

Mawnan Recreation Ground AKA

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 Wednesday 27th September 2023 Rendlesham Room, Mawnan Memorial Hall at 7.30pm

Agenda

1. To receive apologies for absence
2. To receive minutes from the last joint trust meeting on 5th June 2023
3. Any matters specifically arising from previous minutes
4. To circulate final drafts of the Annual Trustees reports (clerk still awaiting Charity Commission new login details to be able assess new requirements & upload)
5. To discuss current insurance quotes and agree on additional coverages necessary for the volunteer management groups.

Carwinion Trust

6. To receive details of the current financial position
7. To discuss the working and set up of the Trust and expectations for the self management group (this may include a report from the K. Bate and touch on formalising agreements with Football & Cricket clubs).
8. To receive any updates from the MUGA Project Team
9. Status of other ongoing project works (Pavilion Refurb)
10. Request by the Administrator to get Stephens Scown to undertake the registration of Carwinion Field.

Junior Playing Field

11. To receive details of current financial position.
12. To discuss the position as relating to the volunteer working group
13. To discuss quotes received for zipwire works, replacement benches
14. Public comments or matters of concern - Questions can be asked to the chairman but may not be answered at this meeting

Associated papers - Joint Agenda

- Item 2 - draft minutes attached
- Item 3 – matters arising:
- Item 5 - quotes for Carwinion Field & JPT. These DO NOT include cover for either of the “volunteer groups” – this would need to be bought separately. The Carwinion Trust now includes buildings cover for the whole pavilion/MCA Hall – it does not cover operational costs.
- Item 7 - We have had a training session with Sarah Mason discussing the structure of the Trusts and how they are being managed. It is felt by some that this now needs a proper and full legal investigation to ensure we are all being covered in case of any accident or legal claim.
- The self management group (Carwinion) is still yet to adopt any formal Terms of Reference and does not appear to be having official meetings taking place. The JFP Parents Volunteers have made no contact with anyone involved since their meeting in late July, when their Management Plan was responded to by the Administrator/ Mrs Bate.
- Similarly neither football or cricket have any formal agreements with the Trust for use of the field or its facilities. It has been recommended that these be done in some format to cover us.
- Item 8 – report on any updates from the MUGA project.
- Item 9 - works to the changing room and kitchen are currently taking place, overseen by K Bate & Fox Construction.
- Item 10 - following on from issues with FA and the ‘true’ ownership of the field the Administrator has been attempting to complete the first registration forms (FR1 & DL1) for Land Registry by, since she is not a conveyancer and this is a Trusts submission (where the PC is possibly the final landowner) she feels it would be better to have this handled professionally, even though there is still a 24 month processing delay. A rough cost of £250-350 has been quoted by Stephens Scown for this.
- Item 12 - to date only 1 meeting in later July has been undertaken by Mrs Bate with the volunteer group, at which time they produced a ‘Management Plan’ which the Administrator responded to (attached). There has been no contact since then. Mrs Bate has tried to ask that members of this group attend tonight.
- Item 13 - quotes for the zipwire works from B Sanders have been reissued. Alternative quotes were to be sourced by the Volunteer group, but nothing has been passed along. If the zipwire is to be repaired this needs doing asap. Similarly, replacement seating has been looked into (recycled material, with a 25 year guarantee) and a basic quote for 2 picnic benches & a seat is attached. Other cheaper options – such as creating bespoke seating with gabion crates & recycled board tops could be looked into.
- Quotes for replacement fencing for the boundary to the Bowling Club is being sourced – but it seems the wire fencing is being damaged as children attempt to get over it as a shortcut. A stronger fence may be necessary.

Mawnan Recreation Ground AKA

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 THE MAWNAN PLAYING FIELD TRUSTS ANNUAL GENERAL MEETING HELD ON WEDNESDAY 5TH JUNE 2023 AT 7.00PM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL,

Present: Mr T Brooksbank (chair), Mrs G Morris, Mr R Reid, & Mrs J Whibley,

Apologies: Mrs M Bate, Mr G Potter & Mr R Sadler

Also Present: Administrator (parish clerk), Mr K Bate (MCA), Mr M Ley (cricket) & Mr R Stevens (football)

195.23 **To receive apologies for absence** - Mrs Bate, Mr Potter & Mr R Sadler

196.23 **Information on the Annual Trustees reports for the Charity Commission, including end of year accounts.**

The Administrator explained that she had drafted the statutory information required for the Trustees report but was still awaiting the agreed input from Trustees for the sections on *Achievements + Future Plans*. She agreed to circulate the reports again and would expect some input – however brief- from Trustees asap. Until the reports were ready the additional requirements needed for the Charity Commission Annual Return could not be established, but would likely need assistance on what to include.

197.23 **To discuss priorities from the community for the upcoming year for both playing fields**

With the exception of those projects already underway there did not appear anything to add.

MINUTES OF THE JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST TO BE HELD CONCURRENTLY ON WEDNESDAY 5TH JUNE 2023 IMMEDIATELY FOLLOWING THE TRUSTS AGM IN THE RENDLESHAM ROOMS, MAWNAN MEMORIAL HALL

198.23 **To receive apologies for absence** - Mrs Bate, Mr Potter & Mr R Sadler

199.23 **To receive minutes from the last joint trust meeting on 6th March 2023**

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

RESOLVED that the minutes of the meeting held on 6th March 2023 now be approved and signed by the Chair

on a vote being taken this matter was approved unanimously

200.23 Any matters specifically arising from previous minutes

Mrs Whibley said that a visit to the Preschool by herself, Mrs Morris & Mr Reid had happened in late April and that they were very impressed, not only by the facilities but the commitment to the children's learning and positive interaction shown by the staff in attendance. It was good to see such a facility flourishing in our community. It was agreed that there was nothing that the Trust needed to do other than continue keeping communications open between the two groups.

Carwinion Trust**201.23 To officially receive the end of year financial position and statutory sections of the Annual Trustees Report**

It was agreed to amend the header line on the financial statement to read 'Carwinion Playing Field Trust'

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

RESOLVED that the End of Year financial position (£15,241.29) be accepted as a true record

on a vote being taken this matter was approved unanimously

202.23 To receive details of the current financial position

The current position was noted, as was the fact that there are a number of projects that would eat into this on the immediate horizon. There was also discussion on how much Parish Council grant money went into the Trust and at what point the funds for grass cutting were taken out (there were paid by the PC from that initial grant allocation with the remaining funds split and transferred twice yearly to the Trust).

203.23 Issues arising from the FA grant application made by Mawnan AFC in relation to the changing room refurbishments

Mr Brooksbank reported that he had been talking to L Pryn of the Football Club as the FA did not appear to be happy with the stated ownership of the field (Trust or PC), since the site remains unregistered. Final agreements, after clarification by Stephens Scown, was that commitment letter come from the Mawnan Recreation Ground and give Mr Brooksbank & Mrs Clements (the administrator) as signatories. It was confirmed that in this instance signatory means contact and there would be no additional financial contribution required of either the CPFT or Parish Council.

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

RESOLVED that the amended letter to the FA and the stated 'signatories' be accepted and sent onto Mawnan AFC

on a vote being taken this matter was approved unanimously

204.23 To receive a report from the Self Management Group

Mr Bate said that there had been no formal meetings of the Self Management Group (SMG) but rather some information discussions had taken place. It was felt that the circulated Terms of Reference were too official and much more that the group expected to be taking on as a 'working group' Mr Brooksbank said it was necessary to set clear boundaries as to what was expected; Mr Bate though it was more there to get things done.

Mr Moyle asked that all members be sent out the Terms of Reference as they stood since currently they had no idea what they were; because they were a discussion document the Administrator had not felt it necessary to send them until there was an agreement.

Mr Bate said that once again Bob Sanders had requested permission to site a storage container on the field and that this had already been paid for as part of the Open Spaces contract. The Administrator was only aware of a container request and could remember nothing about it being included in the contract – she would contact Bob to clarify. Mrs Whibley thought that the best location would have to be to the far end of the football field, near the back as close to the hedge as possible, provide it was secure enough.

There was also a question raised about a let that had asked to use a bouncy castle. The Administrator had verified that the field insurances would not cover this and if it were to be used that a thorough check of the insurances of both the hirer and the bouncy castle owners/supplier would need to be done before hand.

Mrs Whibley asked if the field was still a 'no dogs' site stating that she had seen dog agility taking place. Mr Bate said that, with the exception of the puppy training class, there were no other sanctioned dog classes taking place and yes, the field was still signed as 'no dogs'. There was a short discussion if this was sending out mixed messages to the public but it was explained that there were robust agreements in place with the dog training organiser on areas that they could use, how they needed to be actively cordoned off during session and levels of cleanliness expected. They were a regular and necessary source of income to the MCA, were always respectful of the building & outside space and had never caused any concerns; they MCA would be loath to stop them using the venue. The Administrator also held a full set of risk assessments for the as well as a copy of their group's insurance documents.

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

The planning application is at the final stages with Simon Spear having gone through and addressed all of the issues raised with the Planning Officer, but they have unfortunately gone silent before authorisation of any form has been granted. It was suggested that maybe County Cllr Bastin could be asked to find out when it was likely?

L Prynne was also now going to be looking into funding for the MUGA and had several reports pending. It was agreed that the £10K that had been earmarked within the parish council budget would have to be agreed to annually as the PC could not just hold onto the funding indefinitely without something being shown to be taking the project forward.

There were then talks about the state of the current storage – both the lean-to shed and the steel container used by football. Both were leaking, with the container having issues with the floor failing so much that access is now limited to those individuals fully aware of its poor condition and limitations. Mrs Whibley was concerned about any liability on the existing container but an assurance that the Football Club had sufficient Public Liability and had put mediations in place to restrict access seems to address these sufficiently. Mr Reid wondered about the efficacy of splitting the planning application to get the storage through first since it was urgent and leave the MUGA application for a later date. He was also curious as to the costs of building a storage shed – Mr Bate was to review the last set of costing and revise. Although added as part of the MUGA application it was thought that it would be necessary to source funding for this as a priority –it could be that once permission is granted the store is given priority to start compliance with the planning application with the MUGA started as funding allowed later. Mr Moyle felt that buying a new steel container to address the immediate storage concerns and then selling it when it is no longer necessary might be a better option – Mr Bate felt that this would still require a concrete base to go in first (part of the planning application), so incurring additional costs.

206.23 Status of other ongoing project works

The remaining other works (repainting the gable ends and the main hall floor) had had no further considerations, since the works to the pavilion were taking precedence.

207.23 Issues raised with the administrator about 'equipment' being left

R Stevens (football) commented on the report of equipment being left out around the site – the chain harrow had been sorted, some of the general detritus removed and other items fenced round. Hopefully the downed spotlight posts would be removed from the site soon and, where possible, equipment would be pushed to the area immediately around the container – if only for consistency.

Junior Playing Field

208.23 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)

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

RESOLVED that the End of Year financial position (£2543.41) be accepted as a true record

on a vote being taken this matter was approved unanimously

209.23 To receive details of current financial position.

It was noted that extremely limited reserves could be supplemented by the sinking fund held by the PC. There was also the CIL funding that had previously been agreed to spend on zipwire repairs.

210.23 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.

Mr Moyle felt that given the tree works had been completed now that flailing of the hedge adjacent to the public footpath should be done every year to stop it growing out of hand again. The Administrator said that the equipment used at the time it was had taken a severe toll on the surface of the field, tearing up the grass and the soil, that had had to be reinstated by the contractor. It was agreed to include flailing in the next Opens Spaces cutting contract and that in future an annual flail would be sourced to take place in autumn after birds had finished nesting but before rain made the ground soft.

The Administrator expressed frustration that all the works to the site were being delayed awaiting a parents group meeting to see what they would be willing to take place. Mrs Bate had been trying to get this sorted but was facing limited success; meetings were being postponed or cancelled by the initial group so nothing had actually been agreed and therefore none of the listed remedial works even started. Planters sourced for the site to create a community growspace (seeds for easy care plants such as salads & herbs had been bought) remained in her garages as topsoil & transportation had not been followed through on, so not the area cleared was covered in new bramble/weed growth. It was suggested that Bob be asked to clear this back again.

Despite having quotes for repairs on the table in November, the zipwire remained chained up (since Sept 2022) and some more persistent users had found a way to bypass the chains and free the seat on several occasions. The chain was only meant to be a temporary method of stopping use.

It was agreed that we needed to prioritise works, rather than keep deferring, and to do that needed to know what equipment was felt to be essential to the users. As such Mrs Whibley said that she would take on contacting both the primary & preschool with a questionnaire to find out what equipment was wanted or most used but it was felt starting this conversation by saying the zipwire was going to be

removed was taking it a bit far. It was agreed to allow until the end of the month for responses and to call an early / separate meeting to discuss, rather than wait until the next quarterly meeting.

Mrs Morris then said that the fencing appears to be failing and needed restringing adjacent to the Bowling Club. The Administrator said that at this point restringing was not feasible – it had already been agreed that new concrete posts were needed and a replacement stretch of fence put in but that this too was deferred pending the meeting of a parent group last November. She did ask for it to be noted that not all of the works being needed were suitable for a volunteer group to be undertaking and that deferring the whole list of works was just making the upkeep of the field a bigger issue. It was agreed to source costs to replace the ½ stretch of the rear fence, including new concrete posts and either horse mesh, chain link or green barrier fencing (as used at the school).

211.23 Public comments or matters of concern - Questions can be asked to the chairman but may not be answered at this meeting

None noted

212.23 EXTRA ITEM REQUESTED – Carwinion Field – Fields in Trust dedication

It was agreed that since Mr Sadler had requested this item be added but was not in attendance it be deferred until the next meeting. However Mr Brooksbank felt that, because of his pending resignation, his continued feeling that the Fields In Trust dedication was unnecessary given those protections already in place and the additional layer of bureaucracy and inherent restrictions that would be applied in needing secondary permissions for works, should be minuted.

Meeting finished at 8.15pm

Mawnan Recreation Ground AKA

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 THE CARWINION PLAYING FIELD TRUST MEETING HELD ON 15TH JUNE 2023 AT 7.00PM HELD AT MAWNAN BOWLING CLUB FOR A SINGLE CONTINUATION ITEM FROM THE 5TH JUNE MEETING.

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

Apologies: Mrs M Bate

Also Present: Administrator (parish clerk)

212.23 cont. TO RECEIVE ANY FURTHER INFORMATION AND DISCUSS THE MAKING OF A FIELDS IN TRUST DEDICATION FOR CARWINION FIELD.

Mr Sadler requested that it be noted that he did not feel that this item/meeting had been called according to due process by the Administrator as he had stated in an email to the chairman on 12th June and that the public had not been given proper opportunity to review the associated papers. Mr Brooksbank (chair) said that he felt measures had been taken – all papers were available on the website and a special notice had been put onto the parish noticeboard about the public obtaining associated papers specific to this item. No other objections being made, the meeting continued.

Mr Sadler then read out his email response from Fields in Trust received on 17th November 2022 to the questions he was requested to ask at the Joint Trust meeting on 2nd November. There was then discussion on how a FiT dedication affected the working of local parks which had them. It was noted that whilst a number of local parks that had designation felt there were no problems, they had not had cause to request permissions for work. One parish that requested work at its community field had ended up having to seek solicitor's advice to sever the connection after they encountered irreconcilable issues with day to day running of their site following a failed application to modify their hall/pavilion.

Mrs Whibley asked if a Fields in Trust dedications were permanent – Mr Brooksbank said that it would need a lot of work to remove this designation once put in place. Mrs Whibley then said that it had been 3 years since this was first raised and in that time the field had only been used for sport/ amenity uses.. was the dedication in this light necessary if it only provided another layer of bureaucracy if we did need to do anything?

Mr Sadler then tabled a proposal that the Fields in Trust dedication, based on the agreement previously received, be agreed to and signed. This did not find a seconder.

There was then further discussion about any immediate threat that the field may face, what protections were already in place through the trust deed itself and if there had been any

public comments about needing additional protection – including that the members of the Trust were 'bullied' into agreeing to previous building permissions being granted on the site.

Eventually it was proposed by Mr Reid and seconded by Mr Brooksbank and **RESOLVED** that the Fields in Trusts dedication not be taken forward or be subject to any further review in the immediate future. It was also agreed that a restatement of the objectives of the Trusts be given at every AGM in future

on a vote this matter was approved with 1 objection and 1 abstention (a request for a named recorded vote was made after the motion had been voted on so was unable to be actioned).

It was agreed that the Administrator try to arrange a training session on trusts and trust management with Sarah Mason of CALC, similar to something she had done for us before, as part of the next full trusts meeting in August. It was generally felt that how the trust worked in relation to the parish council and the position of members (who were not actually Trustees) was unclear.

The next dedicated SLCC session on Trusts and Trust management was due in November – anyone wishing to take part was asked to notify the Administrator.

The meeting finished at 7.23pm

Carwinion Playing Field Trust (Reg Charity 1173925)

Annual Accounts for the Year 1st April 2023 to 31st March 2024

The Carwinion Trust has no restricted funds

		2022-3	2023-4
INCOME			
Regular activity			
	Parish Council Grants (Section 19)	£1,857.91	£685.92
	MCA groundrent	£500.00	£0.00
	pre-school rent	£2,184.00	£1,480.00
	other income	£50.00	£4.64
	Total Income	£4,591.91	£2,170.56
EXPENDITURE			
Administration			
	Insurances	£1,335.66	£0.00
	inspections/ surveys	£0.00	£0.00
	Signage	0	£0.00
Maintenance			
	cleaning	£0.00	£0.00
	grounds	£0.00	0
	repairs	£3,169.66	£1,332.24
	statutory checks	£111.36	£189.01
Misc			
	wages	£343.43	£132.76
	other expenditure	£0.00	£2,000.00
MUGA Project			
	Plans, Design, etc	£810.00	£0.00
	Works	£0.00	£0.00
Reclaimable VAT		408	£0.00
	Total Expenditure	-£6,178.11	-£3,654.01
CFW Balance		£15,565.07	£15,241.29
PLUS Excess of Income over Expenditure		-£1,586.20	-£1,483.45
unreconciled items		1262.42	£0.00
Total Current assets		£15,241.29	£13,757.84

Junior Playing Field Trust (Reg Charity 1173926)
Annual Accounts for the Year 1st April 2023 to 31st March 2024

The Junior Trust has no restricted funds

	2022-23	2023-24
INCOME		
Regular activity		
Parish Council Grants (Section 19)	£ 3,717.83	£ 1,502.31
other income	£ -	£ 1,705.55
Total Income	£ 3,717.83	£ 3,207.86
EXPENDITURE		
Administration		
Insurances	£ 1,594.78	£ -
Equipment inspections	£ 150.00	£ -
Wages (subcontracted administrator)	£ 199.15	£ 199.15
Maintenance		
Tree works	£ 2,040.00	£ -
New equipment	£ -	£ -
H&S	£ -	£ -
General maintenance	£ -	£ -
Total Expenditure	£ 3,983.93	-£ 199.15
CFW Balance at 1st April	£ 2,610.36	£ 2,543.41
PLUS Excess of Income over Expenditure	-£ 266.10	£ 3,008.71
unreconciled items	£ 199.15	£ -
Total Current assets	£ 2,543.41	£ 5,552.12