

Carwinion Playing Field Trust

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

Trustees Annual Report

1st April 2023 to 31st March 2024

Registered Address: Memorial Hall
Sampys Hill
Mawnan Smith
TR11 5EW

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	05.06.23	15.6.23 cont.	27.9.23	15.1.24	06.03.24
Councillor Maureen Bate	Ap	Ap	✓	✓	✓
Councillor Tim Brooksbank	✓	✓			
Councillor Georgena Morris	✓	✓	Ap	✓	✓
Councillor Philip Moyle	---	✓	✓	---	✓
Councillor Guy Potter	Ap	✓	Ap	✓	✓
Councillor Robert Reid	✓	✓	✓	✓	✓
Councillor Rex Sadler	Ap	✓	✓	✓	✓
Councillor Gary Slater				✓	
Councillor Jackie Whibley	✓	✓	✓	✓	✓
Councillor Shiona Biggin			✓	✓	✓
Councillor Manice Stabbins				✓	✓

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

Mrs Melissa Mercer (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 Trustee 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 24th 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 Trustee

Carwinion Playing Field Trust is solely administered by Mawnan Parish Council and as such only duly elected members of Mawnan Parish Council can act as 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 trustee).

Finances ⁽¹⁾

It should be noted that the Carwinion Playing Field Trust has combined with the Junior Playing Field & Mawnan Parish Council to enter into a single contract to provide grass cutting and maintenance services throughout that whole parish.

The annual S19 grant given by Mawnan Parish Council is used to pay for these services, with the remainder of any funds left being given to the Trust in two installments (Sept & Mar) from which they meet their own individual payments for insurances, inspections etc.

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 23- 24

The Carwinion Playing Field continues to be well cared for and regularly used by football and cricket clubs together with activities associated with the Nursery and the MCA building. There are also a number of community groups using both the MCA Hall & outside space through separate hiring agreements.

Design works for the Multi Use Games Area proceeded along with planning application which was granted and individuals were assigned to put together an application for grant funding and pursue acquisition of available grants.

The changing rooms were refurbished to a high standard and the kitchen facilities were improved, with the Parish Council acting as Trustee. This has meant a reconfiguration of players & referees changing rooms with the rarely used kitchen space being modified into something more functional for the needs of the building.

The self management group has still, unfortunately, struggled to operate fully and remains unclear as to its position in relation to the Trust including roles and responsibilities – something that we hope to rectify by creating robust Terms of Reference as soon as is feasible.

Future Plans

We will continue with the project to complete the MUGA with the priority of finalising the design and materials used along with gaining funding and starting the build later in 2024.

The MCA has expressed a desire to have a store room that can store kit more effectively. Discussions are underway to remove the wooden hut and the container and we are looking at the possibility of having a flat roofed extension in the future once the MUGA is completed.

We would also like to see the Self Management Group up and running with clear outlines as to what is expected of it and them being able to take over the day-to-day administration of the field on a more 'user-based' level.

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:

Melissa Mercer

Full name: **Melissa Mercer**

Position: Clerk

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	£3131.07
	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	£5873.71
EXPENDITURE			
Administration			
	Insurances	£1,335.66	£1,106.98
	inspections/ surveys	£0.00	£0.00
	Signage	£0.00	£0.00
Maintenance			
	cleaning	£0.00	£0.00
	grounds	£0.00	£0.00
	repairs	£3,169.66	£2,584.72
	statutory checks	£111.36	£416.92
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		£408.00	£0.00
	Total Expenditure	-£6,178.11	-£6,982.70
CFW Balance		£15,565.07	£15,241.29
PLUS Excess of Income over Expenditure		-£1,586.20	-£1,108.99
unreconciled items		1262.42	£882.88
Total Current assets		£15,241.29	£14,132.30

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.