

# Carwinion Playing Field Trust

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

## Meeting of the Carwinion Playing Field Trust

**Monday 9<sup>th</sup> June 2025 at 7.00pm at Mawnan Memorial hall- Rendlesham Room.**

### Minutes

1. To receive apologies for absence
  - a. None, Cllr Moyle arrived at 7.08pm
2. Approve minutes from previous meeting
  - a. Cllr Whibley didn't attend but wanted it to be noted that she had given notice of her absence in advance.
  - b. There was a small discussion about the word 'stanking'. Cllr Moyle clarified it means 'making a mess with your feet'. Cllrs decided to change it to 'poaching' which is the correct term.

**Cllr. Potter PROPOSED, Cllr. Biggin SECONDED, RESOLVED to accept minutes. All in favour.**

3. Discuss ownership of Carwinion Playing Field
  - a. Leon had asked for clarification for a grant application to the Football Association/ Football Foundation for a new shipping container.
  - b. The land has not been registered at the Land Registry as previously advised.
  - c. Only record, along with conveyance dated 1939, is a letter from Tim Brooksbank from a previous grant application.
  - d. The conveyance is between the Parish Council in Mawnan, not the CPFT.
  - e. Admiral Rogers paid for it in 1939 and the PC paid him back.
  - f. The trust documents need to be reworded because the Parish Council is currently the only trustee and more trustees are required to be truly quorate. Legal advice and work is needed for this.

**Cllr. Potter PROPOSED, Cllr. Morris SECONDED, RESOLVED to, with all evidence pointing to trust ownership, continue wording documents as such but the administrator is to start the process of changing the governing documents and registering the land in the name of CPFT. All in favour.**

**ACTIONS:**

- Register land at Land Registry to the CPFT, check pending applications.
- Clerk to rewrite letter with some amendments which will suffice for immediate grant apps. Letter must state that Mawnan Recreation Ground, known as, CPFT.
- Clerk to get a legal quote for work required on the trust governing documents and to ask CALC how other parish councils deal with trusts.

4. Discuss the CCF application for public consultation

- The advice from the CCF is to apply for funding of £15k or less as they are prioritising applications for £15k and under.
- The quote from Mei Loci to do the vision and masterplan is £14,950.
- The university will design the survey for the community engagement which, the quote for which is £6042 which will need to be paid for out of the CPFT as match funding. There will also be additional costs for getting the survey into the hands of every household in the parish- printing, delivery etc. This is likely to be in the region of £2000 if the decision is made to post out a survey to every property.
- This links to the council's response from Stephen Morgan about the adjacent field stating the council will be reletting the field but with a clause added which means the field in question can be removed from the tenancy at any time. The council, before giving us a quote for the land, require proof of a public consultation to show the parish's want and need for the field. Hence why the academic level survey adds extra weight and authenticity to the survey.
- It is advantageous to have independent people from outside the community conducting the consultation and the survey.
- The parish council will be responsible for data entry for any paper entries/ responses to the survey.
- There was a discussion about if the survey needs to go to every household via Royal Mail or if the PC publicise it, have hard copies in the office, a QR code etc. With every property in the parish paying for the field through their council tax it was concluded it is correct to consult the entire parish via royal mail post out.
- Survey must set out intent for field and options of how to purchase it.

**Cllr. Moyle PROPOSED, Cllr. Potter SECONDED, RESOLVED that the Trust gives permission for the PC proceed with the CCF application with quoted figures and the Trust gives the PC permission to carry out the consultation and to develop a masterplan and the Trust will pay the match funding for University survey design costs and Royal Mail costs. All in favour.**

ACTIONS:

- Check if university quote will have VAT on it.
- Get CCF grant in asap.
- Quote from Mei Loci on website but only with local examples.

5. Discuss financing university led public survey from CPFT funds

- a. As minutes above
- 6. Adjacent field update
  - a. As minutes above
- 7. New Memorial Bench
  - a. A new bench may be required in memory of another player who has passed away recently.
  - b. Any new benches are only staked down so can be moved in future.
  - c. Initially it should go in the same area as the other bench that has recently been installed in memory of Ian Grant.
  - d. Style needs to be the same as the previous one.
  - e. The trust agree in principle and are happy for the Parish Council to approve but the family of the deceased need to ask directly and it must be made clear it may be moved in the future.
- 8. Accounts
  - a. There has been no invoicing for a year due to the change in Parish Council clerks. The Pre-school and MCA have now been invoiced.
  - b. The pre-school have paid 3 terms at once and there is £1500 due from the MCA for 1.5 years.
  - c. There is an arrangement for the MCA to offset any rent with works they do to the hall.
  - d. All agree any work must be pre-approved before it is done.
  - e. There was a discussion about groups using the field needing to finance their hobbies rather than the parish finance them.
  - f. The accounts will be submitted to the charity commission in December.
  - g. The parish council has footed the bill for the trust insurance over the last 12 months and this needs to be noted. Next year, it should be looked at getting an insurance policy for all green/ recreational spaces included in the PC insurance rather than having 3 different policies.
  - h. There has been no S19 grant from the PC to the trust in 24/25. This is offset because the trust has paid the insurance and the fire check. The reason for the grant historically has been because the trust has no income so the Parish Council gives them an income. This needs to be reviewed.
  - i. If the parish council does acquire the adjacent field more consideration needs to go into how financing works for both fields.

**Cllr. Stabbins PROPOSED, Cllr. Morris SECONDED, RESOLVED to accept accounts with changes to be done noted. All in favour.**

**ACTIONS:**

- Pre-school rent is mis labelled as the MCA rent- needs to be changed. Need to learn more detail. Where do the bar takings go?

- Look at historic grants from the PC to the CPFT.
  - Change date at top of sheet.
  - Look at lease details to see if offsetting agreement is written down. Do the MCA have income from the people using the building?
9. Financing options- discuss taking out a working board loan for field purchase
- a. Taking out a loan to buy the field would need to be suggested to the community. It would be taken out by the PC, not the Trust. The Trust and PC need to be made aware of the cost of any potential field purchase so it can be put in a public consultation or a heavily publicised parish council meeting.
  - b. Along with a potential loan, fundraising options from parish residents need to be explored- legacy donations etc.
  - c. A permanent fund could be set up but the workload of creating a whole strategy and executing it for fundraising is not something the parish clerk could take on or has capacity for.
  - d. How Ede proceeded- when they bought a green space for their community- is detailed in a document the Trust has a copy of and is a good blueprint for how to proceed.

Meeting concluded at 7.38pm.

Signed by.....

Position.....

Date.....