

Mawnan Recreation Ground N/A

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 THURSDAY 22ND OCTOBER ONLINE (VIA ZOOM) AT 7.30PM

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

Apologies: Mr J Gladstone

Also Present: Administrator (parish clerk)

94.20 **Safety Procedures** – not relevant

95.20 **To receive apologies for absence** – Mr Gladstone

96.20 **To received minutes from the last joint trust meetings on 27th July 2020 & 8th August (plus the additional item at PC meeting on 17th Sept)**

It was proposed by Mr Marsden, seconded by Mr Sadler and **RESOLVED** that the minutes of the meeting held 22nd July 2020 now be approved and signed by the Chair at the next appropriate time

It was proposed by Mrs Toland, seconded by Mrs Whibley and **RESOLVED** that the minutes of the meeting held on 12th August 2020 now be approved and signed by the Chair at the next appropriate time

It was proposed by Mrs Toland, seconded by Mr Marsden and **RESOLVED** that the minutes of the meeting held 17th September 2020 now be approved and signed by the Chair at the next appropriate time

on a vote being taken these matters were approved unanimously

97.20 **Any matters specifically arising from previous minutes** – Mrs Whibley asked about the MCA lease, as mentioned in the 12/8 minutes. The Administrator asked if this was a specific question or could wait until the agenda'd item – it was agreed to wait.

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

All relevant Risk Assessments have been done for both the JPF & CPF both by the Trust and by relevant user groups. The MCA are also making sure that any of their users have their own risk assessments and insurances in place and are adhering to general COVID guidelines. To date this is all working well. Mr Marsden noted that the large sign reminding about social distancing up at the Telephone Exchange was a good idea, the Administrator said that she had tried to put up the 2nd sign at the garage/Lowenna but it was almost immediately taken down. It was suggested to see if the Memorial Hall would be willing to have it put up outside.

Junior Playing Field

99.20 To receive details of current financial position

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

	2020-21	2019-20
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£ 895.71	£ 2,098.94
other income	£ -	£ -
Total Income	£ 895.71	£ 2,098.94
EXPENDITURE		
Administration		
Insurances	£ 1,868.40	£ 1,798.46
Equipment inspections	£ 150.00	£ 150.00
Wages (subcontracted administrator)	£ 96.41	
Maintenance		
Tree works	£ -	£ -
New equipment	£ -	£ 1,728.00
H&S	£ -	£ -
General maintenance	£ -	£ 492.70
Total Expenditure	£ 2,114.81	£ 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		
Total Current assets	£ 1,287.16	£ 2,506.26

The Administrator brought to note the very limited amount of funding in the bank for any upcoming works. Mr Sadler then said that we need to spend money on these works and we will have to fund this somehow as a parish.

100.20 Progress on the project to upgrade / refurbish the playground equipment. (notes included from additional item at PC meeting on 17th Sept)

Mr Sadler read out his proposed advert wording but details of a specification were still not provided, despite being requested by the Administrator and other members. When asked why information received was not being circulated to the Trustees Mr Moyle said 'if we gave away the quote that someone had taken time to do and then we went to the press with it everyone would know about it.' Mr Moyle said he had costs in the region of £2000 for labour, with Truro Sawmills costs for prepared & cut timber £555.60 + additional costs for 2 handrails to steps- so would be between £2500 - £3000 in total + VAT. Mr Marsden felt that this project

has been 'kicked down the road' for several meetings and we yet to have an indication of any prices. This line of questioning caused Mr Moyle to withdraw from the meeting

Mrs Toland was then asked about her ideas –which included repairing the balance beam and 4 way rocker & grasslock matting and came to £10638, with the trust responsible for pre-clearing. Mr Nash asked if this quote had a lifespan – the warranty quoted was 30 years – but was the company likely to be around that long?; Mrs Whibley asked about the grass surface – they said would replace/repair the surface and make good once spoil was removed; Mr Bradley asked if Option 1 was in line with the previous consultation undertaken -Mrs Toland said yes, the consultation with Rainbows, Brownies, the school & parents which was widely circulated, was covered by the quote.

Mr Sadler was asked if to would be possible cost out for any additions to the existing fort to include the 'wishlist items' to make the two schemes comparable to judge. He did not give a definitive answer to this instead saying that 'you'll get this fort done probably for well under £4000.... So with the money left over between £4000 and £10000 you can put lots of other bits of equipment up there.'

The administrator asked that since she had not seen the specification or quotes and would be buying the wood, fixings and ancillary materials it was someone stepping up to project manage? Mr Sadler the contractor would arrange deliveries [of wood] as and when required.

Mr Sadler proposed that we go to tender with the advert wording with Mrs Toland going back for a quote from Outdoor Play People to simply replace the equipment as is.

It was proposed by Mr Sadler, seconded by Mr Faiers and

RESOLVED that the Trustees go to tender with the advert wording as read earlier give it 3 weeks, get prices in then make a concrete decision.

on a vote being taken this matter was approved

101.20 **To agree a schedule of over winter minor works**

The Administrator had a list of minor works that she read out:

- All equipment & surfaces need 'hard' brushing & algae treatments
- All chains, shackles & gate hinges need greasing and/or replacing if necessary
- All wooden equipment needs treating in some form - oil or stain
- Replace edgings to any remaining wetpour surfaces & path edges.
- Bowling Club boundary fence needs restringing (especially St Michael's end). Fencing at St Michael's needs to be replaced, along with new gateposts
- Bolt caps on equipment need replacements where appropriate.
- Remove fence around fort area/ sensory garden.
- External gates need looking at – either needs sanding of gates or re-siting of posts to allow level closure. Replace spring gate closures, as they are not really effective as they slam the gates closed.
- Works needed to take up all grassmat, reseed and replace. Especially under zipwire.
- All boundary trees need assessing and cutting back where necessary – ones adjacent to Abbeyfield especially.

The Administrator then explained that she had not been able to sort out the specification for the fencing at the St Michaels end as whilst measuring up she had been spoken to by a resident who was specific about what fencing could or could not be replaced and that existing mature foliage was not to be cut down. Mr Sadler thought that the foliage growth was a fence for all intents but the wooden fencing did need replacing with concrete posts with horizontal

wooden slats affixed, so they would not rot out. Mr Faiers suggested concrete post with a chain link to replace but this was not felt secure enough a boundary.

Mr Sadler suggested that he and the chair go up to review the fence options when he was back in the country. He felt that fencing contractors would be available to do this now.

Mr Bradley asked if we could take a vote on the list of works, prioritising those that could be immediately that are not contentious.. but that we needed someone to do them and funding made available to cover it – probably by grants from the PC. Mr Bradley said that Bob Sanders might be able to do some of these works as an addition to his regular cutting. Mr Sadler would forward details of people that he knows that might be able to do some of the works (fencing specifically).

A date for the next (extraordinary) Trust meeting was agreed for the 26th November at 7.30pm

Carwinion Trust

102.20 To receive details of current financial position

Carwinion Playing Field Trust (Reg Charity 1173925)

Annual Accounts for the Year 1st April 2020 to 31st March 2021

	2019-20	2020-21
INCOME		
Regular activity		
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
Total Income	£2,907.64	£10,000.00
EXPENDITURE		
Administration		
Insurances	£1,200.77	£1,246.80
inspections/ surveys	£780.00	£420.00
Signage	0	£0.00
Maintenance		
cleaning	£742.00	£20.00
grounds	£0.00	0
repairs	£0.00	£0.00
Misc		
wages	£692.81	£541.21
other expenditure	£0.00	£4,000.00
Total Expenditure	-£3,415.58	-£6,228.01
CFW Balance	£10,149.49	£9,641.55
PLUS Excess of Income over Expenditure	-£507.94	£3,771.99
unreconciled items	0	£0.00
Total Current assets	£9,641.55	£13,413.54

Mr Nash said that the two Trust reports seemed to show the annual figures the opposite way round. The Administrator said this had been the decision taken previously but that she would change them around. Mrs Whibley asked what the £10000 income (Small Business Rates Grant) was and £4000 other expenditure (subsequent grant made to the MCA to offset COVID rental losses). A new line headed MCA was to be included.

103.20 Request from the Pre-School for ongoing financial support & assistance

The preschool said that they were running almost normally now but were requested ongoing support as numbers had to be reduced and so staff hours were affected. Restrictions limiting attendance of children from dual homes and measures to protect parents that have had to be put in had affected finances. They asked if we would be able to continue to support them with the rent until things are completely back to normal. Mr Sadler & Mr Faiers thought that a 50% reduction would be in order – Mr Nash thought that we should have access to their figures and costs first. Both he and Mr Marsden thought they should put forward a financial statement to explain this reasoning before we made any award. It was agreed to request this, circulate via email and make a decision then, rather than wait the next meeting.

104.20 Current state of re-negotiations on the MCA lease.

The Administrator explained that she had both full leases signed and swapped (the signatures on the 2nd Trust copy awaiting Cllr Faiers return from abroad) and everything appeared to be going well. A final solicitor's bill for £1748 inc VAT was to hand – this would be split in future renegotiations. Mr Bradley said that given the amount of clarifications and advice sought during the process this was very reasonable. The trust had taken over statutory tests (such as fire & hygiene) with the MCA taking on managing the changing room cleaning duties – this was about £340. 1st invoice to the MCA due to go out in December.

Mrs Whibley asked about the status of the Management Group – Mr Faiers said that this was slightly delayed because of the current problematic situation but that something should be done to move this along in some way. The Administrator was asked to try to arrange some kind of initial ZOOM meeting to talk this through. The agreement was that the Trust & the MCA have 2 members and each of the other stakeholder groups 1 each. Mr Sadler and Mr Bradley both volunteered to take this on initially.

Mr Marsden once again suggested that there be signage on the building about who should be contacted to hire the field/ MCA Hall but it was felt that this was something that the Management Team should be the ones making this decision.

Mrs Whibley asked that a discussion on cycle racks be added to the next agenda but the Administrator thought that this should be up to the Management Committee as they are either managing the site or not and it should not be the Trust dipping in and out on the everyday running.

Mr Sadler then asked that the toilet behind the building be opened up was also added to the Management agenda – the administrator said it was currently closed due to COVID restrictions.

105.20 Public comments - none noted

Meeting closed at 8.35pm