

Mawnan Recreation Ground N/A

Carwinion Playing Field Trust

Carwinion Road, Mawnan Smith, TR11 5JA
Registered Charity 1173925

Mawnan Junior Playing Field Trust

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

MINUTES OF THE JUNIOR PLAYING FIELD TRUST & CARWINION PLAYING FIELD TRUST MEETING HELD ON WEDNESDAY 6TH MARCH 2024 AT 7.00PM AT MAWNAN BOWLING CLUB

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

Apologies: Given to the Administrator - Mrs G Morris & Mr G Slater. Apology given on behalf of Mr Moyle

Also Present: Administrator (parish clerk), Mr M Ley (cricket) + Shiona Biggins, (JPF VSG)

241.24 To receive apologies for absence

Mrs Morris & Mr Slater + Mr Moyle. Mr K Bate (MCA) also offered apologies.

242.24 To received minutes from the last joint trust meeting on 15th January 2024

It was proposed by Mrs Whibley seconded by Mr Sadler and

RESOLVED that the minutes of the meeting held on 15th January 2024 now be approved and signed by the Chair

on a vote being taken this matters was approved unanimously

243.24 Any matters specifically arising from previous minutes (pavilion site visit & group meeting)

A site visit to the newly refurbished Carwinion Field Pavilion was undertaken by those in attendance tonight. The works done up there were of an impressive standard and gives the premises a new life. Overall this was a superb project and well managed by the Football Club, to whom a resounding thanks was given. Thanks were expressed especially to Mr Bate and Mr Pryn for sourcing the grant funding to undertake the works and managing the project through to completion.

Re: boundary cutting (item 229/ Jan minutes) Mr Sadler said he was unable to secure cutting but that even if he had the field was too wet to be driven over at the present time. The Administrator was tasked to get quotes for the works – initially asking the current contractor if he could do the works asap. It was felt that the likelihood of nesting birds on this stretch of hedgerow would be negligible for the next few weeks.

244.24 To discuss the drafting of the Annual Trustees report(s)

The Administrator highlighted those sections of the reports that needed input and made it clear that there was a strong possibility that she would not be around to complete these at End of Year, given her resignation.

Once again only vague suggestions for inclusion noted from the members, with no specific wording and it was once again decided to leave this with the Administrator to 'flesh out'.

245.24 To consider any information and/or feedback from training on charitable trusts or the search for a specialist solicitor.

Mr Potter said that he would forward on the slides from the CALA charities training session but found that it was not the most enlightening event, mainly having the slides read out by the Stephens Scown team. Mr Sadler said that the SLCC sessions he had attended with Roger Taylor of Wellers Hedley was much more informative and that he would forward both the slides and the link to the video recordings of both session to the clerk asap.

There had still been no specialist solicitor names found by Mr Reid. The Administrator said that it might be a good starting place to talk to the Memorial Hall about their constitution and management structure– as they had the process in hand having a Trust then a management group (and other subgroups). Mr Reid said that he would be happy to do this to at least get the ball rolling.

Carwinion Trust

246.24 To receive details of current financial position

It was proposed by Mr Sadler seconded by Mr Potter and

RESOLVED to accept the current CPF position of £12,284.66 in the bank, although this will change by the end of the year as the 2nd part of the annual PC grant had yet to be received.

on a vote being taken this matters was approved unanimously

247.24 To reports or updates from the Self-Management Group & the MUGA Project Team

Mr Bate was unable to attend the meeting but had sent along a brief summary of the current position:

- Changing rooms and kitchen Project complete
- Awaiting date for new fire risk assessment to be carried out to suit new layout, commissioned by JNC safety in Threemilestone
- New entrance door ordered, measured and in manufacture, awaiting delivery date
- WC conversion has been surveyed and material on order through ATG plumbing & heating
- Roof leak over window repaired last Friday by Marnick roofing, now need to allow drying out time prior to redecorations

It was noted that the current ladies WC was due for conversion for disabled use as it had more space. Since it was originally discussed based on the need of a disabled gentleman how this would affect the other toilet (would both become unisex) had yet to be confirmed.

248.24 Status of other ongoing project works

Storage shed – this was now seen as something vital for the site but costs we now in the £50K+ range and unlikely to be covered within any grant application being made for the MUGA. The Administrator once again raised the idea of a concrete prefab garage – it being large enough for the requirements of both teams and the MCA and would circulate the information she had once again for consideration.

Junior Playing Field

249.24 To receive details of current financial position.

It was proposed by Mr Sadler seconded by Mr Potter and

RESOLVED to accept the current JPF position of £3,856.86 in the bank, although this will similarly change by the end of the year as the 2nd part of the annual PC grant had yet to be received. Payment for the new bench (£237) had gone through but the Annual Inspection invoice would need to be paid.

on a vote being taken this matter was approved unanimously

250.24 To receive any reports or updates from the Volunteer Steering Group on the current status of refurbishment plans.

Two very thorough reports had been sent in by the JPF VSG to accompany this agenda, for which Shiona was thanked by the members. She then reported that the community survey was now their next focus and that the group were working with Melissa Mercer to sort this out. She mentioned that she had had a chat with Sarah Mason about funding as the child focus for CIL had already been used for the last 2 rounds and may be unlikely to continue for the next round.

Shiona agreed that some kind of area plan along with costings needs to be the next priority to allow discussion with the Trust on where and how much grant funding (and thus how much of a contribution to match fund the PC/JPF may be needed to be ready to provide) would need to be applied for to cover the project. The options of crowdfunding was briefly discussed as a possible way to raise funds, as were community events or equipment sponsorship.

She was in talks with Zelah about the inclusion of a field track, for use for walking/ cycle training, as their costs for this alone were in the region of £45K.

Mr Reid & Mr Potter asked that the amazing work being done by the VSG and their commitment to this project be noted. It was felt that they were leaving no stone unturned whilst searching for funding, even though they are not completely sure what the final intentions for the site are.

251.24 To receive the Annual Play Inspection report for 2023-24 and any reported items from the monthly operational reports from SWPSi and actions to be taken.

The Administrator highlighted those 'high risk' items that had shown up on the Annual Play Inspection – once again these seems to relate to the zipwire and the fact that the height removed it from a complete check by the inspector. Bob Sanders has confirmed that all of the works done to this meets standards and is just waiting for a let up in the weather to address the grassmat situation. There were however a number of low risk items that were more annoyances that kept recurring as they were being left pending the redesign plans of the JPF VSG.

There were mentions of the bins, which have been reported as not being emptied often enough, and the fact that one of the wooden posts was indicated to be rotting. This was part of the toilet cleaning contract and the bins were emptied weekly (usually midweek) but they seems to be being filled with large food containers (pizza/ takeaway boxes) and plastic bottles over the weekend. It was suggested that a large bin be purchased to be emptied more often, but the Administrator reminded everyone that this is not a contact waste bin, so waste is only moved to another bin for County collection. If a bigger bin is purchased we may well have to consider additional rubbish collections contracts – and if this was to happen then the idea of a bin at Carwinion might also be reconsidered.

252.24 **To discuss the ongoing general maintenance of the site**

Following on from the discussion of the Annual Play Inspection and the update from the JPF VSG the Administrator asked that a decision be made about the level of regular ongoing maintenance that should be being considered. Deferring all works pending the VSG plans was not a viable solution in the immediate future but was there any point in significant repair or replacement works to bits of current equipment that were in all likelihood going to be removed in the remodelling? Whilst there were some items – like gate closures, wooden surrounds and surface algae build-up – that could be classed as annoyances it was felt that if the Trust started spending to address all of the issues noted in the Inspection then they would potentially be superseded by the refurbishment plans in the near future and, ultimately be a waste of funds.

A decision has to be taken to decide what level of works to do to address these issues (areas of wear around current play surfaces, replacement of gates & fencing, repairs to the zipwire start platform/ramp, metal parts needing removal). Do we intend to just 'make safe' or undertake complete fixes/ replacements, as this may not be quick.

It was proposed by Mr Sadler seconded by Mrs Whibley and

RESOLVED to undertake only those minor items or repairs which would constitute a health & safety risk if left undone whilst awaiting the full design proposal being tabled, then focussing on those items which were going to remain on site.

on a vote being taken this matters was approved unanimously

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

Mr Ley asked about the Self-Management Group – was it still active and why had it not met? Although he accepted some of this had been touched on earlier in the meeting he still felt that the SMG had been left hanging. He understood that there were problems with the volunteers being asked/ expected to agree to more than they would have liked but since this had happened (in summer last year) there had been no further communication between the Trust and the SMG with the exception of the mention in the last minutes that Mr Reid & Mr Sadler were going to arrange for a meeting in the New Year- which had to date not happened.

Mr Reid said that this was due to problems with the constitution and legal set up of the Trust which could feed down to the groups left with working responsibility of not sorted out.

It was hoped that talking through the set-up for the trust & management group being used by the MMH would be a starting point and lead to a fuller understanding of how this could be taken forward to a management group for the Carwinion Field sooner rather than later.

The meeting finished at 8.20pm

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	£500.00
pre-school rent	£2,184.00	£2,238.00
other income	£50.00	£4.64
Total Income	£4,591.91	£3,428.56
EXPENDITURE		
Administration		
Insurances	£1,335.66	£1,106.98
inspections/ surveys	£0.00	£0.00
Signage	0	£0.00
Maintenance		
cleaning	£0.00	£0.00
grounds	£0.00	0
repairs	£3,169.66	£2,215.12
statutory checks	£111.36	£189.01
Misc		
wages	£343.43	£265.08
other expenditure	£0.00	£2,000.00
MUGA Project		
Plans, Design, etc	£810.00	£609.00
Works	£0.00	£0.00
Reclaimable VAT	408	£0.00
Total Expenditure	-£6,178.11	-£6,385.19
CFW Balance	£15,565.07	£15,241.29
PLUS Excess of Income over Expenditure	-£1,586.20	-£2,956.63
unreconciled items	1262.42	
Total Current assets	£15,241.29	£12,284.66

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	£ 1,069.38
Equipment inspections	£ 150.00	£ -
Wages (subcontracted administrator)	£ 199.15	£ 535.03
Maintenance		
Tree works	£ 2,040.00	£ -
New equipment	£ -	£ -
H&S	£ -	£ 290.00
General maintenance	£ -	£ -
Total Expenditure	£ 3,983.93	-£ 1,894.41
CFW Balance at 1st April	£ 2,610.36	£ 2,543.41
PLUS Excess of Income over Expenditure	-£ 266.10	£ 1,313.45
unreconciled items	£ 199.15	£ -
Total Current assets	£ 2,543.41	£ 3,856.86