



## Appendix 1

### **Agenda AGM followed by meeting : Pathmakers**

10<sup>th</sup> July 2018 1030 in the Colman Room, County Hall

#### **Present:**

##### Trustees:

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

##### Apologies:

John Jones

##### Guests

Su Waldron

Sarah Abercrombie

Sophie Cabot

#### **AGM**

1. Trustees declaration – ALL to sign
  - All trustees present signed the declaration confirmed their eligibility and responsibility to act as trustees of Pathmakers (John Jones to sign later).
2. Report of activities for the Charities Commission 2017 – 2018 (TAR) – ALL to agree
  - The trustees agreed the Annual Report of Activities to which the financial report for the year 2017/18 will be appended. MS signed to confirm the trustees' agreement.
  - SW was asked to find out when the report and accounts are due. **I have done this: the 2018 annual return is due by 10 months from the end of the financial period. The return must be submitted online and the service to enable this will be available from the Charities Commission at the end of August 2018 (see <https://www.gov.uk/guidance/prepare-a-charity-annual-return>)**  
**This delay could be because they are introducing new questions concerning: salaries and benefits; trading**

subsidiaries; overseas expenditure; income from outside the UK – none of which will affect the Pathmakers return. I will add in mention of the NANSA audits, and Martin's thanks to the trustees as mentioned during this meeting when I make the online return.

3. Financial report for year end March 31<sup>st</sup> 2018 (SE/MS) – ALL to agree
  - The trustees agreed the financial report which had been prepared by SE and independently examined by Julie Berry, Finance officer at NCC.
  - It was noted that the audits by NANSA (Dragons) which Pathmakers had paid for had not yet been received. SW to ask RW for update.
  - It was also noted that the charity's reserve of £10,000 (previously agreed) was (at year end) now only just met.
4. Review of Financial Management and Control Procedures (SE/MS): ALL to decide on any updates required
  - The trustees looked at a printed copy of the SIFs. KM recommended that point 4 should mention that project budgets would always have a Pathmakers trustee assigned to them. This would ensure that ultimate budget accountability for projects always resided with the trustees and not NCC members of staff. SE to amend SIFs accordingly, add 'reviewed and approved 10<sup>th</sup> July 2018' to the bottom, and return to SW for the record.
5. Review of the business plan ALL to decide on any updates required
  - The trustees agreed that the business plan was satisfactory but that the action plan would need adjustment (review of the plan and action plan would follow with the HLF Resilient Heritage project).
6. Election of Chair and Vice-Chair
  - It was proposed by Pat Holtom that Martin Sullivan and Seamus Elliott were re-appointed as Chair and Treasurer for another term. This was seconded by Ann Melhuish. Further discussion of trustee complement and skills (and areas of responsibility) was covered following closure of AGM part of meeting.

## **Meeting**

### 7. HLF application

- The meeting reviewed documents (Project Plan; bid (Paving the Way Forward); trustee areas of support which had been agreed at the last meeting.
- It was agreed that important areas to address would include recruitment of further trustees as permitted under the constitution (or constitution to be amended to allow more) and related to this, areas of responsibility for specific trustees (KM said that she would prefer not to continue with communications because her skills lay more with budgets and contracts). Recruitment for trustees by the NLAF (which is the appointing body to Pathmakers) would be tailored to address skill gaps.
- JT said communications was an important area – profile raising was essential for Pathmakers future success and would help with fund-raising
- SC advised that the full application was made to the HLF at the earliest opportunity. KM agreed to help look over application and budget with SW/SA.

### 8. UEA Student Projects ALL to agree feedback for Jenni and to communicate thanks to her and the students. To agree whether to support the programme again next year – if 'yes' to suggest areas

- The trustees thanked Jenni for this opportunity which had generated very good quality reports which would be of great value for future funding bids and reference. The trustees also thanked staff at Environment Team for their support for the students.
- SC said that she would welcome the raw data behind the report (schools use of Trails). JT to address.
- SC felt that she would have been happy to provide more time (than built in) to the student working on her project to help clarify points/provide guidance
- SC asked if it would be possible for a future project to look at mapping safe walking routes between schools and Trails (and personalised) – JT said it would.
- JT said the students found the projects useful (application of studies to real-life problem and situation) plus they had had to think about the presentation of the information. Feedback on the structure of the reports and process would be helpful – ALL to send any comments to JT if not already done so.

- The trustees felt that they'd have welcomed the opportunity to meet the students and have more contact – **could this be factored in for another year?**
- SA said that one thing that had come out in general from the projects was that many of those interviewed didn't know where their local paths were!
- JT felt that the studies indicated that online information should be supported with paper booklets.
- AM said that in some instances, Trail and PROW signs didn't stand out – deterioration in furniture
- PH said that each report could potentially generate several Pathmakers projects.
- **KM** said that it would be good to draw out statistics from across the projects as a whole (where the same survey questions had been used). **The meeting agreed that PH would look at the Poringland report; SE the Weavers' Way report; KM ??**
- JT advised that projects for next year's student cohort would be developed in October of this year. **ALL trustees to think of areas for consideration.**
- The trustees agreed to make the reports available to the NLAf. **SW to rename the reports, amalgamate into one pdf document and distribute to NLAf.**

9. AOB

- SC said that work with the Geovation project at Marriott's Way would commence in August
- Date of next Pathmakers meeting was set for 11am on Wednesday 17<sup>th</sup> October 2018 at County Hall. **SW to send calendar appointment and arrange room**
- MS suggested that Pathmakers should meet 4 times a year, one week prior to NLAf meetings and on a Wednesday at 11am. **SW to arrange room bookings and calendar appointments.**

10. All supporting documentation for this meeting on Dropbox here:

- <https://www.dropbox.com/sh/f8rc783e7y1ok5m/AAAdqkxjdsMsuYm2J7FwwdpPa?dl=0>