

**Public meetings of both the of Junior Playing Field Trust & Carwinion Playing Field Trust to be held concurrently on Thursday 22nd October online (via ZOOM) at 7.30pm**

### **Agenda**

- 1. Safety Procedures**
- 2. To receive apologies for absence**
- 3. To received minutes from the last joint trust meetings on 27<sup>th</sup> July 2020 & 8<sup>th</sup> August (plus the additional item at PC meeting on 17<sup>th</sup> Sept)**
- 4. Any matters specifically arising from previous minutes**
- 5. Details on any Covid specific actions taken (either in response to additional measures needed or to allow reopening to take place)**

### **Junior Playing Field**

- 6. To receive details of current financial position**
- 7. Progress on the project to upgrade / refurbish the playground equipment. (notes included from additional item at PC meeting on 17<sup>th</sup> Sept)**
- 8. To agree a schedule of over winter minor works**

### **Carwinion Trust**

- 9. To receive details of current financial position**
- 10. Request from the Pre-School for ongoing financial support & assistance**
- 11. Current state of re-negotiations on the MCA lease.**

- 12. Public comments**

**Item 3** – draft minutes from July attached, along with additional item discussed at PC meeting of 17<sup>th</sup> Sept

**Item 5 – Covid related matters**

To date all measures outlines in the risk assessment have been undertaken regularly. Where teams are using the Carwinion have all provided Risk Assessments; the MCA has obtained a QR code for Track and Trace purposes and both teams have given details of how they are managing this requirement.

Track and trace is not deemed applicable at the JPF - but I am confirming this after a few questions. The group who use the JPF for workouts have a user list with their instructor.

**Item 6 –**

**Junior Playing Field Trust (Reg Charity 1173926)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2020 to 31st March 2021**

	2020-21	2019-20
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£ 895.71	£ 2,098.94
other income	£ -	£ -
<b>Total Income</b>	<b>£ 895.71</b>	£ 2,098.94
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£ 1,868.40	£ 1,798.46
Equipment inspections	£ 150.00	£ 150.00
Wages (subcontracted administrator)	£ 96.41	
<b>Maintenance</b>		
Tree works	£ -	£ -
New equipment	£ -	£ 1,728.00
H&S	£ -	£ -
General maintenance	£ -	£ 492.70
<b>Total Expenditure</b>	<b>£ 2,114.81</b>	£ 4,169.16
CFW Balance at 1st April	£ 2,506.26	£ 4,576.48
PLUS Excess of Income over Expenditure	-£ 1,219.10	-£ 2,070.22
unreconciled items		
<b>Total Current assets</b>	<b>£ 1,287.16</b>	<b>£ 2,506.26</b>

**Item 7** – reports back from investigations into repair viability and costs of the play fort. Question about what scale of re-fencing to take place at St Michael's Court end – whole run, replace existing (resident not happy about extension if it involved removing mature plants)

**Item 8 – over winter minor works:** how much works do we want to get done over winter? Finance for small works (replacing bolt covers, gate closures,

**Item 9 – cpf accounts**

**Carwinion Playing Field Trust (Reg Charity 1173925)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2020 to 31st March 2021**

	2019-20	2020-21
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£1,534.00	£0.00
MCA groundrent	£5.00	£0.00
pre-school rent	£1,294.00	£0.00
other income	£74.64	£10,000.00
<b>Total Income</b>	<b>£2,907.64</b>	<b>£10,000.00</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£1,200.77	£1,246.80
inspections/ surveys	£780.00	£420.00
Signage	0	£0.00
<b>Maintenance</b>		
cleaning	£742.00	£20.00
grounds	£0.00	0
repairs	£0.00	£0.00
<b>Misc</b>		
wages	£692.81	£541.21
other expenditure	£0.00	£4,000.00
<b>Total Expenditure</b>	<b>-£3,415.58</b>	<b>-£6,228.01</b>
CFW Balance	£10,149.49	£9,641.55
PLUS Excess of Income over Expenditure	-£507.94	£3,771.99
unreconciled items	0	£0.00
<b>Total Current assets</b>	<b>£9,641.55</b>	<b>£13,413.54</b>

**Item 10 – Preschool ongoing position & support.** Email from Liz Shaw explaining the situation as of end of Sept 2020.

**Item 11 – current MCA Lease position.** The 2 copies of the lease have been signed and swapped over. We are now responsible for a number of statutory building checks (wiring, fire safety) that we need to look to budget for. The MCA would now need to register the lease at the Land Registry.

### **Extra item from 17.9.20 – on JPF Trust**

The clerk noted that there was a Trust item that needed discussion – the Fort structure.

Mr Sadler began with it being unfortunate that Cllr Moyle had just left the meeting. He had sent out an email previously quoting £555 for cut/sanded/ treated Douglas fir. The way forward now was to advertise for someone to do works.

Cllr Marsden thought that Cllr Sadler had already arranged contactors and was just waiting on a quote?

Cllr Sadler explained that he had undertaken a site visit with Penroses who felt that the fort could be repaired and were slightly interested in the project. On further consideration they felt that this was not the type of job they did and did not want to take on as they were very busy at present.

He understood that the majority of costs that would now come in were labour charges. Douglas Fir will last 25 years of more if looked after and this repair project is something that should be continued but how this was done was up to the Trust to decide.

What was now needed was a well worded advertisement for the job to go out. It would be up to trust to decide how this went out and what it said.

Cllr Marsden said then that in reality this has been kicked down the road for a while now; members had not grasped this in reality and pushed the project forward for some time but we are now at a point that we need to make a decision.

He asked that if it goes out to advertisement will it draw in suitable people to tender for this work? We are not in the position to leave an unending period to get people in to tender or complete the works.

The clerk noted out at this point that she didn't have the specialist skills or knowledge to draft up a specification for this level of works. She was also unsure if average builder would be able to complete works to a specialist piece of equipment. Cllr Toland reiterated her point that any works need to take in the H&S aspect for future users – it must meet required use standards (H&S & BS standards).

Cllr Sadler then commented that any likely tradesman all have insurances and are very skilled. When works are complete they will be inspected by an independent play inspector and if passes the structure would be fit to use for children. The possibility of it not passing and how this would fit into the specification was not mentioned.

Cllr Marsden then stated that in order to take this forward over next 2-3 weeks invitations to contractors to take a look at would be made with a view to accepting tenders for it asap with a meeting to review them at a Trust meeting in October for a final decision.

Cllr Sadler said that he would try to get couple of tradesman up to get wording for specification of what needs to be done and how it needs to be done in a week or so and give this to the clerk so she know what needs to be done and what to advertise. Cllr Nash agree that a specification needs to be drawn up – once done and we know what is required then we can go out to tender. It was also felt that the specification and the following works would need to be rigorously managed at all stages.

Cllr Marsden finished up with the need to keep this project going, so the need for the specification coming back was essential, as was a Trust meeting to discuss it. At that point we would have an idea of what is required so we can put it out to builders etc and go from there. This meant that we had to stick to the review in next 2-3 weeks.

Meeting finished at 8.50pm

# Carwinion Playing Field Trust

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

# Mawnan Junior Playing Field Trust

Behind St Michael's Court, Carwinion Road,  
Mawnan Smith, TR11 5JD  
Registered Charity 1173926

## MINUTES OF AN ONLINE MEETINGS OF BOTH THE OF JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST TO BE HELD CONCURRENTLY ON WEDNESDAY 12<sup>TH</sup> AUGUST AT 7.00PM VIA ZOOM

**Present:** Mr M Faiers (chair), Mr P Bradley, Mr J Gladstone,, Mr G Marsden, Mr R Sadler & Mrs C Toland. Mr P Moyle (L) , Mr D Nash (unclear due to connection issues)

**Apologies:**

**Also Present:** Administrator (parish clerk)

This meeting is to solely discuss the MCA lease and the JPF equipment quotes and as such are not deemed to be within the public domain. These meeting will be limited to trust members only.

The insurance quotes for 2020/21 from Came & Company are also attached and will need to be agreed at this meeting.

### 91.20 MCA Lease

The Administrator explained that the Lease Negotiation teams had now finalised their deliberations on the new lease to the MCA and that at this point both Trusts were being asked to vote on accepting the final versions of the draft lease before signing. She went on that the MCA were meeting early next week and were going to sign their lease prior to swapping with us. Mr Sadler then said that he though it more appropriate that we sign our copy of the lease only after the MCA had agreed to it.

It was proposed by Mrs Toland seconded by Mr Bradley and

**RESOLVED** that the Trustees agreed to the new MCA Lease and that Mr Faiers & Mr Sadler be authorised to sign the lease once agreed by the MCA trustees

on a vote being taken this matter was approved unanimously

Mrs Whibley asked if a caveat for Trace & Trace responsibility was included – the Administrator said that this was something outside of the building lease but there was a responsibility on anyone hiring a venue to collect user info. Mr Faiers said that both the hiring form for the Trust and that of the MCA asked for contact details – he also said that he had been on the field this morning and the user group up there were all social distancing as appropriate.

It was also noted that the intention in the immediate future was to set up a management committee comprising members of all field user groups to handle with day to day running and management of the whole Carwinion Playing Field with the Trust taking a back seat.

### 92.20 JPF equipment quotes

Mr Sadler still felt that the fort structure is repairable but that maintenance works should have started 6 years ago and that more notice should have been taken of the clerk/administrators comments. He had now taken a local builder up and after an initial inspection they thought the equipment was repairable and were working up

a quote. He had arranged for safety fencing to go up around the equipment for the next 5/6 weeks to prevent anyone using it.

Mrs Toland then said that she had managed to get quotes for replacing with a similar piece of equipment from several companies (some of whom had done site visits) that ranged from £7000 to £19000. She had based this on the previous consultations that had taken place with the brownies & their families, children who used the site and the school council and parents. Mr Bradley also said that using money to upgrade the equipment was something that was mentioned by more than one person during the Public Consultation on the Admin Hub. Mrs Whibley also said that better facilities for younger children was mentioned in replies to the NDP.

It was agreed that the brochures/ quotes received be sent out to all members so that they could properly compare them, along with the repair quotes when received, with another meeting arranged as soon as this information was all received. It was agreed that all replacement equipment would need to have galvanised feet.

New fencing behind St Michael's Court was needed and a quote for this would be sought. It was also mentioned that stones on the road end boundary hedge were being dug out/loosened and needed works to.

Mrs Toland also mentioned that the wooden surrounds of the old swing wetpour surfaces was dangerous and being taken up in sections with nails/screws being left. She asked if this could be included in any quote for new fencing.

#### 93.20 Insurances

The administrator said that because of the changes to both site this year (the equipment at the JPF and the new MCA Lease & possible carpark works) it appeared more than reasonable to accept the Came & Company, having had a meeting with the agent earlier (Dec 2019). They had done due diligence and collected 3 separate quotes for us already.

It was proposed by Mr Sadler seconded by Mr Faiers and

**RESOLVED** that the Trustees accept the tabled renewal quotes for the JPF (£1868.40) and the CPF (£1246.80)

on a vote being taken this matter was approved unanimously

On the matter of the Small Business Rates Relief Grant that had been received by the Carwinion Trust the administrator had verified that granting this to the Sports & Social Club 'For use to assist in the continued provision of recreational facilities in a similar form to those stated in the constitutions of both groups' would be acceptable. She asked if the trustees continued this support of this action.

It was proposed by Mr Faiers seconded by Mr Moyle and

**RESOLVED** that the Trustees grant £4000 to the Sports & Social Club for joint provision of recreational facilities

on a vote being taken this matter was approved unanimously

meeting finished at 7.45pm

# Carwinion Playing Field Trust

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

# Mawnan Junior Playing Field Trust

Behind St Michael's Court, Carwinion Road,  
Mawnan Smith, TR11 5JD  
Registered Charity 1173926

## MINUTES OF ONLINE PUBLIC MEETINGS OF BOTH THE OF JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST TO BE HELD CONCURRENTLY ON WEDNESDAY 22<sup>ND</sup> JULY 2020 AT 7.00PM VIA ZOOM

This meeting was also streamed online via the parish councils' dedicated meeting facebook page ([www.facebook.com/profile.php?id=100015156047548](https://www.facebook.com/profile.php?id=100015156047548)) and will remain up until 20<sup>th</sup> August 2020

**Present:** Mr M Faiers (chair), Mr P Bradley, Mr J Gladstone,, Mr G Marsden, Mr P Moyle, Mr D Nash, Mr R Sadler & Mrs C Toland,

**Apologies:** Mrs J Whibley

**Also Present:** Administrator (parish clerk) + 4 members of the public

81.20 **Safety Procedures** – noted

82.20 **To receive apologies for absence** - Mrs J Whibley

83.20 **To received minutes from the last joint trust meeting on 5<sup>th</sup> February 2020**

Mr Sadler asked to change 78.19 to read "would" on the first line.

It was proposed by Mr Marsden, seconded by Mrs Toland and

**RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> February 2020 now be approved and signed by the Chair

on a vote being taken this matter was approved unanimously

84.20 **Any matters specifically arising from previous minutes**

AGM – this was scheduled for June but could obviously not take place with the current restrictions. It was agreed to defer this until we were able to have a face to face public meeting.

85.20 **Details on any Covid specific actions taken (either in response to additional measures needed or to allow reopening to take place)**

Carwinion Field: The Administrator said that she had purchased signs and had been working with the MCA/Clubs to make sure signs in the changing areas were suitable. These areas have also been thoroughly cleaned down. Risk Assessments for both the field & changing pavilion had also been redone and circulated. Risk Assessments by the teams & the preschool had also been received back. A bucket with ropes & posts was to go up in the porch of the MCA for us by groups needing to put social distancing boundaries down (we are advising this to all groups using the field to prevent spectators being classed as involved).

Junior Playing Field: all equipment had been deep cleaned with disinfectant by Mrs Toland and the Administrator and is now being used. Further cleaning is done on a Monday morning. New signs have gone up but it is impossible to police social distancing on this site. A new Risk Assessment has been created and equipment checks have resumed. The sensory garden has been trimmed back over lockdown but will still need a decision on its continued use.

Mr Faiers thanked the Administrator for all of the additional work that she had done to allow all of these spaces to reopen safely and throughout the lockdown period. Mr Bradley also added this thanks to Mrs Toland and the Teams for their help in keeping both of these Playing Fields clean and safe to use.

**86.20 To receive the draft Annual Trustees report(s) and to agree any changes before submission to the Charity Commission along with the end of year accounts.**

CPFT – a change to the final line of the Achievement section was discussed. It was finally agreed that this be modified to read “However these plans failed when wider community consultation was undertaken early in 2020 when the option of space at the Mawnan Memorial Hall was proffered.”

It was proposed by Mr Marsden seconded by Mr Moyle and

**RESOLVED** that the Trustees report for the Carwinion Playing Field Trust 2019-20 be accepted as a true record and could now be published

It was proposed by Mrs Toland seconded by Mr Gladstone and

**RESOLVED** that the Trustees report for the Junior Playing Field Trust 2019-20 be accepted as a true record and could now be published

on a vote being taken both these matters were approved unanimously

**Junior Playing Field**

**87.20 Any information on the project to upgrade / refurbish the playground equipment.**

Mrs Toland said that she is still waiting on a quote to replace the equipment from the Outdoor Play People, who had done a site visit and in their estimation, apart from the slide, very little of the current structure was safe to refurbish. The quote for a new fort (or similar structure) was pending from them.

It was the feeling of some members that after their visit that the majority of the wood was sound, however the Administrator did talk them through a number of issues, such as rotten planking, rusted fixings, & compromised uprights. Mr Faiers said that the overall feeling of the JPF was it was a well provision site that should be maintained as it. Mr Gladstone asked for a costing for repair if possible, and also felt that if it was in the state reported should we be allowing it to be used (notices, tape, chains etc. already being used). We need to discourage use until safe. Mr Sadler said that if a nice notice was laminated and put up then photographed it would suffice in the interim. Quotes for a like for like replacement and for repair to a safe standard were to be sought.

Mr Sadler suggested that local builders/ carpenters should be taken up to assess. He also said that putting on metal shoes would extend the life of the uprights, but Mrs Toland did press the fact that much of the rest of the structure was also failing.

The Administrator then reiterated the point that this was the 2<sup>nd</sup> year that this piece of equipment had been condemned/ put as high risk and that nothing had been done to remedy the highlighted issues with it being deferred from meeting to meeting for review/consideration or to obtain quotes. She is concerned that nothing is being done to sort the problem. Mr Faiers understood this but agreed to call a meeting as soon as these quotes were received. Mr Sadler asked that a notice go up asap and this be photographed.

Mrs Toland was also concerned that a large amount of the fencing is being pulled off leaving nails etc. and that this needed immediate removal. It was agreed to remove all the fencing & make safe.

## Carwinion Trust

### 88.20 **Current state of re-negotiations on the MCA lease.**

The Administrator went through the current lease negotiation position – the 1<sup>st</sup> draft had been gone through and the few points still under discussion or that needed clarification had gone back to the solicitor for inclusion/explanation. The only sticking point was the rental value. Mr Faiers then explained that an independent valuation of £3000 had been obtained. A codicil for this amount to be offset against cleaning/ maintenance of the pavilion & repair works undertaken was originally agreed but the starting figure of £3000 was now being questioned by the MCA team. Mr K Bate (from the MCA negotiation team) then stated that they too felt that the meetings had been very proactive and had made the process to date successful but that the sticking point was the finances. He then explained that the majority of the money they made went back into the upkeep of the building. They were happy with the drafting of the rest of the lease, the cleaning of the pavilion & kitchens but the rent was beyond the scope of what else they could manage – cleaning costs could be £600+pa. A discussion on how cleaning was done and what expectation were of the MCA by the Trustees. Mr Sadler asked that this be split into 2 instalments.

It was proposed by Mr Marsden seconded by Mr Gladstone and **RESOLVED** that the rental figure be amended to £1000pa clear paid in 2 instalments, with decoration & cleaning to be supervised by the MCA and that the teams be asked/expected to clean up after themselves.

on a vote being taken this matter was approved unanimously

Further discussion about larger maintenance issues for one off repairs were to be made to the Trust as soon as noted so that adequate financial provision could be made.

Mr Bate was also aware that the MCA had no income since the start of lockdown and that their finances for the year were showing this shortfall and that any additional expenses this year would put their future in jeopardy. Mr Faiers said that we were aware of this and were looking into ways of helping.

### 89.20 **Discussion on the use of the field for 'commercial trading' – what this covers given the public need for open social space post lockdown.**

Mr Faiers explained that as a tangent to the June Parish Council meeting a proposal had been put forward that all commercial trading on Carwinion Field be suspended. The Administrator said that this was making things difficult for her as there were a number of displaced groups wanting to use the open space to hold classes that would have taken place at the Memorial Hall for the benefit solely of parishioners, which she was having to refuse. There were now a number of comments from the public against this decision.

The Administrator was asking for clarification on what the Trustees saw as "Commercial Trading" and that reasonable requests from those supporting community groups could be given the OK. Mr Faiers said that there was already a comprehensive hiring form for the field, Mr Moyle saying that these are extraordinary times that we should be supporting the wider community, Mr Gladstone being happy with groups of 6 [based on current legislation] being allowed provided suitable measures were in place, Mr Marsden said that the word "commercial" was divisive even the Farmers Market could have some sellers and be viewed as commercial.

Mr Sadler said that if the groups just needed space then they should be allowed- we just needed to have a register of users and where they would usually pay a hiring fee a nominal amount would be agreed with the clerk (£5.00 or £1 per user was suggested).

It was agreed that local groups, or those groups supporting specifically local residents, would be allowed to make use of the field provided that a hiring form and risk assessments/ insurance details provided. It was stated that we are not trying to make money out of the field at present but that this might change in the future. We are trying to support the parishioners as best we can at the moment.

Mrs Toland asked if the farmers market could take place at the end of August – Mr Faiers said that the paperwork needed to be filled in and returned to the Administrator before it was agreed.

90.20 **Public comments - please be aware that this will not be a forum for debate nor will any form of bad behaviours be tolerated. Questions can be asked to the chairman only by those members of the parish who have pre-registered.**

Mr Sadler said he felt that the wording used above was distasteful and unnecessary.

Meeting finished at 8.15pm

DRAFT

## parish clerk

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**From:** Mawnan Preschool <mawnanpreschool@hotmail.co.uk>  
**Sent:** 24 September 2020 17:01  
**To:** clerk@mawnan.org.uk  
**Subject:** Re: Mawnan Pre-School

**Flag Status:** Flagged

Hi Lisa,

Of course, whatever help we can get we would be very grateful.

Thanks

Liz Shaw  
Pre-School manager  
Mawnan Pre-School

01326 250 627  
[mawnanpreschool@hotmail.co.uk](mailto:mawnanpreschool@hotmail.co.uk)

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**From:** [clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk) <[clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)>  
**Sent:** Thursday, September 24, 2020 4:57:24 PM  
**To:** Mawnan Preschool <[mawnanpreschool@hotmail.co.uk](mailto:mawnanpreschool@hotmail.co.uk)>  
**Subject:** Re: Mawnan Pre-School

Hi Liz,

We have a Trust meeting scheduled for the first half of October ... are you ok if we discuss and make a decision then??

Ta  
Lisa c

On 24 Sep 2020 11:15, Mawnan Preschool <[mawnanpreschool@hotmail.co.uk](mailto:mawnanpreschool@hotmail.co.uk)> wrote:  
Hi Lisa and Malcolm,

Hope you are both well?

Just to update you on the Pre-School's situation. We are now open to more or less normal, with restrictions in place and, touch wood, everything is running smoothly. However we have had to reduce our number of children quite considerably which in turn has meant that staff have had to reduce their working hours. We are also no longer able to accept children from dual settings which has been difficult. Parents and visitors are unable to enter the setting and are asked to socially distance at drop offs and collections. We also have a huge amount of additional guidelines, restrictions and paperwork!!

We obviously really appreciate the Parish Councils support throughout and we were hoping that as restrictions were eased we would be in a better financial position but were wondering if we could still have some help as far as the rent is concerned?

Best Wishes

**Liz Shaw**

Manager Mawnan Pre-School

Tel: 01326 250 627

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