

Carwinion Playing Field Trust

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

Trustees Annual Report

1st April 2019 to 31st March 2020

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

Officer name	Dates acted if not for whole year
Councillor Tim Brooksbank	Resigned July 2019
Councillor Peter Bradley	
Councillor Malcolm Faiers	Chairman (May 2019)
Councillor Jon Gladstone	Appointed Sept 2019
Councillor Graham Marsden	
Councillor Philip Moyle	
Councillor David Nash	
Councillor Anil Prasad	Resigned Jan 2020
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 24th 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 being undertaken to extend this with an initial solicitors draft has just been presented to both negotiation teams (Mar 20). 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 ongoing 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. 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 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 2019- 20

The maintenance of the field and two sports pitches is in the final year of a 3 year contract with R Saunders. General feeling is that the field and playing surfaces are in a very good state at present.

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.

Planning permission for a modular building to be used as a parish Administration Hub was applied for in the autumn of 2019. Although this came through with no objections the Planning Officer made a request to move the building forward to protect a hedging/trees, which, after discussions on utilities provision and additional costs necessitated a plan to move the siting of the build closer to the entrance of the field. However these plans failed when wider community consultation was undertaken early in 2020.

Future Plans

It is hoped to finalise the renegotiation of the lease with the MCA – setting our roles and responsibilities for the buildings going forward. The financing of a series of upgrades to the whole building are being discussed and initial forays into grants funding for this are being discussed.

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. Plans for a MUGA are also being considered, although funding for this has not been considered as yet. However it has been requested that the Trust consider a Deed of Dedication to Fields In Trust to protect the field from any future development which may had an impact on these plans.

Mawnan Parish continues to benefit from having the Carwinion Playing Field as a safe and accessible green space.

Coronavirus (COVID-19) impact March 2020

Unfortunately all activity on the Carwinion Playing Field was suspended at the end of March due to the Covid-19 restrictions. All tenants of the field (the preschool, MCA, football & cricket teams) have made the decision to cease all their activities until further notice and the Trustees have put up signage that the field may only be used for individual recreation. This has also curtailed all MCA lease negotiations and a legal extension for these until 31st August 2020 has been agreed.

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 1st April 2019 to 31st March 2020

The Carwinion Trust has no restricted funds

	2018-19	2019-20
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£2,542.07	£1,534.00
MCA groundrent	£5.00	£5.00
pre-school rent	£1,277.00	£1,294.00
other income	£960.00	£74.64
Total Income	£4,784.07	£2,907.64
EXPENDITURE		
Administration		
Insurances	£1,200.77	£1,200.77
inspections/ surveys	£1,850.00	£780.00
Signage	£ -	£0.00
Maintenance		
cleaning	£1,680.00	£742.00
grounds	£150.00	0
repairs	£33.83	£0.00
Misc		
wages		£692.81
other expenditure	£1,587.71	£0.00
Total Expenditure	-£6,502.31	-£3,415.58
CFW Balance	£11,867.73	£10,149.49
PLUS Excess of Income over Expenditure	-£1,718.24	-£507.94
unreconciled items	£ -	£0.00
Total Current assets	£10,149.49	£9,641.55

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.