

# Carwinion Playing Field Trust

Carwinion Lane, Mawnan Smith, TR11 5JA  
Registered Charity 1173925

## Trustees Annual Report

**1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019**

During the previous period the Trust changed charity status, becoming a CIO (Charitable Incorporated Organisation) and duly informed the Charity Commission of this. This will be the first Annual Report by the new Trust body.

**Registered Address:** The Parish Offices  
c/o MS Electrical  
The Square,  
Mawnan Smith  
TR11 5EP

**Site address:** Carwinion Playing Field  
Carwinion Road  
Mawnan Smith  
TR11 5JD

### Trustee Details:

Carwinion Playing Field Trust is solely administered by Mawnan Parish Council

<b>Officer name</b>	<b>Dates acted if not for whole year</b>
Councillor Kevin Bate	Resigned Nov 2018
Councillor Tim Brooksbank	
Councillor Peter Bradley	
Councillor Malcolm Faiers	
Councillor Graham Marsden	
Councillor Philip Moyle	Chairman – 2017-2019
Councillor David Nash	
Councillor Anil Prasad	Appointed Jan 2019
Councillor Rex Sadler	
Councillor Caroline Toland	
Councillor Jackie Whibley	

Mrs Lisa Clements (Parish Clerk) acts as Administrator to the trust

**Bankers:** Lloyds Bank, Falmouth Branch

## **Legalities & Formal Declarations**

As the Trust does not operate over £25,000 (gross income) it does not require external scrutiny of accounts in any form. We need to report to the Charity Commission on an annual basis, including the completion of an annual return online, providing a PDF copy of accounts and Trustees' annual report.

The assets of the Trust remain the landholding itself at the Carwinion Playing Field, the part of the building housing the changing rooms, kitchen and toilets (AKA The Pavilion) owned outright by the Trust and the bank accounts of the Carwinion Playing Field Trust.

All financial records for the Carwinion Playing Field Trust (AKA Mawnan Recreation Ground) are available to view by the public at any time. This can either be raised at a Trustees meeting or by communication with the Administrator directly.

A named officer oversees and verifies the works of the Administrator on behalf of the Trust.

## **Governance**

The Mawnan Recreation Ground was originally established in 1939 and registered with the Charity Commission in 1962. A change in constitution to a Charitable Incorporated Organisation (CIO) took place in 2017 and was duly registered with the Charity Commission on 24<sup>th</sup> July 2017. Transfer of the existing assets & leases was undertaken by a transfer of assets as per Charity Commission guidelines from the existing charity to the new one in their entirety.

The objective of the charity is, and remains, the provision and maintenance of a recreation ground for the benefit of the inhabitants of the parish of Mawnan.

## **Appointment of Trustees**

Carwinion Playing Field Trust is solely administered by Mawnan Parish Council and as such only duly elected members of Mawnan Parish Council can be trustees of the Carwinion Trust.

## **Policies and Procedures**

Where not explicitly stated the Trust's management and procedural policies are those accepted and approved by the Parish Council (sole trustees).

## **Hiring Agreements**

Currently a section of the field is leased to the Mawnan Pre-school, who arranged for a suitable building to be put onto the site to accommodate them in 2011. Their lease runs until January 2036.

The Mawnan Community Association (MCA) also has a building on site, on which the lease has recently expired and negotiations are due to begin to extend this. They have responsibility for a community hall, bar, storage area and shared toilet/ kitchen facilities.

The Trust manages hiring of the field, along with ongoing relationships with local Football & Cricket teams for use of the changing rooms, annexed to the MCA building. They have responsibility for maintenance of the field and its environs.

### **Risk Management & regulatory compliances**

**Insurances** - The field is insured by Came & Company Ltd (Hiscox) in respect of buildings cover, contents, public liability, employers liability and legal expenses as they relate to the grounds and changing rooms / shared space. We review the adequacy of this insurance annually. It is part of the lease that the Pre-School & MCA provide adequate insurances as part of their leases.

**Health & Safety and general Risk Assessments** are undertaken, however there are issues with these where they overlap between the organisations to be clarified, some of which will be addressed in the MCA lease negotiations. The Pre-School has a full and thorough process for risk assessment in place and records can be produced upon request. Assurances from the Cricket & Football teams that Risk Assessments are done on the state of the field before each match have been received, if not evidenced. Works undertaken by the teams to rectify 'end of season' deficiencies are checked on by members of the Trust.

Regular checks are done on the field and environs to ensure that adequate measures are in place when it comes to maintenance. The changing rooms are checked by the cleaner on a regular basis, as well as by the users themselves. The MCA reports back any issues highlighted to the Trust Administrator. Annual 5 yearly wiring tests are done to the whole building by the Trust, with works to the changing rooms & shared areas paid for by them – details of requirements by the MCA on their premises are passed on along with request for copies of works certificates.

Food hygiene inspections are undertaken by Cornwall Council and records of these can be provided.

A five year tree safety reports was commissioned in 2015 and actions taken to address problem issues. The current maintenance contractor reviews the health and safety of trees on the site as part of regular maintenance. Our Contractor has to provide certifications of competence and insurance as part of the tender process. Along with this a full inspection of the field as a play area was undertaken by The Play Inspection Company and matters highlighted by them have been factored into our action and management planning.

### **Funding & Volunteers**

Funding for the Recreation Ground is derived from a Parish Council grant (which covers maintenance, insurances and minor works) and rental income, in the majority from the Pre-School, which funds cleaning & upkeep of the changing rooms.

All income derived from the hiring of the MCA Hall, and by association the shared areas, is retained by the MCA, who pay all utilities incurred on the building housing the hall & changing rooms. This also appears to include costs incurred by the Football Club in relation to their floodlights.

We as a Trust are grateful to everyone who gives up their time to ensure that the Recreation Ground and buildings are fit for purpose and welcoming. The Trust are grateful to the Football & Cricket teams for the work they put in reinstating the field at the end of each playing season. Thanks is also given to the members of the MCA and associate groups who undertaken repairs and upgrades to the hall and shared spaces.

### **Achievements in 2018-19**

The maintenance of the field and two sports pitches is in the second year of the contract with R Saunders. General feeling is that the field and playing surfaces are in a very good state at present.

Following on from a joint grant request to the Parish Council by the Brownies & Pre-school for space to put in a veg garden on an area of land adjacent to the pre-school access path was set aside and cleared. Additional wooden fencing was put in place, funded by income for hiring the field.

The field was used as a filming base during early summer 2018 for a German TV company, filming a Rosamund Pilcher mini-series in the village and surrounding area. Hire over the space of a week as a unit base whilst filming took place was negotiated and funding was used to fund fencing around the pre-school/ brownies veg patch.

The installation of secondary surfacing material to the service (lower gate) entrance has made access through this gate a lot safer and is preventing the damage that cars were causing.

The Administrator and one of the officers (Councillor Faiers) attended a training session run by the Cornwall Rural Community Charities.

Works to renegotiate the lease with the MCA have begun, and 3d designs, full plans, a full building survey and legal fees have been paid for by the Trust.

An agreement was entered into by the Trust to subcontract the Parish Clerk for 3 hours per week (flexible) and to include this as part of the Parish Clerk's contract in future, rather than continue with administrative work being done as part of parish hours. Given the time it may be necessary to give over to lease negotiations and other matters it was felt prudent to formalise some agreement.

### **Future Plans**

Renegotiation of the lease with the MCA, which will hopefully at some point increase to include taking over the management of all of both the changing room & shared areas, is underway. The question of ongoing storage shortages will hopefully form part of the negotiations. Formal notification of this has been drafted by Stephens Scown LLP of Truro on our behalf.

The Trust has agreed to address refurbishments and redecoration to both the kitchen and changing rooms in the period before May 2020.

Formal discussions with the Football & Cricket clubs about field usage in future are being addressed as we would like to open up use of the field to other groups and are considering the addition of a surfaced walking track round the field boundary and maybe an outside gym.

There are proposals from the Parish Council to address a lack of office space by requesting of the Trust space to put up a new bespoke office and community space between the preschool and MCA buildings. This would then be used to facilitate those small group courses, such as online banking; IT & Smartphone awareness; Skype use and other learning space activities that would benefit the community that currently do not have a suitable venue. Rental income from this would hopefully replace the annual parish S19 grant.

Mawnan Parish benefits from the Carwinion Playing Field as a safe and accessible green space.

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

Signed on behalf of the charity's Trustees

Signature:

Full name

Position:

**Carwinion Playing Field Trust (Reg Charity 1173925)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2018 to 31st March 2019**

The Carwinion Trust has no restricted funds

	<b>2018-19</b>	<b>Jul 2017 –Mar 2018*</b>
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£ 2,542.07	£ -
MCA groundrent	£ 5.00	£ -
Pre-School rent	£ 1,277.00	£ -
Other income	£ 960.00	£ -
<b>Total Income</b>	<b>£ 4,784.07</b>	<b>£ -</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£ 1,200.77	£ -
Inspections/ surveys/legal fees	£ 1,850.00	
Signage	£ -	£ -
<b>Maintenance</b>		
Cleaning	£ 1,680.00	£ -
Grounds	£ 150.00	£ -
Repairs	£ 33.83	£ -
<b>Misc</b>		
Other expenditure	£ 1,587.71	£ -
<b>Total Expenditure</b>	<b>£ 6,502.31</b>	<b>£ -</b>
CFW Balance at 1st April	£ 11,867.73	£ -
PLUS Excess of Expenditure over Income	-£ 1,718.24	£ -
Unreconciled items	£ -	£ -
<b>Total Current assets (at 31<sup>st</sup> March)</b>	<b>£ 10,149.49</b>	<b>£ -</b>

\* Whilst the Trust was formed on 24h July 2017, it did not effectively begin trading until 1st April 2018

The Trustees confirm, in accordance with the Charitable Incorporated Organisations (General) Regulations 2012, that at year end the CIO did not have any outstanding guarantees to third parties nor any debts secured on assets of the CIO.