

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 15<sup>th</sup> January 2024 at 7.00pm at Mawnan Bowling Club**

## Agenda

1. To receive apologies for absence
2. To received minutes from the last joint trust meeting on 27<sup>th</sup> September 2023 & the continuation meeting on 15<sup>th</sup> June 2023
3. Any matters specifically arising from previous minutes
4. To agree date for the Trusts AGM 2024.
5. To discuss the drafting of the Annual Trustees report(s)

### Carwinion Trust

6. To receive details of current financial position. To include any comment on changes needed to the combined Open Spaces contract, due for discussion at the 18<sup>th</sup> January PC meeting.
7. Annual MCA rent offsetting discussion - based on the January 2024 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 & position of funding)
10. Status of the pavilion refurbishment works & and other ongoing/potential works.

### Junior Playing Field

11. To receive details of current financial position.
12. To receive a report from the Volunteer Steering Group on the current status of refurbishment plans. Request to hand on the unused purchased planters & seeds to be considered.
13. To discuss general maintenance of the site not within the remit of the VSG - inc. replacement of gates/ closures & 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 - including continuation minutes from 15.6.23
- Item 3 -
- Item 4 - usually included at the beginning of the May/June meeting – are we happy with this?
- Item 5 - this does not appear to be able to be submitted until October at the earliest. Example of the new questions (as answered for the CPFT) attached. It might be good if a Trust member was also available to view as they are submitted next time.
- Item 6 -

**CARWINION PLAYING FIELD TRUST YEAR END BANK RECONCILIATION**  
**LLOYDS TSB - TREASURERS ACCOUNT 01/04/23 to 31/03/24**

**BANK STATEMENT**

Brought Forward Chequebook Balance	<b>£15,241.29</b>
Payments In - Credited	<b>£3,428.56</b>
Payments - Debited	<b>-£4,893.31</b>

**PROJECTED (CHEQUEBOOK) BALANCE****£13,776.54****UNPRESENTED CHEQUES****£0.00****CHEQUEBOOK plus UNPRESENTED CHEQUES****£13,776.54****BANK STATEMENT**

Statement Balance	<b>Reconciled</b>	<b>£15,981.29</b>
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Statement Date	Credits	Debits	Balance
	£3,428.56	£4,893.31	£15,241.29
31.3.23	£740.00	£0.00	£15,981.29
18.5.23	£0.00	£335.34	£15,645.95
19.6.23	£4.64	£0.00	£15,650.59
14.7.23	£740.00		£16,390.59
13.9.23	£0.00	£2,000.00	£14,390.59
13.10.23	685.92	£2,425.65	£12,650.86
13.11.23	£500.00		£13,150.86
1.12.23	£758.00		£13,908.86
1.1.24		£132.32	£13,776.54
			<b>£13,776.54</b>
<b>Total</b>	<b>£3,428.56</b>	<b>£4,893.31</b>	

<b>BALANCE AS OF 31/3/24</b>	<b>£13,776.54</b>
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- Item 7 - MCA invoice for the 6 months to March 2024. We agreed that small works to the fabric of the building paid for by the MCA themselves, as opposed to being referred to us as the Landlord , would be offset against this rent invoice provided appropriate invoices were provided for discussion. These have been requested from K Bate for this meeting.
- Item 8 - unsure if/when the Self Management Group last officially met. A report from K Bate (as elected chair) has been requested. Mr Sadler & Mr Reid are looking to arrange a SMG meeting in the very near future to discuss.
- Item 9 - as above, unsure about group meeting information. Progress report requested from K Bate.
- Item 10 - works almost complete (if not now finished). Visit to the site to see the refurbishment suggested – liaise through KB.
- Item 11 -

### **JUNIOR PLAYING FIELD TRUST YEAR END BANK RECONCILIATION LLOYDS TSB - TREASURERS ACCOUNT 01/04/22 to 31/03/24**

#### **BANK STATEMENT**

Brought Forward Chequebook Balance	<b>£2,543.41</b>	
Payments In - Credited	£3,207.86	
Payments - Debited	£1,604.41	
	<b>£1,603.45</b>	
<b>PROJECTED (CHEQUEBOOK) BALANCE</b>		<b>£4,146.86</b>
<b>UNPRESENTED CHEQUES</b>		<b>£0.00</b>
<b>CHEQUEBOOK plus UNPRESENTED CHEQUES</b>		<b>£4,146.86</b>

#### **BANK STATEMENT**

Statement Balance	<b>Reconciled</b>	<b>£4,146.86</b>
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Statement Date	Credits	Debits	Balance
	£3,207.86		£2,543.41
30.5.23		£199.15	2344.26
31.8.23	£1,705.55		4049.81
29.9.23	£1,502.31		5552.12
9.11.23		£1,069.38	4482.74
3.1.24		335.88	4146.86
<b>TOTAL</b>	<b>£3,207.86</b>	<b>£1,604.41</b>	

<b>Balance as of 31/3/2024</b>	<b>£4,146.86</b>
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Item 12 - report on works / funding progress requested. The SVG have been advised of this meeting and will hopefully have a report ready.

Item 13 - report on existing needs for works outside of the VSG remit – hopefully fencing repairs have been undertaken and the zipwire repairs will be done (weather dependent). Until the VSG have a plan of works they are considering it will be difficult to manage or plan for general works as they might conflict each other.

The Administrator is to undertake an online playground inspection training session to cover the 'visual inspections' aspect done weekly. There is still a request on the table that R Sanders take over the monthly operational checks (and thus, immediate repairs) as finding a suitable course for the Administrator is almost impossible.

Mawnan Recreation Ground AKA

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Registered Charity 1173926

## MINUTES OF THE JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST MEETING HELD AT 7.30PM WEDNESDAY 27<sup>TH</sup> SEPTEMBER 2023 IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL,

**Present:** Mrs M Bate, Mr P Moyle, Mr R Reid, Mr R Sadler & Mrs J Whibley,

**Apologies:** Mrs G Morris & Mr G Potter

**Also Present:** Administrator (parish clerk), Mr K Bate (MCA), Mr M Ley (cricket) & 2 members of the JPF Volunteers

**213.23 To receive apologies for absence – Mrs G Morris & Mr G Potter**

It was proposed by Mrs Bate, seconded by Mrs Whibley and

**RESOLVED** that Mr Sadler chair this meeting in lieu of Mr Potter

on a vote being taken this matter was approved unanimously

**214.23 To receive minutes from the last joint trust meeting on 5<sup>th</sup> June 2023**

Mr Sadler was unhappy that the continuation minutes were not listed for review, a mistake accepted by the Administrator although she had circulated when this was pointed out. It was agreed that since the members had not read them they would be held over until the next meeting.

It was proposed by Mrs Whibley, seconded by Mrs Bate and

**RESOLVED** that the minutes of the meeting held on 5<sup>th</sup> June 2023 now be approved and signed by the Chair

on a vote being taken this matter was approved unanimously

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

Mrs Whibley said that the questionnaire mentioned as part of item 210 had not been done as actions with the JPF Volunteers had overtaken this. B Knowles (volunteer) had said that this might be something that they would look to undertaken in addition to the conversations being had with users/parents. A proper questionnaire about what is used or what is wanted might be useful at some stage.

**216.23 To circulate final drafts of the Annual Trustees reports (clerk still awaiting Charity Commission new login details to be able assess new requirements & upload)**

The Administrator explained that although complete both annual reports were still awaiting upload as the new format of the Charity Commission said they could not be done before Xmas. She was regularly checking to make sure that they could be done ASAP. New accounts had been created for both Trusts. Copied of the reports would be made available on the PC website (Playing Fields page) so the public could review.

**217.23 To discuss current insurance quotes and agree on additional coverages necessary for the volunteer management groups.**

Quotes received by the Administrator were discussed. She made it clear that these were for the Trusts itself (member liability, Public Liability, assets etc.) and not for the management groups, as unless they were formally constituted she had problems with secondary cover unless 'actively managed' by a member.

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

**RESOLVED** that the quote for £1106.98 from Clear Insurance Management be accepted for the CPFT insurance

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

**RESOLVED** that the quote for £1069.38 from Ensleigh be accepted for the JPFT insurance

on a vote being taken both these matters were approved unanimously

(It was agreed to alter the running of the meeting, covering the JPF items first to allow the volunteers in attendance to leave when they were completed, rather than waiting through the CPF items)

**Carwinion Trust**

**218.23 To receive details of the current financial position**

The current position of £13,757.84 was noted.

**219.23 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).**

Mr K Bate reported that the Self-Management Group had not met but were all concerned with the scope & limitations that the Terms of Reference document drafted by Mr Brooksbank earlier in the year would place upon them as volunteers. It was agreed that there be an informal meeting to go through the Terms of Reference and a similar documents sourced by the Administrator, which she would forward to all parties, to draft up some form of Agreement of Undertaking acceptable to both parties. Mr Reid [& Sadler] would be in attendance. It was hoped that similar agreements with the teams/ regular user groups could be discussed if this progressed.

Mr Reid was anxious that we get proper and legal explanations of how the Trusts should be being run, feeling that the current structure, and proposals for a management team, was against the constitution. Despite training with Sarah Mason (CALC) there were still too many unanswered or contradictory questions. He asked if we could arrange to get a legal review by Roger Taylor (Wellers Law & SLCC/CALC recognised expert) done to clarify the position. The Administrator said that she had already made a request for some bespoke training and/or a clarification if we needed an 'introduction' to Roger made via CALC. How this progressed would be forwarded to members via email for an agreement on, rather than waiting for the next meeting.

**220.23 To receive any updates from the MUGA Project Team**

Mr K Bate (MCA) reported back that one of their members was now actively looking into various grant funding streams for this project. There was no official update of the state of the planning application but S Spear(agent) was of the feeling that the planning application was 'a done deal' with all the issues arising from the ECB having been addressed with the removal of the fixed practise nets from the plans. It was agreed that the store be prioritised as the lean-to and containers were now in an extremely poor state and would be unlikely to see through another winter. The suggestion of buying/ leasing a small container for emergency use was mentioned.

**221.23 Status of other ongoing project works (Pavilion Refurb)**

Works to the pavilion were well over half way through with plastering was taking place this week. Use of one of the changing areas had tried to be maintained for match use at least but hopefully arrangements could be made in late October with the League for a window of away fixtures to give time for plumbing and flooring works to be done throughout. Volunteers within the users groups who had helped out with electrical and plumbing works were thanked for this assistance. Works to the toilets were now being considered as they, along with the building entrance itself, were not disabled compatible.

**222.23 Request by the Administrator to get Stephens Scown to undertake the registration of Carwinion Field.**

The Administrator explained that, being a first application, this this needed more specific knowledge than she had an would be better off in the hands of an expert, given that application take upwards of 2 years to go through – and that's without the confusing situation with ownership.

It was proposed by Mr Sadler, seconded by Mrs Whibley and  
**RESOLVED** that Stephens Scown be asked to complete the first registration of the Carwinion Playing Field as an asset of the CPFT

on a vote being taken this matter was approved unanimously

**Junior Playing Field**

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

The current position of £5,552.12 was noted. Additional to this would be the first part of the PC grant for 22-23 (banked last week) and the insurance premiums agreed earlier.

**224.23 To discuss the position as relating to the volunteer working group**

Mr Sadler was pleased to see members from this group in attendance and actively putting forward questions and ideas.

The Administrator explained that it appears that a discussions document from the first group meeting had not been circulated to all members of the JPF Volunteers, so whilst she was expecting information and quotes back from them tonight they were unaware that this was pending. Thus the confusion with some aspects being discussed. It was agreed that the Administrator send via email the discussion document for circulation and that another meeting with Mrs Bate & Mrs Whibley try to be arranged. The Volunteers seemed eager to start fundraising and applying for grants but were slightly unsure exactly what scope, commitment and funding was already available to being any works.

The Administrator was to make contact with the members of the Volunteers to forward information on CIL/ CLUP funding possibilities and, if possible, contact details from other parishes who had been successful in obtaining grants (Mylor/Budock).

**225.23 To discuss quotes received for zipwire works, replacement benches**

It was discussed and agreed that works to the zipwire should proceed ASAP, with quotes from South West Play Inspections accepted for both the zipwire cableway and grass mat accepted.

It was proposed by Mr Reid, seconded by Mr Sadler and  
**RESOLVED** that the quotes from SWPI for zipwire refurbishments totalling £3065 +VAT be accepted and works commence ASAP. This would be taken from CIL funds as previously agreed.

on a vote being taken this matter was approved unanimously

It was however agreed that the volunteers have a say in what seating/ benches were purchased, depending on their redevelopment proposals. It was proposed that the Administrator hold fire on purchasing benches (up to £1000 as previously agreed) to allow the volunteers time to discuss, although this was a priority matter.

Quotes for the replacement of the boundary fencing with the Bowling Club were proving difficult to obtain, many contractors being extremely busy at present, although the Administrator did have 1. The Administrator said that the majority of the damage was happening in the area immediately behind the football goal as balls were retrieved from the Bowling Club when kicked over the hedge and asked if a gate/ gap could be put in to stop this happening in future – this was refused. Modification to the scope of the quotes being requested were then made again – changes to material, length and height were all put forward by Mr Moyle. It was agreed that Mr K Bate would send details of commercial grade fencing options to be reviewed/ included before any further quotes were sourced.

Mr Sadler asked about the trimming of the hedge along the footpath – the Administrator said that this was in hand with a local farmer just costing up – Mr Sadler then added an additional requirement for 'facing up' works to the outside hedge at Carwinion Field and various topping off of internal hedges.

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

Meeting finished



Mawnan Recreation Ground AKA

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## **MINUTES OF THE CARWINION PLAYING FIELD TRUST MEETING HELD ON 15<sup>TH</sup> JUNE 2023 AT 7.00PM HELD AT MAWNAN BOWLING CLUB FOR A SINGLE CONTINUATION ITEM FROM THE 5<sup>TH</sup> 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 12<sup>th</sup> 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 17<sup>th</sup> November 2022 to the questions he was requested to ask at the Joint Trust meeting on 2<sup>nd</sup> 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

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# Charity Commission Annual Return 2023

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MAWNAN RECREATION GROUND

Charity registration number: 1173925

**Most of the information you give in this form will become publicly available on the Register of Charities. Any field that the Charity Commission will not display will be clearly marked.**

**This document is a record of the information provided in the Annual Return 2023.**

## PART A - Charity information

### Financial period

Financial period start date

01/04/2022

Financial period end date

31/03/2023

### Income and spending

**Income £**

£ 4,592

**Spending £**

£ 4,916

### Number of contracts from government

**How many contracts (other than grant agreements) did your charity receive from central government or a local authority during the financial period for this return?**

0

### Number of grants from government

**How many grants did your charity receive from central government or a local authority during the financial period for this return?**

1

### Value of grants from government

**What was the total value of the grants received from central government or a local authority during the financial period for this return?**

£ 1,858

### Income breakdown

**Donations and legacies (excluding Endowments Received)**

£ 1,858

**Charitable activities**

£ 2,734

**Other trading activities**

£ 0

**Investments**

£ 0

**Other**

£ 0

**Grantmaking**

**Is grant making the main way your charity carries out its purposes?**

Yes

**Recipients of grants**

Please round all figures to the nearest pound (do not enter decimal points or commas).

**Individuals**

£ 0

**Other charities**

£ 0

**Other organisations that are not charities**

£ 0

**Trustee payments**

**Excluding out of pocket expenses, for what were any of the trustees paid during the financial period for this return?**

e. None of the trustees have been paid

**Did any of the trustees resign and take up employment with your charity in the financial period of this return?**

No

**Income from outside the UK**

**Did your charity receive income from outside of the United Kingdom in the financial period of this return?**

No

**Delivering activities outside the United Kingdom**

**Did your charity deliver charitable activities outside of the United Kingdom in the financial period of this return?**

No

**Spending outside England & Wales**

**Did your charity spend funds outside of the United Kingdom in the financial period of this return?**

No

**Total Spending outside England & Wales**

£

**Trading subsidiaries**

**Does the charity have any trading subsidiaries?**

No

**Charity contact details correct**

**Is the contact address displayed from the Register of Charities, correct?**

Yes

**Charity headquarters details correct**

**Is this the same address that you use as your charity's administrative headquarters?**

Yes

**Charity contact address**

**Address Line 1**

The Parish Offices, c/o MS Electrical

**Address Line 2**

The Square

**Address Line 3**

Mawnan Smith

**Address Line 4**

FALMOUTH

**Address Line 5**

**Postcode**

TR11 5EP

**Country**

**Charity Headquarters address**

**Address Line 1**

The Parish Offices, c/o MS Electrical

**Address Line 2**

The Square

**Address Line 3**

Mawnan Smith

**Address Line 4**

FALMOUTH

**Address Line 5**

**Postcode**

TR11 5EP

Country

### Membership type

**Is the charity part of a wider group structure with a parent body and subsidiary bodies?**

no, the charity is not part of a wider group structure

### Employment contract types

**People were permanently employed by your charity**

0

**People were on fixed-terms contracts with your charity**

0

**Self-employed people were working for your charity**

0

### Governance policies

**Internal charity financial controls policy and procedures**

No

**Safeguarding policy and procedures**

Yes

**Financial reserves policy and procedures**

Yes

**Complaints policy and procedures**

Yes

**Serious incident reporting policy and procedures**

Yes

**Internal risk management policy and procedures**

Yes

**Trustee expenses policy and procedures**

No

**Trustee conflicts of interest policy and procedures**

Yes

**Investing charity funds policy and procedures**

No

**Campaigns and political activity policy and procedures**

Not applicable

**Bullying and harassment policy and procedures**

Yes

**Social media policy and procedures**

Not applicable

**Engaging external speakers at charity events policy and procedures**

Not applicable

## Safeguarding

**Has your charity provided services to children and/or adults at risk in the financial period of the return?**

Yes

**a. All required standard DBS checks have been obtained**

Not applicable

**b. All required enhanced DBS checks have been obtained**

Not applicable

**c. All required enhanced with Barred List(s) DBS checks have been obtained**

Not applicable

**d. DBS checks are not required other than Basic DBS checks**

Yes

## External risk and impact

**Donations**

Unknown

**Other income - grants**

Unknown

**Other income - contracts**

Unknown

**Other income - investment**

Unknown

**Expenditure on charitable activities**

Unknown

**Expenditure on overheads**

Unknown

**Number of volunteers**

Unknown

**Number of employees**

Unknown

**Number of trustees**

Unknown

**Fundraising activities**

Unknown

**Capacity to deliver services**

Unknown

**Total service demand**

Unknown

## Volunteers

**Excluding trustees, provide an estimate of the number of volunteers who carried out charitable activities on behalf of your charity in the United Kingdom during the financial period of this return?**

2

**Any information you give us will be held securely and processed only in accordance with the rule on data protection. We will not disclose your personal details to anyone unconnected to the Charity Commission unless:**

- **you have consented to their release; or**
- **we are legally obliged to disclose them; or**
- **we regard disclosure as either (a) necessary so that we can properly carry out our statutory functions or (b) necessary in the public interest.**

**We may share and disclose information about you with relevant public authorities, regulatory bodies and agencies, outside the Charity Commission but only if:**

- **we can lawfully do so; and**
- **we decide that disclosure is necessary for national security, crime detection, prevention, and law enforcement, or other issues in the public interest**

**Information we collect about you**

**We will use this information:**

**To enable us to carry out our statutory functions and duties;**

**This will include the following actions:**

- (a) update, consolidate, and improve the accuracy of our records;**
- (b) undertake crime detection and prevention and law enforcement and assist the third parties specified above to investigate or prevent crime and carry out law enforcement;**
- (c) data analysis, testing, research, statistical and survey purposes**

**Information we receive from other sources.**

**Information we receive from other sources**

**We may combine this information with information you give to us and information we collect about you.**

**We may use this information and the combined information for the purposes set out above (depending on the types of information we receive).**

**We will ensure that any such disclosure and use is proportionate; considers your right to respect for your private life; and is done fairly and lawfully in accordance with the data protection principles of the Data Protection Act.**

**The Data Protection Act 1998 regulates the use of 'personal data', which is essentially any information, however stored, about identifiable living individuals.**

**As a 'data controller' under the Act, the Charity Commission must comply with it. Any changes we may make to our privacy statement in the future will be set out in the replacement version of this form.**

**Please check back frequently to see any updates or changes to our privacy policy.**

**This annual return has not been submitted and no Declaration has been made**