



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1 st	April	2016		31	March	2017

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	c/o Floor 6, County Hall
	Norwich
	Norfolk
Postcode	NR1 2SG

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	Martin Sullivan	Chair		
2	Seamus Elliott	Treasurer		
3	Ann Melhuish	Trustee		
4	George Saunders	Trustee		
5	Jenni Turner	Trustee		
6	John Jones	Trustee		
7	Kate MacKenzie	Trustee		
8	Pat Holtom	Trustee		
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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
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)

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.

Welcome pack available for new trustees with contents as follows:

1. Background
2. Structure and governance
3. Trustee board and meetings
4. Appendices:
 - a. Constitution (governing document)
 - b. Registration certificate
 - c. Standing Financial Instructions
 - d. Statement of Accounts
 - e. Annual report
 - f. Signed Trustee declaration
 - g. Trustee Indemnity Insurance
 - h. Policies and Procedures

Further sections will be added as necessary

Section C

Objectives and activities

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

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)

Charitable purpose 1

For the public benefit, the advancement of health of residents of and visitors to Norfolk by promoting, raising awareness of, improving and creating countryside access for outdoor recreation in the area of Norfolk

Charitable purpose 2

For the public benefit, the advancement of improvement to the environment in the Norfolk countryside for the benefit of residents of and visitors to Norfolk by the promotion of, assisting and organising projects to conserve and improve the areas of countryside the public can access.

- 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 align with the Norfolk Access Improvement Plan, a 10 year vision currently undergoing refreshment, which guides improvements to the countryside access network for public benefit.
- 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 user (iii) to improve the biodiversity of the countryside 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 grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

Pathmakers activities to the year ending 31st March 2018:

Pathmakers has continued to make progress during the year as it develops activities to improve access to the countryside, particularly for those who are disabled or experiencing other barriers to access.

Governance and meetings

- Between 1st April 2017 and 31st March 2018 Pathmakers held 7 full meetings (finance reports prepared by the Treasurer for each):
 - April 19th 2017;
 - June 6th 2017;
 - July 5th 2017
 - October 11th 2017 (including AGM for 2016/17);
 - November 21st 2017 (workshop meeting to prepare for a bid to the Heritage Lottery Fund which included an audit of trustee skills)
 - January 16th 2018
 - 9th March 2018
- 10th January 2018 – communications group meeting
- A reserve of £10,000 was agreed at the July meeting
- Pathmakers email accounts set up for Martin Sullivan and Seamus Elliott

Public benefit

Burgh Castle all abilities boardwalk

- Burgh Castle all abilities boardwalk was launched by Pathmakers on June 14th 2017 at an event from 2pm to 4.30pm for invited guests drawn from:
 - Disabled access groups;
 - Norfolk County Council;
 - Norfolk Trails;
 - Great Yarmouth District Council;
 - The local residential care home
 - Nature conservation;
 - Norfolk Archaeological Trust
 - The local community;
 - Countryside Access groups;
 - The Norfolk Local Access Forum;
 - Active Norfolk;
 - Pathmakers trustees;
 - WREN.
- The boardwalk was funded by WREN and delivered by Pathmakers (contractor) working in partnership with Norfolk Trails and the Norfolk Archaeological Trust. The boardwalk forms part of the Angles Way long distance path managed Norfolk Trails. There are stunning broadland views from the path, but prior to the construction of the boardwalk it was very difficult for wheelchairs to use because it was narrow, boggy and rutted. The boardwalk enhances access for visitors, allowing even those with limited mobility to enjoy a circular

route and benefit from being outdoors.

- The launch event itinerary was developed with the Norfolk Archaeological Trust (which owns the site) and included:
 - welcome talks at Burgh Castle village hall,
 - presentation of certificates to 6 Norwich City College students on a vocational learning course who volunteered time on the Burgh Castle access project who developed practical skills alongside the Pathmakers construction team
 - Ribbon cutting at the north end of the boardwalk by local celebrity, author, naturalist and environmental teacher, Mark Cocker;
 - A walk along the boardwalk to the south end with informal guided tours through the Fort
 - Celebration cake and refreshments at the village hall.
- In addition to the 600m boardwalk, the Burgh Castle project delivered:
 - An accessibility audit leaflet (detailed access information)
 - A leaflet to promote the boardwalk
 - Connection with other access paths at Burgh Castle, providing the opportunity for disabled visitor to complete a circuit around the site.
- Trustees were trained in Construction Design Method (CDM)
- The project used 50 tonnes of timber, 28,000 nails and 5,000 screws
- Pathmakers Chair Martin Sullivan volunteered 3 days to help
- Ecological assessment of the boardwalk concluded that there were no impacts anticipated once operation, and precautionary mitigation instructions were followed during construction to minimise adverse impact on overwintering wild fowl on Breydon Water (a Special Area of Conservation and Site of Special Scientific Interest).

Funding bids

- August 2017: Expression of Interest submitted to the Postcode Community Trust for funding for Holme Dunes disabled access improvements. A grant total of £20,000 was sought. The application was unsuccessful but the bid could be re-submitted under another Postcode Lottery Trust (the Postcode Local Trust).
- Trustee workshop held on November 21st 2017 to explore how to increase resilience for Pathmakers. Sessions included: audit of trustee skills and skills deemed necessary to develop Pathmakers (to feed into a funding bid to increase resilience)
- December 2017: expression of interest submitted to the Heritage Lottery fund (Resilient Heritage) which will fund trustees training and co-ordinator role. Initial feedback positive. Full bid will be submitted in 2018/19
- December 2017: successful bid made to the Ordnance Survey's Geovation fund (innovative use of spatial data and mapping) for a project to explore use of Trails and Public Rights of Way by communities/users that need to become more active. Phase 1 of the project (£10,000) will be delivered by Marriott's Way Heritage Lottery Project (in Hellesdon and Mile Cross communities in Norwich). The idea is to create a walking group scheme that matches people with local knowledge of walks with those that have inactive lifestyles. 3 Trustees attended the Geovation 'camp' in London in February to pitch for the funding.

Student Consultancy projects

- December to April 2018. Pathmakers trustee and UEA lecturer Jenni Turner arranged for 5 undergraduate students to undertake a research consultancy project for Pathmakers as part of their degree. The students worked on a specific aspect of the project (5 aspects/location) and focussed on evaluating path useage, with outputs that will be particularly useful to support funding bids made by Pathmakers. The projects were developed with support from Norfolk County Council's Environment Team.

Closer working relationship between Pathmakers and the Norfolk Local Access Forum (NLAF)

- The need for a closer working relationship with the NLAF and its subgroups (to take full advantage of proactive opportunities offered by Pathmakers) emerged from the Pathmakers meeting/workshop on 21st November. The NLAF meeting of February 7th 2018 endorsed the idea which has been achieved by named Pathmakers trustees becoming members of each of the NLAF subgroups as follows:
 - (i) PROW subgroup: Ann Melhuish (Pathmakers trustee) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
 - (ii) Permissive Access subgroup: Kate MacKenzie and Ann Melhuish (Pathmakers trustees) would join the group (Martin Sullivan, Chair of Pathmakers is already a member of the group)
 - (iii) NAIP: Pat Holtom; Seamus Elliott and Martin Sullivan (Pathmakers trustees) are already members of the group.

Section E

Financial review

Brief statement of the charity's policy on reserves

A reserve of £10,000 was agreed

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 (2017 – 18) and Barclays Account Statement appended

Section F

Other optional information

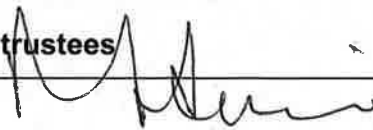
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Martin Sullivan

Position (eg Secretary, Chair, etc)

Chair

Date

10/7/18



Pathmakers

Connecting Norfolk countryside & communities

Report for Annual General Meeting on 10 July 2018

Financial Report for year ending 31 March 2018

1. This is the annual financial report for Pathmakers which is a Charitable Incorporated Organisation (number 1161475).
2. The activity of Pathmakers is determined by the Business Plan 2015 -2020 (dated 21 January 2015) and the decisions made and recorded by Trustees.
3. All of Pathmakers finances are contained and recorded in a Community Account with Barclays Bank. Account statements are produced on-line - these detail all the transactions (receipts and payments) which took place between 1 April 2017 to 31 March 2018.
4. The Income and Expenditure for the year is as follows:

Total Income	£23,512.50
Total Expenditure	£16,559.65
Balance at year end	£10,708.65
5. The Balance sheet report for year ending 31 March 2018 is therefore as follows:

Balance brought forward at 1 April 2017	£ 3,755.80
Surplus / deficit for the period	£ 0.00
Balance carried forward	£ 10,708.65
Interest	£ 0.00
Cash at bank at 31/3/17	£ 10,708.65
6. Trustees agreed on 2 June 2017 to set a working reserve of £10,000.0
7. Trustees agreed that Pathmakers would not register for VAT at present as the threshold for registering is an



Pathmakers

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Working name: Pathmakers



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annual turnover of £85,000.

8. No cash in hand has been held by any Trustee or individual working on behalf of Pathmakers during the year.
9. Payments have all been made against a decision of Trustees or an order or an invoice. All payments were authorised by the Treasurer and one other Trustee (normally Martin Sullivan or Ann Melhuish).

10. Notes

- Most of the activity was specifically aligned to the Burgh Castle Boardwalk project and the associated launch event.
 - £256.56 payment for photography at the launch is still outstanding and will appear in next year's accounts.
 - £96.25 is due to be returned from the £200 allocated to S Waldron for consumables for the Burgh Castle launch – this will appear in the next year's accounts.
 - £1,500 was spent on an audit conducted by NANSA (the results of which have yet to be considered by Pathmakers).
 - £686.50 was received from Ordnance Survey for attending Geovation workshop in London.
11. Pathmakers operates within a Financial Management and Control Procedures document which was approved at the AGM meeting on 18 January 2017 - this will be reviewed at the AGM on 10 July 2018).

Julie Berry, Finance Officer, Communities and Environment at NCC has audited the Accounts in July 2018 and has said there are no issues to report.



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Pathmakers

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We approve these accounts and confirm that we have been made available all relevant records and information for their presentation.

Martin Sullivan (Chair of Trustees)

Date 10/7/18

Seamus Elliott (Treasurer)

Date 10/7/18



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