to talk with SE over Pathmakers financial arrangements to ensure that bank account details for Pathmakers were fully accessible (interim arrangements) – with AM and MS acting as signatories
- SC said a number of interim policies had been required: so Pathmakers now has interim : Safeguarding, Health and Safety, and GDPR policies

5. 1130 Update on Geovation (SC) (10 minutes)

- SC ran through a draft report prepared by Ella Meecham which contains a number of recommendations regarding the requirements for an app that will help people access trails in their local environment.
- The best provider to develop the app is Go Jauntly (a Geovation start up) which could deliver an app which met

- key criteria including: Android/apple; free; doesn't use data allowance; social media links
- Full report to follow

The trustees thanked Ella for her excellent work on the project
 SC to circulate full Geovation report

6. 1140 [Resilient Heritage application](#) (SA / KM) (10 minutes)

Bid has been submitted – awaiting outcome. SA had suggested that Pathmakers would arrange a walk for people who play the lottery as part of the bid.

Our Heritage HLF application

JJ recommended that Horsey dunes was not taken forward (too many complications). Would be better to wait for the Lift Off project to generate better ideas for partnership projects (e.g. with NWT).

7. 1150 [Financial report](#) and arrangements going forward (10 minutes) (SE)

- Query over invoice received from NCC for the Geovation work (£12,000 invoiced – should have been £10,000). SC has investigated – was due to the addition of VAT by mistake – will be re-issued.
- It was agreed that MS would be interim treasurer now that SE has resigned
- Cash flow spreadsheet was needed by Pathmakers to keep track of cash flow within and between projects to ensure that Pathmakers remains solvent. SA to ask Martin Talbot to prepare a cash flow statement for Pathmakers for the next 12 months.
- MS will visit SE re hand over of financial affairs.

8. 1200 [Action Plan](#) (10 minutes)

- Meeting did not look review the plan in detail.
- SW to draft delivery plan for 2019 / 2020 (taking account of NAIP statement of actions) to take to NLAF meeting: to include: recruitment of new trustees, role of the board; projects agreed; student projects

9. 1210 Update from trustees who attend NLAF subgroup meetings – opportunities for Pathmakers? (AM; MS) (10 minutes)

No meetings had taken place – no updates

10. 1220 [UEA student projects update](#) – JT (10 minutes)

It was agreed that trustees that projects allocated to trustees who had resigned would be covered as follows:

- Understanding what is needed to create an effective and useful new access and biodiversity network in Rackheath (David White) – KM (replacing SE)
- Understanding effectiveness of campaigns to promote incentives to increase active travel in Norwich and Great Yarmouth (Matt Hayward) – MS (replacing SE)
- Understanding the impact on wellbeing from journeying to visit the shrines and village at Walsingham (Charlotte Watts) – MS (replacing PH)
- Understanding the use of Norfolk Trails and PROW in an area with an aging population (Charlotte Watts) – KM (replacing PH)

SW to let NCC leads know about the changes

11. 1225 Next meeting will be on Tuesday 4th June 2019 at 1030