

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

Public meetings of both the of Junior Playing Field Trust & Carwinion Playing Field Trust to be held concurrently on Monday 6th March 2023 at 7.00pm in the Rendlesham Rooms, Mawnan Memorial Hall

Agenda

1. To receive apologies for absence
2. To received minutes from the last joint trust meeting on 2nd November 2022
3. Any matters specifically arising from previous minutes
4. To agree date for the Trusts AGM 2023.
5. To discuss the drafting of the Annual Trustees report(s) – inc. info from the Charity Commission on extra requirements

Carwinion Trust

6. To receive details of current financial position
7. Annual MCA rent offsetting discussion - based on the January 2023 invoice of £500 (factoring in of maintenance works undertaken in lieu of rent)
8. To receive a report from the Self Management Group
9. To receive any updates from the MUGA Project Team (inc status of the planning application)
10. Status of other ongoing project works
11. Invitation from pre-School for a visit & discussion of ongoing pressures to the endeavour

Junior Playing Field

12. To receive details of current financial position.
13. To discuss general maintenance of the site - inc. outstanding points on zipwire repairs, mounding up of safety surfaces, community working groups & equipment safety checks/repairs
14. Public comments - Questions can be asked to the chairman but may not be answered at this meeting

Associated papers

- Item 2 - draft minutes attached
- Item 3 – matters arising: disappointment from clerk about attempts to hold a ZOOM meeting and thus further delays to Zipwire/ safety surface works.
- Item 4 - this is a legal requirement and needs to be done once a year but can be included as part of a normal meeting
- Item 5 - Once again these need the input of the Trust members and the process should not be relying solely on the Administrator.
- An invitation by the preschool has been made, following a failed grant bid to the PC, to view their facility and discuss the problems they are facing and the plans that they have going forward.
- Item 7 - as per lease agreement of works to be offset against January lease payment needed. The MCA chair & treasurer were sent this bill, along with a covering letter on 6th February but nothing has been received back from them as yet.
- Items 8 & 9- Chased up with K Bate (SMG Chair) with the response being “He says he is waiting for confirmation of annual budget and “guidance” from us” – not sure what this means. There are also 2 outstanding booking requests pending for Fal Roadrunners for Oct & Mawnan Preschool for April.
- Likewise there has been no communication from the MUGA project group. The Administrator has asked Mark Ball (County Planning) about where the application (PA22/08599) stands, as it seems to be in limbo (is it awaiting a formal response to the Sport England comments – if so who is doing this?)
- Item 10 - It appears that the works to the kitchen/ changing rooms have not begun – possibly still pending the FA grants process. Unsure where other listed works (including spray-painting the gable ends of the building, resurfacing the main floors & updating the toilets) stand. Boundary hedges have been cut and outfield trees have been pruned.
- Item 12- as agreed clerk contacted Trebah about maintenance of their paraglide & regular maintenance checking. Supplier contact info passed on (hence call for zoom meeting in November) but practical assistance is not forthcoming.

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MINUTES OF MEETING OF THE PLAYING FIELDS TRUSTS HELD ON WEDNESDAY 2ND NOVEMBER 2022 AT 7.00PM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL,

Present: Mr T Brooksbank (chair), Mrs M Bate, Mrs G Morris, Mr P Moyle, Mr R Reid, Mr R Sadler & Mrs J Whibley,

Apologies: Mr G Potter

Also Present: Administrator (parish clerk) + Mr K Bate (MCA)

165.22 **To receive apologies for absence** - Mr G Potter, + Mr M Ley (cricket) , Mr P Caunter (football)

166.22 **To received minutes from the last joint trust meeting on 1st August 2022**

It was proposed by Mr Brooksbank, seconded by Mrs Bate and

RESOLVED that the minutes of the meeting held 1st August 2022 now be approved and signed by the Chair

on a vote being taken this matter was approved unanimously

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

Tree inspection – this was delayed until the tree works to both site were complete and a new contractor found.

Works to the gates were delayed as no site visit had been complete by Mr Brooksbank & Mr Sadler; the delay on new signs was the fault of Administrator and would be done over winter.

Works to the MCA kitchen were on hold pending the football refurbishment request. The manhole was to be done – but was safe at present – and the boundary wall, pier & tarmac hole had been done. A new bollard for the boundary wall access was awaiting installation as was the cycle rack.

168.22 **To consider a request from the Administrator to allow ZOOM meetings to take place between full Trusts meetings to ensure the progress of agreed works.**

The Administrator explained that the delays between quarterly meetings and the problems this presented with works amendments and quotes was making even the smallest works excessively long. She explained that the constitution allowed for some meetings to take place online and asked if interim meetings could be done whilst there are works in the pipeline to be managed.

Mrs Whibley asked if these would be public or be restricted to Trust members or include invited others. The Administrator said that since all the Trust meetings were public there was no reason why these could not be, since we would be making decisions at them, but it could be decided on an individual basis depending on the agenda if necessary.

It was proposed by Mrs Bate, seconded by Mrs Whibley and
RESOLVED that irregular monthly meeting to progress works be done online via
 ZOOM as deemed necessary by the Administrator & Chair

on a vote being taken this matter was approved unanimously

Carwinion Trust

169.22 **To receive details of current financial position**

The Administrator provided the latest balance sheet for the Trust, showing available funds of £11,532.74 with a pending deposit of the MPC annual grant.

170.22 **To receive a report from the Self-Management Group who met on 6th October**

KB reported that the first proper meeting of the self-management group had taken place and covered who would be involved, what they were to be doing, how works were done, what budget they were working with and how it would be administered. It was agreed that all payment would still go through to the Administrator for payment.

The group questioned how much money was available to the Trust each year and how much of this was already being allocated to grass cutting, insurances etc. as they thought it possible that they could take over the field maintenance at some stage. They would need to have the exact specification being used and agreed.

Mr Reid asked if there were specific Terms of Reference for the group as yet. Mr Brooksbank was working on these.

Mr Sadler once again stated that the teams currently using the field should maintain a list of the hours spent on upkeep. The administrator stated that this was usually done to 'upscale' for their own team benefit, not necessarily for the upkeep of a recreation ground however,

It was proposed by Mr Sadler, seconded by Mr Reid and
RESOLVED that the teams should be asked to compile a list of maintenance hours undertaken

on a vote being taken this matter was approved unanimously

Mrs Bate asked about insurances – given previous talks were we doubling up on them. The Administrator explained that talks on this would be held in the New Year, prior To the MCA insurance renewal to sort this issue as per the lease terms.

Mr Brooksbank added that the O&F Committee of the PC had just begun discussing the budget for 23/23 (with grass cutting at £4500; insurances at £1400) and were looking to allocate £8000 which would then start a sinking fund for works to the field & buildings.

It was proposed by Mr Brooksbank, seconded by Mr Sadler and
RESOLVED that the Self-Management group should be allowed a running budget of £500 before referring things back to the Trust.

on a vote being taken this matter was approved unanimously

Parking for the Falmouth Roadrunner's event was questioned as it appears that there were problems noted with overflow, and generally poor, parking. It was discussed if overflow parking for such future events needs to be better managed and that the fee be charged to reflect this cost. The use of the football field was not suitable during winter/ wet weather. It was agreed that St Edwards be contacted to see if their carpark would be available if properly managed and secured for a small number of occasions each year with a parking fee included in Carwinion Field hiring costs.

The Administrator was to send on the Carwinion booking Form to Mr Bate for use by the Self-Management Group.

171.22 To receive a request to support works in association with a Mawnan AFC Football Foundation grant proposal

Mr Bate explained that the football club had processed a grant application to the Football Foundation which had now been agreed in principle by them (covering all their league requirements). They needed agreement from the Trust, and official letters of support, tenure assurance and financial commitment to progress this on to the actual grant funding stage, where a possible £25,000 would be available. It would still leave a shortfall to be found to cover the full costs.

It was proposed by Mr Brooksbank, seconded by Mrs Whibley and

RESOLVED that the Trust provide such letters of support s necessary but that drafts be circulated prior to being passed to Mawnan AFC

on a vote being taken this matter was approved unanimously

172.22 To receive an update report from the MUGA Project Team & status on planning application

The response to the planning application from Sport England was discussed. As stated by Mr Bate in the whole it was not a downright objection to the installation of the MUGA and did given links to where further explanation and clarification of the project is needed. On the whole most of the issues raised could be dealt with – the path wold need moving closer to the Preschool to give the suggested 3m runoff & the cricket nets were historic in their orientation and a letter from Cricket would answer this. The mention of the pavilion works showed that these would be of a positive effect and were part of a linked up strategy.

Funding was still problematical with Paul Caunter still working with a group to secure European grant funds to take the project forward. The parish clerk was sending on grant funding information as she received it – there was Levelling up funding that could be bid for put this needed to be done asap.

Mr Reid asked about forward running costs – had anything been thought about them, especially for the lighting. He was aware that this information was usually required in grant applications. Mr Bate said that the style of the MUGA had been chosen as it intentionally had very low upkeep needs but that the use of lights may need contributions from users.

173.22 To review the Fields in Trust Deed of Dedication document

Mr Brooksbank explained that he had talked about this with Mr Sadler and someone with Fields in Trust experience. He asked if Mr Sadler had any responses to the questioned he had then

forwarded on – Mr Sadler said he had not received them. It was agreed that this item carry forward to the next meeting.

174.22 List of project works required for the building – how much has been done and what needs to be completed. To agree a working group to work with the MCA / Teams to get these tasks done.

Much of the listed works have been started/ will be started by the Self-management group or fall under the Football Club refurbishment plans. Cllr Sadler & Brooksbank will be acting as representatives for the Trust on the Self-Management Group. Works to the boundary wall and holes in the carpark have been completed, with the fold down bollard purchased but not yet installed. Mrs Whibley asked about white lining for the carpark that had previously been discussed - Mr Bate said that this would probably be in the region of £750.

It was proposed by Mr Brooksbank, seconded by Mr Reid and

RESOLVED that a proper and full quote for white lining the carpark be sourced by Mr Bate – to include a disabled bay

on a vote being taken this matter was approved unanimously

Following on from earlier discussions the addition of grass mat for overflow parking on the football pitch was discussed but it was felt that this might involve works to extend the access gate, increasing the splay for visibility. It was accepted that using the field in the winter months for parking, as soon as it started raining significantly, would always be difficult given the way the area holds water.

175.22 Financial position in relation to the agreed works/ project as proposed above.

The figures provided to the Administrator by Mr Bate on the football refurbishment & MUGA were noted. Funding to cover the difference between that available /committed by the Trust and the total figure were going to be needed. Grant sources would need to be found. The Administrator would pass on any info that she received that may help.

Junior Playing Field

176.22 To receive details of current financial position.

The Administrator provided the latest balance sheet for the Trust, showing available funds of £2542.50 with a pending deposit of the MPC annual grant.

177.22 To discuss general maintenance of the site (cleaning of equipment; gate, fence & path issues; planting problems in the Sensory Garden; removing unused safety surface inc. to receive quote from R Sanders (contractor) for works to landscape the safety surface borders & remove the sensory garden planting.

It was noted that much of the woodwork needed to be thoroughly scrubbed down. Assessments of the gate had unfortunately not been done by the meeting but it was likely that butt hinges would make a difference in self closing them – if they were still suitable to be used. Fencing between the JPF and the Bowling Club (behind the football net) was failing as it seemed it was being climbed over – this would need a quote for complete replacement to the fort.

The Administrator said she had a quote for removing the sensory garden as requested- Mr Sadler said that this was work retaining and only needed management, which local groups should be asked to do, which was not what was decided at the last meeting.

It was proposed by Mr Moyle, seconded by Mr Brooksbank and

RESOLVED that the quote received from R Sanders for the removal of the Sensory Garden be accepted

on a vote being taken this matter was approved with 1 abstention

The Administrator also had a quote for the mounding up of the area around the fort safety surface, however the contractor had said that not only was the safety surface itself in a poor condition and prone to seasonal lifting but they removing it completely and re-turfing would be more cost effective in the long term. It was agreed to go back to him for a new quote for these works. It was agreed that this quote would be requested asap and come under a virtual meeting vote once received.

Mr Moyle said that the current picnic bench seating was in a very poor state- 1 unit already having been removed with the other currently unsafe. He asked this it be arranged to have this removed and new seating units purchased to be fixed in position.

178.22 Information on closure of the zip wire & replacement costs + safety grass mat below.

The Administrator explained that she had quotes from zip wire specialists recommended by Via Ferrata for a new zip wire carriage and that Bob Sanders (as SW Playground Inspections) would be able to install. However the works to the grass mat needed to be done in tandem and she was still awaiting a response from Mr Sadler about his asking Tim Lugg – Mr Sadler said that this had already been done and was a no go from him. Mrs Bate said that this could surely be done by some volunteers and would go up to assess how much work it would be. The Administrator said that she had info from a grass mat specialist that it was possible to lay over the existing grass mat with new soil/seed – she was going to ask Bob Sanders if there was anything that he could suggest to get the zip wire open again asap.

The Administrator was asked to find out from Trebah Gardens who worked & maintained their paraglide to see if they would be able to offer advice or assistance to us on a regular basis for checks and maintenance.

179.22 To discuss a request from the Administrator to have a specialist company undertake the monthly equipment safety checks and associated repairs.

The Administrator explained that the costs of retraining her for the monthly operational checks because of the lack of sessions in the immediate area was greater than that quoted by an outside company to do them – they would also be in the position of making immediate repairs to noted issues rather than the Administrator having to source contractors and then get permission from the Trust. She felt that currently her assessments were not holding enough weight with the Trust and repairs were then taking too long to get decision made on.

It was questioned by members why inspections, other than the annual equipment inspection, were taking place at all; the clerk explained that it was a requirement of our insurance that weekly visual checks be done on the site and that operational checks once a month (at least) were a general H&S requirement. The clerk was amenable to continuing the weekly visual checks (so 1 day training course was needed) but felt that the Operational check needed a trained specialist.

Although a quote from R Sanders (as SW playground Inspections) had been received it was decided to ask Trebah who did their inspections/ could they do ours before a decision was made.

- 180.22 **Public comments - Questions can be asked to the chairman but may not be answered at this meeting**
None noted

Meeting finished at 8.25pm

DRAFT

Carwinion Playing Field Trust (Reg Charity 1173925)

Annual Accounts for the Year 1st April 2022 to 31st March 2023

The Carwinion Trust has no restricted funds

		2021-22	2022-3
INCOME			
Regular activity			
	Parish Council Grants (Section 19)	£1,161.80	£150.20
	MCA groundrent	£0.00	£500.00
	pre-school rent	£1,346.00	£2,184.00
	other income	£4.64	£50.00
	Total Income	£2,512.44	£2,884.20
EXPENDITURE			
Administration			
	Insurances	£1,458.63	£1,335.66
	inspections/ surveys	£0.00	£0.00
	Signage	0	£0.00
Maintenance			
	cleaning	£0.00	£0.00
	grounds	£0.00	0
	repairs	£0.00	£2,040.00
	statutory checks	£139.32	£0.00
Misc			
	wages	£431.80	£210.67
	other expenditure	£614.72	£0.00
MUGA Project			
	Plans, Design, etc	£0.00	£810.00
	Works	£0.00	£0.00
Reclaimable VAT			£408.00
	Total Expenditure	-£2,644.47	-£4,804.33
	CFW Balance	£15,697.10	£15,565.07
	PLUS Excess of Income over Expenditure	-£132.03	-£1,920.13
	unreconciled items	0	£0.00
	Total Current assets	£15,565.07	£13,644.94

Mawnan Parish Council Areas for Funding Requirements						
	Area	Justification	Approx Cost	Area Subtotal	Spent to date	
MCA	Replace Kitchen Ceiling	Very old, in need of replacement	1,200.00			works to kitchen due Sept 2022, as per 1.8.22 minutes. Now pending FA grant as per minutes 2.11.22
	Kitchen preparation worktop & wall cupboards (materials on site)	Replace ageing tops as un-hygeinic	350.00			works to kitchen due Sept 2022, as per 1.8.22 minutes. Now pending FA grant as per minutes 2.11.22
	White hygeinic cladding to rear wall above sink	Nothing there at present, unhygeinic	500.00			works to kitchen due Sept 2022, as per 1.8.22 minutes. Now pending FA grant as per minutes 2.11.22
	New Oven	Not working properly & beyone repair	750.00			works to kitchen due Sept 2022, as per 1.8.22 minutes. Now pending FA grant as per minutes 2.11.22
	Spray coat gables & front elevation with coloured	In need of repair	1,500.00			
	Spruce up toilets	In need of repair	800.00			
	New floor finish to main hall	In need of replacing due to wear & tear	4,500.00			
	complete refurbishment of Pavilion changing rooms	As per spec from Mawan AFC for legue improvements	33,000.00			pending FA grant as per minutes 2.11.22
Item removed as beyond scope / never been used.	Refurbish outside / rear toilet for permanent field use	Has toilet even been used in memory? Currently locked.				
works done Oct 2022	header tank replacement	essential - failed in June, assessment done by plumbers to replace all tanks due to age	2,400.00		2,040.00	£2040 spent.
				45,000.00	2,040.00	
Carwinion Field	MUGA	Sport & recreational facility for all - cost TBC	111,337.75			planning application submitted PA22/08599 = Sept2022. Sport England comments awaiting reply??
	New Storeroom/shed for all club equipment	Kev to send plans & approx cost TBC	52,000.00			planning application submitted PA22/08599 = Sept2022. Sport England comments awaiting reply??
works done Oct 22	crowning raising to outlying trees				250.00	
works done Oct 22	fencing of internal boundary to road				70.00	
works done Oct 22	fencing of external boundary to road					
works done Sept 2022	New wall in car park	Kev Bate has some options to include seating, cost TBC				
works done Sept 2022	Patching to carpark surface		FREE			
				163,337.75	320.00	
Junior Playing Field	New boundary fence - Bowling Club	In need of repair				
	New springer/ rocker equipment	broken and removed Spring 2021	1,000.00			
	topsoil to finish edges of wetpour surfaces	needed for H&S following fence removal around old sensory garden/fort	500.00			quote & info rec'd Oct 22. Still waiting agreement
	grassmat relaying - extra tiles & reseeding under zipwire	H&S requirement				
	new signages	noted in Play inspection				
	sensory garden refurbishment/ replanting		750.00		750.00	area cleared but path edging still in place
	new gates / replacement clousures	problem with gates age - will need replacing as they fail				awaiting 'butt hinge' spec from Cllr Brooksbank
	fix benches	noted in Play inspection				1 now removed
	remove old safety surfaces & re-instate grass					
	remove & refurbish zipwire - especially end seating	noted in Play inspection	1,200.00			quote & info rec'd Oct 22. Still waiting agreement
due 2nd November	Tree works to whole site - lopping along footpath; felling at Abbeyfield end	trees causing light/debris problems along footpath; general age/size on rest of site	2,100.00		2,040.00	
				5,550.00	2,790.00	

Junior Playing Field Trust (Reg Charity 1173926)
Annual Accounts for the Year 1st April 2022 to 31st March 2023

The Junior Trust has no restricted funds

	2021-22	2022-23
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£ 2,045.00	£ 3,212.00
other income	£ -	£ -
Total Income	£ 2,045.00	£ 3,212.00
EXPENDITURE		
Administration		
Insurances	£ 1,560.70	£ 1,594.78
Equipment inspections	£ 150.00	£ 150.00
Wages (subcontracted administrator)	£ -	£ -
Maintenance		
Tree works	£ -	£ 2,040.00
New equipment	£ -	£ -
H&S	£ -	£ -
General maintenance	£ 1,895.00	£ -
Total Expenditure	£ 3,605.70	£ 3,784.78
CFW Balance at 1st April	£ 4,171.06	£ 2,610.36
PLUS Excess of Income over Expenditure	-£ 1,560.70	-£ 572.78
unreconciled items		
Total Current assets	£ 2,610.36	£ 2,037.58