

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

### **Mawnan Playing Field Trusts Annual General Meeting to be held on Wednesday 5<sup>th</sup> June 2023 at 7.00pm in Mawnan Bowling Club**

#### **Agenda:**

1. To receive apologies for absence
2. Information on the Annual Trustees reports for the Charity Commission, including end of year accounts.
3. To discuss priorities from the community for the upcoming year for both playing fields

### **Public meetings of both the of Junior Playing Field Trust & Carwinion Playing Field Trust to be held concurrently on Wednesday 5<sup>th</sup> June 2023 immediately following the Trusts AGM 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 6<sup>th</sup> March 2023
3. Any matters specifically arising from previous minutes

#### **Carwinion Trust**

4. To officially receive the end of year financial position and statutory sections of the Annual Trustees Report (still waiting assistance/ submissions made by Trustees agreed at last meeting).
5. To receive details of the current financial position
6. Issues arising from the FA grant application made by Mawnan AFC in relation to the changing room refurbishments
7. To receive a report from the Self Management Group
8. To receive any updates from the MUGA Project Team (inc status of the planning application)

9. Status of other ongoing project works
10. Issues raised with the administrator about 'equipment' being left

**Junior Playing Field**

11. To receive the end of year financial position and statutory sections of the Annual Trustees Report (still waiting assistance/ submissions made by Trustees agreed at last meeting)
12. To receive details of current financial position.
13. To discuss general maintenance of the site and the delays being caused whilst trying to address volunteer recruitment. - inc. outstanding points on zipwire repairs, mounding up of safety surfaces, community working groups & equipment safety checks/repairs
14. Public comments or matters of concern - Questions can be asked to the chairman but may not be answered at this meeting

EXTRA ITEM REQUESTED – Carwinion Field – Fields in Trust dedication

### Associated papers - Joint Agenda

- Item 2 - draft minutes attached
- Item 3 – matters arising:
- Item 4 - Still awaiting ANY input from councillors for the Trustees report. The Administrator has updated the statutory sections only.
- Item 5- 23/24 year to date position attached
- Item 6 - it appears that there is an issue in the mind of the FA with who actually owns the land, since it is not registered. The FA are refusing to accept the Trusts as joint applicants as in their view the Parish Council is the landowner and it should be them as joint applicant – which we have already discussed and agreed will not happen, as this is in our view a Trust issues on a Trust asset. Advice has been sought from Tim Walmsley at Stephens Scown (attached).
- Items 7 & 8- reports for these have been requested from the MUGA Project & Self-Management groups
- Item 9 - obvious delays to works to the kitchen (as per item 5). However it is still unclear where other listed works (including spray-painting the gable ends of the building, resurfacing the main floors & updating the toilets) stand.
- Item 10 - The administrator has received both direct and 2<sup>nd</sup> hand complaints about equipment – including a chain harrow, tarps and heavy rollers; unsecured electrical points / boxes for floodlights just wrapped with orange safety fencing materials, downed floodlight stands - being just left around the site. An assessment of what is up on the site, who owns it and what precautions for its safe storage is a requirement for the Trust, who may be liable if accidents occur. Written agreements with the main users for the storage of equipment that they own/use should be considered.
- Item 11- as per item 4
- Item 12- 23/24 year to date position attached
- Item 13 - maintenance to the equipment and site is dragging out with Cllr Bate awaiting a meeting with the parent volunteers (for over 6 months now to see what works or fundraising they would be willing to do.) Details from the NOV 22 meeting, outlining works list, zipwire quotes & training needs included again

Necessary works need to be agreed to be undertaken regardless of volunteer help or not.

Additionally the new fence at St Michael's could do with either painting or wood treatment to make sure it remains in a suitable state long term and planters purchased for the JPF to replace the sensory garden in early April are still awaiting filling as arrangements for collecting free topsoil (so 2 stages, getting the free soil & then moving it and filling the planters) have still not been agreed by the 3<sup>rd</sup> parties. Planters remain in Cllr Bate's garage – seeds obtained free by the administrator sit in packets unplanted.

EXTRA ITEM – Cllr Sadler has requested that the Fields in Trusts dedication be revisited and that the attached info from them be sent out.

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# Carwinion Playing Field Trust

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# Mawnan Junior Playing Field Trust

Behind St Michael's Court, Carwinion Road,  
Mawnan Smith, TR11 5JD  
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## MINUTES OF MEETING OF THE PLAYING FIELDS TRUSTS HELD ON MONDAY 6<sup>TH</sup> MARCH 2023 AT 7.00PM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL,

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

**Apologies:** Mrs L Shaw (Preschool)

**Also Present:** Administrator (parish clerk) + Mr K Bate (MCA), Mr M Ley (cricket)

181.23 **To receive apologies for absence** - Mrs L Shaw (Preschool)

182.23 **To received minutes from the last joint trust meeting on 2<sup>nd</sup> November 2022**

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

**RESOLVED** that the minutes of the meeting held 2<sup>nd</sup> November 2022 now be approved and signed by the Chair

on a vote being taken this matter was approved unanimously

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

The Administrator would like it noted that she is disappointed that the attempt to arrange a ZOOM meeting to discuss some minor issues in January met with so little response (only 2 out of the 8 members). She explained that she would only call for a ZOOM discussion if there were things that needed a full Trust response, rather than being left hanging (such as ongoing works issues) – it being easier than trying to get everyone together in person and find an available venue for what could be a very short session.

184.23 **To agree date for the Trusts AGM 2023.**

It was agreed to hold this prior to the next full meeting, scheduled for May/ June.

185.23 **To discuss the drafting of the Annual Trustees report(s) – inc. info from the Charity Commission on extra requirements**

The Administrator agreed to circulate last year's versions of the Trustees reports so that members could consider adding their own comments as she did not feel that her writing every version each year was within the spirit of the report. Mr Brooksbank agreed to assist in editing the final version during April.

### Carwinion Trust

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

The Administrator provided the latest balance sheet for the Trust, showing available funds of £13,644.94. 2nd instalments of the PC Grants are still due this year.

**187.23 Annual MCA rent offsetting discussion - based on the January 2023 invoice of £500 (factoring in of maintenance works undertaken in lieu of rent)**

KB reported that many of the outside works discussed at the last meeting had been done: the boundary wall & coping stones had been reinstated; the pier caps & timbers across the whole run replaced due to rot; a new bollard installed in the entry gap to the field; 5 manhole covers behind the building were replaced, including a new steel collar to one and the potholes in the carpark had been filled (at no charge) by Theobalds. He then submitted a set of daywork sheets (from his company, Fox Construction and excluding any VAT) to a sum of £1629.66 to be offset against the rent invoice (£500), with approx. £450 of remedial electrical works to also be included.

After discussion on the method of balancing the difference between rent & payments made by the MCA during the period

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

**RESOLVED** that, once the paperwork provided tonight has been reviewed and verified against the lease conditions by the Administrator & Chair, that the CPF lease invoice for winter 2022 be settled and a payment covering the balance of £(1579.66+/-) be made to the MCA.

on a vote being taken this matter was approved unanimously

**188.23 To receive a report from the Self-Management Group**

Mrs Whibley asked about the installation of the cycle rack – KB said that it had been delivered to the MCA hall by the Administrator and was awaiting siting. He also noted the installation of a defibrillator (funding sourced by L Prynne of Mawnan AFC) just outside of the pavilion. This location would be added to the PC website/ notices.

Mr Sadler was impressed by the wall and the new lighting installed in the hall. KB stated that the lighting had been paid for out of MCA funds.

The Self-Management Group had met on Saturday 4th March but was still awaiting the draft Memorandum of Agreement/ Terms of Reference (from Mr Brooksbank) and an idea of the budget & scope of tasks they were to be undertaking.

Mr Sadler explained that now the boundary treeline adjacent to the road had been cleared there were some large gaps that could, feasibly, allow cricket balls to be hit into the road, potentially causing damage. Martin Ley (cricket) then added that the raising of the crowns on the boundary tree was also adding to a H&S issue and that some fencing/screening was required to go on top of the existing Cornish hedge to plug these gaps and protect outside users. Discussion of the H&S responsibility and how to address it, based on the cricket team's playing risk assessment was undertaken and

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

**RESOLVED** that the CPFT would pay for the purchase of approx. 50m of suitable cricket grade fencing with the cricket team undertaking installing it as necessary to mitigate their risk assessment of their playing area.

on a vote being taken this matter was approved unanimously

The Administrator raised the 2 outstanding hiring request for the field; 1 from the Falmouth Roadrunners to use the field this October, under the same terms as in 2022; and 1 from the Preschool to hold an Easter Egg Hunt on 2<sup>nd</sup> April. Both of these were discussed and agreed to.

**189.23 To receive any updates from the MUGA Project Team (inc status of the planning application)**

Simon Spear (architect) had spoken to the planning officer about the ongoing application and provided responses to the information from Sport England's original objection. Further information on the state of the application was expected soon.

Paul Caunter was still attempting to source funding but felt that the knowledge and time to complete grants was still lacking and it may end up with no-one within the group able to write any bids. The latest thought was to try to find out if anyone in the community would be willing to take this on/ help out.

**190.23 Status of other ongoing project works**

Most of the items on the list had already been addressed: the kitchen refurbishment FA grant proposal was still ongoing (a further, amended letter of support needed signing).

It was confirmed that none of the field users were looking to put on any community Coronation events.

**191.23 Invitation from pre-School for a visit & discussion of ongoing pressures to the endeavour**

The Administrator had yet to receive any feedback on a date suitable for Trustees to make a visit to the preschool and would recirculate this. A report from them would also be included, highlighting their issues for the near future.

**Junior Playing Field**

**192.23 To receive details of current financial position.**

The Administrator provided the latest balance sheet for the Trust, showing available funds of £2,037.58. 2nd instalments of the PC Grants are still due this year.

**193.23 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**

The Administrator confirmed that all of the tree works had been completed, as had the removal of the plants from the Sensory Garden, although this had left some level of damage to the grass where vehicles had been driven across it. Bob Sanders had agreed to spread grass seed as necessary once the weather warmed up a little.

Mrs Bate confirmed that she had a list of parents willing to form a working groups for minor projects but needed a suitable list of jobs they could tackle. The Administrator suggested a starting point of the annual 'over winter jobs' she usually prepared – mostly limited to cleaning equipment, basic repairs & small tidying jobs – which she could forward to Mrs Bate asap. It was agreed that a future works plan for the site needed to be drafted – including equipment lifespan replacements, upgrading works and grant funding sourcing/applications - in order to show volunteers we have a purpose and to keep them focussed and engaged long term. It was proposed that, until a meeting with the group had taken place, repairs or replacement of existing equipment be paused in case there were better/ alternative ideas.

Mr Reid thought that replacing the zipwire, simply because we have one and have kept it viable up to now, was not really an efficient use of limited funds – the scale of ours is something ‘out of the norm’ for local playgrounds and was obviously costing significant money to repair and insure.

There was still some CIL funding in the parish budget – although it had been verbally agreed to use 50% of this for the zipwire repairs & new springer – which had a 3 year time limit on, some of which was beginning to near the final deadline before needing to be returned to Cornwall Council.

Mrs Bate also wondered if the weekly visual site inspections could be handed over to the volunteers if suitable training could be undertaken? Mr Sadler thought that it had previously been agreed that these checks were to be done by an outside source– the Administrator said that this was incorrect as she had last been asked to find out if Trebah had the capacity to undertake them (which they couldn’t) rather than accepting the quote from Southwest Play.

194.23 **Public comments - Questions can be asked to the chairman but may not be answered at this meeting**

None noted

Meeting finished at 8.05pm

**Carwinion Playing Field Trust (Reg Charity 1173925)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2022 to 31st March 2023**

The Carwinion Trust has no restricted funds			
		<b>2021-22</b>	<b>2022-3</b>
<b>INCOME</b>			
<b>Regular activity</b>			
	Parish Council Grants (Section 19)	£1,161.80	£1,857.91
	MCA groundrent	£0.00	£500.00
	pre-school rent	£1,346.00	£2,184.00
	other income	£4.64	£50.00
	<b>Total Income</b>	<b>£2,512.44</b>	<b>£4,591.91</b>
<b>EXPENDITURE</b>			
<b>Administration</b>			
	Insurances	£1,458.63	£1,335.66
	inspections/ surveys	£0.00	£0.00
	Signage	0	£0.00
<b>Maintenance</b>			
	cleaning	£0.00	£0.00
	grounds	£0.00	0
	repairs	£0.00	£2,040.00
	statutory checks	£139.32	£111.36
<b>Misc</b>			
	wages	£431.80	£210.67
	other expenditure	£614.72	£0.00
<b>MUGA Project</b>			
	Plans, Design, etc	£0.00	£810.00
	Works	£0.00	£0.00
<b>Reclaimable VAT</b>			£408.00
	<b>Total Expenditure</b>	<b>-£2,644.47</b>	<b>-£4,915.69</b>
	CFW Balance	£15,697.10	£15,565.07
	PLUS Excess of Income over Expenditure	<b>-£132.03</b>	<b>-£323.78</b>
	unreconciled items	0	£0.00
	<b>Total Current assets</b>	<b>£15,565.07</b>	<b>£15,241.29</b>



<b>CARWINION PLAYING FIELD TRUST YEAR END BANK RECONCILIATION</b>			
<b>LLOYDS TSB - TREASURERS ACCOUNT 01/04/22 to 31/03/23</b>			
<b>BANK STATEMENT</b>			
Brought Forward Chequebook Balance		<b>£15,565.07</b>	
Payments In - Credited		<b>£4,591.91</b>	
Payments - Debited		<b>-£4,915.69</b>	
<b>PROJECTED (CHEQUEBOOK) BALANCE</b>			<b>£15,241.29</b>
<b>UNPRESENTED CHEQUES</b>			
			<b>£0.00</b>
<b>CHEQUEBOOK plus UNPRESENTED CHEQUES</b>			<b>£15,241.29</b>
<b>BANK STATEMENT</b>			
Statement Balance	<i>Reconciled</i>		<b>£15,241.29</b>
<b>Statement Date</b>	<b>Credits</b>	<b>Debits</b>	<b>Balance</b>
	£4,591.91	£4,915.69	<b>£15,565.07</b>
18.7.22	£722.00		<b>£16,287.07</b>
13.9.22		£210.67	<b>£16,076.40</b>
13.10.22	£50.00	£4,593.66	<b>£11,532.74</b>
11.11.22	£650.20	£0.00	<b>£12,182.94</b>
13.12.22	£722.00		<b>£12,904.94</b>
25.2.23	£740.00		<b>£13,644.94</b>
31.3.23	£1,707.71	£111.36	<b>£15,241.29</b>

Mawnan Recreation Ground AKA

# Carwinion Playing Field Trust

Carwinion Road, Mawnan Smith, TR11 5JA

Registered Charity 1173925

## Trustees Annual Report

### 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023

**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	31.3.22	01.08.22	02.11.22	06.03.23
Councillor Maureen Bate	✓	✓	✓	✓
Councillor Tim Brooksbank	✓	✓	✓	✓
Councillor Georgena Morris	✓	✓	AP	✓
Councillor Philip Moyle	✓	AP	✓	---
Councillor Guy Potter		---	AP	✓
Councillor Robert Reid		✓	✓	✓
Councillor Rex Sadler	✓	✓	✓	✓
Councillor Jackie Whibley	✓	AP	✓	✓

Black boxes show periods when not on council, -- shows non-attendance with no apology tendered

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 lease for community hall, bar, storage area and shared toilet/ kitchen facilities on the field. This lease runs until August 2030.

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 set out in their leases.

## **Health & Safety and general Risk Assessments**

Overall safety for the site remains with the Carwinion Trust and as such regular walk-around visual checks are done. 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.

The Pre-School has a full and thorough process for risk assessment in place and records can be produced upon request.

A number of statutory checks now fall under the remit of the Trust, rather than the MCA, including 5 year wiring tests and fire safety/maintenance. Regular checks are done on the field and environs to ensure that adequate measures are in place when it comes to maintenance.

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

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. We are also waiting on a Tree survey for this field, the contract having been voided in Dec 2021 after untoward delays.

Risk Assessments have been done for all user groups making use of the field and these have been updated and modified as necessary. An overarching Risk Assessment for the use of the Carwinion Field by the Trust has been given to all users to use alongside their own processes.

## **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 & MCA, which funds cleaning & upkeep of the changing rooms.

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.

**Achievements in 22- 23****Future Plans**

Mawnan Parish continues to benefit from having 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 2020 to 31st March 2021**

The Carwinion Trust has no restricted funds

	2021-22	2022-3
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£1,161.80	£1,857.91
MCA groundrent	£0.00	£500.00
pre-school rent	£1,346.00	£2,184.00
other income	£4.64	£50.00
<b>Total Income</b>	<b>£2,512.44</b>	<b>£4,591.91</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£1,458.63	£1,335.66
inspections/ surveys	£0.00	£0.00
Signage	0	£0.00
<b>Maintenance</b>		
cleaning	£0.00	£0.00
grounds	£0.00	0
repairs	£0.00	£2,040.00
statutory checks	£139.32	£111.36
<b>Misc</b>		
wages	£431.80	£210.67
other expenditure	£614.72	£0.00
<b>MUGA Project</b>		
Plans, Design, etc	£0.00	£810.00
Works	£0.00	£0.00
<b>Reclaimable VAT</b>		£408.00
<b>Total Expenditure</b>	<b>-£2,644.47</b>	<b>-£4,915.69</b>
CFW Balance	£15,697.10	£15,565.07
PLUS Excess of Income over Expenditure	<b>-£132.03</b>	<b>-£323.78</b>
unreconciled items	0	£0.00
<b>Total Current assets</b>	<b>£15,565.07</b>	<b>£15,241.29</b>

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.

**Carwinion Playing Field Trust (Reg Charity 1173925)**

**Annual Accounts for the Year 1<sup>st</sup> April 2022 to 31st March 2023**

The Carwinion Trust has no restricted funds

		2022-3	2023-4
<b>INCOME</b>			
<b>Regular activity</b>			
	Parish Council Grants (Section 19)	£1,857.91	£0.00
	MCA groundrent	£500.00	£0.00
	pre-school rent	£2,184.00	£740.00
	other income	£50.00	£0.00
	<b>Total Income</b>	<b>£4,591.91</b>	<b>£740.00</b>
<b>EXPENDITURE</b>			
<b>Administration</b>			
	Insurances	£1,335.66	£0.00
	inspections/ surveys	£0.00	£0.00
	Signage	0	£0.00
<b>Maintenance</b>			
	cleaning	£0.00	£0.00
	grounds	£0.00	0
	repairs	£3,169.66	£1,332.24
	statutory checks	£111.36	£0.00
<b>Misc</b>			
	wages	£343.43	£132.76
	other expenditure	£0.00	£0.00
<b>MUGA Project</b>			
	Plans, Design, etc	£810.00	£0.00
	Works	£0.00	£0.00
<b>Reclaimable VAT</b>		408	£0.00
	<b>Total Expenditure</b>	<b>-£6,178.11</b>	<b>-£1,465.00</b>
	CFW Balance	£15,565.07	£15,241.29
	PLUS Excess of Income over Expenditure	<b>-£1,586.20</b>	<b>-£725.00</b>
	unreconciled items	1262.42	£1,129.66
	<b>Total Current assets</b>	<b>£15,241.29</b>	<b>£15,645.95</b>

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

The Junior Trust has no restricted funds

	2021-22	2022-23
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£ 2,045.00	£ 3,717.83
other income	£ -	£ -
<b>Total Income</b>	<b>£ 2,045.00</b>	<b>£ 3,717.83</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£ 1,560.70	£ 1,594.78
Equipment inspections	£ 150.00	£ 150.00
Wages (subcontracted administrator)	£ -	£ 199.15
<b>Maintenance</b>		
Tree works	£ -	£ 2,040.00
New equipment	£ -	£ -
H&S	£ -	£ -
General maintenance	£ 1,895.00	£ -
<b>Total Expenditure</b>	<b>£ 3,605.70</b>	<b>£ 3,983.93</b>
CFW Balance at 1st April	£ 4,171.06	£ 2,610.36
PLUS Excess of Income over Expenditure	-£ 1,560.70	-£ 266.10
unreconciled items		£ 199.15
Total Current assets	<b>£ 2,610.36</b>	<b>£ 2,543.41</b>



<b>JUNIOR PLAYING FIELD TRUST YEAR END BANK RECONCILIATION</b>			
<b>LLOYDS TSB - TREASURERS ACCOUNT 01/04/22 to 31/03/23</b>			
<b>BANK STATEMENT</b>			
Brought Forward Chequebook Balance			<b>£2,610.36</b>
Payments In - Credited	£3,717.83		
Payments - Debited	-£3,983.93		
			<b>-£266.10</b>
<b>PROJECTED (CHEQUEBOOK) BALANCE</b>			<b>£2,344.26</b>
<b>UNPRESENTED CHEQUES</b>			
	255	£199.15	
			<b>£199.15</b>
<b>CHEQUEBOOK plus UNPRESENTED CHEQUES</b>			<b>£2,543.41</b>
<b>BANK STATEMENT</b>			
Statement Balance	<b>Reconciled</b>		<b>£2,543.41</b>
<b>Statement Date</b>	<b>Credits</b>	<b>Debits</b>	<b>Balance</b>
			£2,610.36
29.4.22	£1,527.00	£0.00	£4,137.36
29.9.22	£0.00	£1,594.78	£2,542.58
31.10.22	£1,685.00	£0.00	£4,227.58
29.1.23		£2,040.00	£2,187.58
25.2.23		£150.00	£2,037.58
31.3.23	£505.83		£2,543.41
	<b>£3,717.83</b>	<b>£3,784.78</b>	<b>£2,543.41</b>

# Mawnan Junior Playing Field Trust

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

## **Trustees Annual Report**

**1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023**

# Mawnan Junior Playing Field Trust

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

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

**Site address:** Mawnan Junior Playing Field  
Behind St Michael's Court  
Carwinion Road  
Mawnan Smith  
TR11 5JD

## Trustee Details:

Mawnan Junior Playing Field Trust is solely administered by Mawnan Parish Council

Officer Name	31.3.22	01.08.22	02.11.22	06.03.23
Councillor Maureen Bate	✓	✓	✓	✓
Councillor Tim Brooksbank	✓	✓	✓	✓
Councillor Georgena Morris	✓	✓	AP	✓
Councillor Philip Moyle	✓	AP	✓	---
Councillor Guy Potter		---	AP	✓
Councillor Robert Reid		✓	✓	✓
Councillor Rex Sadler	✓	✓	✓	✓
Councillor Jackie Whibley	✓	AP	✓	✓

Black boxes show periods when not on council, -- shows non-attendance with no apology tendered

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

**Bankers:** Lloyds Bank, Falmouth Branch

# Mawnan Junior Playing Field Trust

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

## 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 Junior Playing Field (as registered with the Land Registry), the equipment therein and the bank accounts of the Junior Playing Field Trust.

All financial records for the Mawnan Junior Playing Field Trust 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.

## Governance

Mawnan Junior Playing Field Trust was registered with the Charity Commission in 1978 – the site previously being referred to as 'Mrs Hodgkins Gift' and in existence as far back as 1929.

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 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

Mawnan Junior 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 Junior Playing Field 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

# Mawnan Junior Playing Field Trust

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

## **Risk Management & regulatory compliances**

**Insurances** - The field is insured by Zurich in respect of cover, contents, public liability, employers liability and legal expenses as they relate to the grounds and equipment. We review the adequacy of this insurance annually.

**Health & Safety and general- Risk Assessments** are undertaken, with a full inspection is done annually on the play equipment by a ROSPA qualified inspector. Regular checks are done on the field and environs by the Parish Clerk who checks on the general area and does specific checks to each piece of equipment to ensure that adequate measures are in place when it comes to safety and maintenance.

## **Funding & Volunteers**

Funding for the Junior Playing Field is derived from a Parish Council grant (which covers maintenance, insurances and minor works). The Parish Council has on occasion supported the Trust through the purchase of equipment or with assistance in obtaining outside funding.

## **Achievements in 2021-22**

# Mawnan Junior Playing Field Trust

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

## Future Plans

Mawnan Parish benefits from the Mawnan Junior Playing Field as a safe and accessible green space and does feel that it needs to be kept in the best condition possible.

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

Signed on behalf of the charity's Trustees

Signature:

Full name

Position:

# Mawnan Junior Playing Field Trust

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

## **Junior Playing Field Trust (Reg Charity 1173926)** **Annual Accounts for the Year 1<sup>st</sup> April 2021 to 31st March 2022**

The Junior Trust has no restricted funds

	<b>2020-21</b>	<b>2021-22</b>
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£ 3,924.50	£ 2,045.00
other income	£ -	£ -
<b>Total Income</b>	<b>£ 3,924.50</b>	<b>£ 2,045.00</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£ 1,868.40	£ 1,560.70
Equipment inspections	£ 150.00	£ 150.00
Wages (subcontracted administrator)	£ 241.30	£ -
<b>Maintenance</b>		
Tree works	£ -	£ -
New equipment	£ -	£ -
H&S	£ -	£ -
General maintenance	£ -	£ 1,895.00
<b>Total Expenditure</b>	<b>£ 2,259.70</b>	<b>£ 3,605.70</b>
CFW Balance at 1st April	£ 2,506.26	£ 4,171.06
PLUS Excess of Income over Expenditure	£ 1,664.80	-£ 1,560.70
unreconciled items		
<b>Total Current assets</b>	<b>£ 4,171.06</b>	<b>£ 2,610.36</b>

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.

**Junior Playing Field Trust (Reg Charity 1173926)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2022 to 31st March 2024**

The Junior Trust has no restricted funds

	2022-23	2023-24
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£ 3,717.83	£ -
other income	£ -	£ -
<b>Total Income</b>	<b>£ 3,717.83</b>	<b>£ -</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£ 1,594.78	£ -
Equipment inspections	£ 150.00	£ -
Wages (subcontracted administrator)	£ 199.15	£ -
<b>Maintenance</b>		
Tree works	£ 2,040.00	£ -
New equipment	£ -	£ -
H&S	£ -	£ -
General maintenance	£ -	£ -
<b>Total Expenditure</b>	<b>£ 3,983.93</b>	<b>£ -</b>
CFW Balance at 1st April	£ 2,610.36	£ 2,543.41
PLUS Excess of Income over Expenditure	-£ 266.10	£ -
unreconciled items	£ 199.15	-£ 199.15
Total Current assets	<b>£ 2,543.41</b>	<b>£ 2,344.26</b>

## Lisa Clements

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**From:** Rex Sadler <rexsadler745@gmail.com>  
**Sent:** 17 November 2022 13:20  
**To:** Tim Brooksbank; lisa  
**Subject:** Fwd: Carwinion Playing Fields Trust.

Dear Tim.

See enclosed the reply to our inquiry from Fields in Trust.

Regards.

Rex.

----- Forwarded Message -----

**Subject:**RE: Carwinion Playing Fields Trust.  
**Date:**Wed, 16 Nov 2022 14:02:25 +0000  
**From:**Fields in Trust <[info@fieldsintrust.org](mailto:info@fieldsintrust.org)>  
**To:**'Rex Sadler' <[rexsadler745@gmail.com](mailto:rexsadler745@gmail.com)>

Dear Rex

Currently around 25% of the spaces we protect are charitable, and as you say it does give an extra layer of protection. All Trustees have a responsibility to act in the best interests of their Charity, but this can be subjective, and if Trustees are thinking about a non-recreational use for a protected space, they will need to ask our Trustees for their consent. However, we firmly believe that ownership and management of green spaces should be in local hands therefore we don't interfere with recreational decisions, and things like new facilities do not require our consent. It's in our interests too to keep bureaucracy to a minimum.

Kind regards

Angela

-----Original Message-----

**From:** Rex Sadler <[rexsadler745@gmail.com](mailto:rexsadler745@gmail.com)> Sent: 11 November 2022 08:18  
**To:** Fields in Trust <[info@fieldsintrust.org](mailto:info@fieldsintrust.org)>  
**Subject:** Fwd: Carwinion Playing Fields Trust.

Dear Sirs.

I addressed this email to Terry Housden, i see he is no longer working at Fields in Trust.

Just to remind you we exchanged emails on the 19th Dec 2019 regarding the Carwinion Playing Fields Trust.

I enclose an email from the chairman of the Parish Council/ Carwinion Playing Field Trust hoping you can give some reassurance that a Deed of Dedication on Carwinion Field would give it extra protection and would not be to onerous on the administrative side.

The chairman touches on the actions of the previous Chair and Vice Chairman who convinced the Trustees except myself to give their consent to place a Parish Council office/meeting room on the Carwinion Field. It was only my action of writing two letters on following weeks to the local Falmouth Packet telling the Parish what was intended on the field that filled the Memorial Hall at the Parish Council

meeting. The Chairman had no option given the feeling in the Hall but to withdraw the application, strangely that past Chairman has relocated to N Ireland where the specially designed modular building was coming from and unfortunately the Vice Chairman had a serious stroke and passed away.

You can see my concern in insuring this sort of action dose not occur again and hope you can give some comfort to the Trustees on the Deed of Dedication.

Kind Regards.

Rex Sadler.

That's fine Rex.

Would be good to get these clarifications.

All the best Tim

Sent from my iPad

On 3 Nov 2022, at 16:56, Rex Sadler <[rexsadler745@gmail.com](mailto:rexsadler745@gmail.com)> wrote:

Thanks for this Tim, i have re-checked and nothing has come through before.

My first thought is to forward your email with a covering note from myself, would you have any objections to that.

Regards.

Rex.

On 03/11/2022 08:14, Tim Brooksbank wrote:

Hi Rex

Drafted on 10th October but not sure I pressed send!

Cheers

Tim

Hi Rex

Following our meeting last week I agreed to email you with my ongoing concerns so you can see what their response would be.

1 what is the time and cost commitment of any request for change/development.

2 has the FiT experience of working with existing Trusts such as ours?

3 as our Trust remit is limited to "recreational purposes " only, what additional limits would apply from FiT.

My current feeling is that our Trust's obligations are already sufficient but I do accept your point that it was a close call when previous Chair and Vice chair tried to push through the office facility for the Parish Council on part of the land.

So final thought would be to check if there are any other changes to the Trust's rules and regulations that would give additional protection without the need for the FiT application.