

# Carwinion Playing Field Trust

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

## Trustees Annual Report

**1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025**

**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	04.04.24	17.02.25	26.2.25
Councillor Maureen Bate	✓		
Councillor Georgena Morris	Ap	✓	Ap
Councillor Philip Moyle	---	✓	✓
Councillor Guy Potter	✓	✓	✓
Councillor Robert Reid	✓	✓	
Councillor Rex Sadler	✓		
Councillor Jackie Whibley	✓	✓	Ap
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 24<sup>th</sup> 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 for the Trust, on behalf of the Council, as the trustee 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 <sup>(1)</sup>**

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.

There has been no annual S19 grant given by Mawnan Parish Council as the council has paid for these services along with the insurance for the Trust assets and fire alarm servicing.

## **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 Clear Insurance 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.

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 normally derived from a Parish Council grant (which covers maintenance, insurances and minor works) but in this year the Parish Council has paid for those items directly. The S19 grant will resume in the next 24 months. Other funding is the 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 24- 25**

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.

The Trust has only met 3 times this year with a gap of 10 months in between official meetings. This needs to improve over the coming 12-18 months. The parish council currently only has six members due to members leaving or retiring, therefore there is a limited capacity within the Council and Trust meetings have fallen behind in the wake of this.

The MUGA (Multi Use Games Area), despite having planning granted in the previous year, did not proceed. A grant application was successful, but there were no bids for the tender. The reasons, it is thought, for the lack of applicants was due to the short time frame of the work needing to be delivered due to grant finding deadlines, that timeframe being over Autumn and Winter which is not a good time for works to be carried out along with the specs of the tender not being correct for the area.

It has been decided that, with eyes on the future, the Trust should conduct a more thorough exercise in determining how Carwinion Field would and could be used by the community. This means facilities and future space. There is a potential opportunity for the Parish Council or Trust to acquire the 7 acre field north of the existing field which could rehome the football pitch and create a much wider, more diverse use for both fields. It has been decided that an application for funding to create, via a community consultation, a masterplan for the future of the fields. With the MUGA being the brainchild of just 16-20 members of the community, before investing anymore time or money into another proposed facility, it is vital any plans or expenditure of the Trust benefit the entire community.

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 be applying to the CCF for a grant towards creating a masterplan for Carwinion Playing Field and the creation of a survey delivered to the entire Parish seeking views on the existing usage and potential expansion of Carwinion Field.

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.

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 1<sup>st</sup> April 2024 to 31st March 2025**

The Carwinion Trust has no restricted funds

		<b>2023-24</b>	<b>2024-25</b>
<b>INCOME</b>			
<b>Regular activity</b>			
	Parish Council Grants (Section 19)	£3131.07	
	MCA groundrent	£500.00	
	pre-school rent	£2,238.00	£1526.00
	other income	£4.64	£140.00
	<b>Total Income</b>	<b>£5873.71</b>	<b>£1656.00</b>
<b>EXPENDITURE</b>			
<b>Administration</b>			
	Insurances	£1,106.98	£0.00
	inspections/ surveys	£0.00	£0.00
	Signage	£0.00	£0.00
<b>Maintenance</b>			
	cleaning	£0.00	£0.00
	grounds	£0.00	£0.00
	repairs	£2,584.72	£5088.88
	statutory checks	£416.92	£295.07
<b>Misc</b>			
	wages	£265.08	£103.21
	other expenditure	£2,000.00	£8.50
<b>MUGA Project</b>			
	Plans, Design, etc	£609.00	£0.00
	Works	£0.00	£0.00
<b>Reclaimable VAT</b>		£0.00	£0.00
	<b>Total Expenditure</b>	<b>-£6,982.70</b>	<b>£-5,495.66</b>
CFW Balance		£15,241.29	£14,132.30
PLUS Excess of Income over Expenditure		-£1,108.99	£-3839.66
unreconciled items		£882.88	£0.00
<b>Total Current assets</b>		<b>£14,132.30</b>	<b>£10,292.64</b>

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.

**Carwinion Playing Field Trust (Reg Charity 1173925)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2024 to 31st March 2024**

The Carwinion Trust has no restricted funds

	2023-4	2024-5
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£3,131.07	£0.00
MCA groundrent	£500.00	£0.00
pre-school rent	£2,238.00	£1,516.00
other income	£4.64	£140.00
<b>Total Income</b>	<b>£5,873.71</b>	<b>£1,656.00</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£1,106.98	£0.00
inspections/ surveys	£0.00	£0.00
Signage	0	£0.00
<b>Maintenance</b>		
cleaning	£0.00	£0.00
grounds	£0.00	0
repairs	£2,584.72	£5,088.88
statutory checks	£416.92	£295.07
<b>Misc</b>		
wages	£265.08	£103.21
other expenditure	£2,000.00	£8.50
<b>MUGA Project</b>		
Plans, Design, etc	£609.00	£0.00
Works	£0.00	£0.00
<b>Total Expenditure</b>	<b>-£6,982.70</b>	<b>-£5,495.66</b>
CFW Balance	£15,241.29	£14,132.30
PLUS Excess of Income over Expenditure	-£1,108.99	-£3,839.66
unreconciled items	-882.88	£0.00
<b>Total Current assets</b>	<b>£14,132.30</b>	<b>£10,292.64</b>

	<b>Carwinion Playing Field Trust</b>						
	<b>INCOME - 2024/25</b>						
<b>date</b>	<b>payee</b>	<b>description</b>	<b>amount</b>	<b>Parish Council Grants (Section 19)</b>	<b>MCA rent</b>	<b>pre-school rent</b>	<b>other income</b>
			<b>£1,656.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,516.00</b>	<b>£140.00</b>
5/25/2024	Mawnan Preschool	Autumn term Rent INV 44	758.00			758.00	
9/20/2024	Mawnan Preschool	Summer Term Rent INV 46	758.00			758.00	
10/30/2024	JPF	ACCIDENTIAL PAYMENT- NEEDS TO GO TO JPFT ACC	£140.00				140.00

[illegible]

CARWINION PLAYING FIELD TRUST YEAR END BANK RECONCILIATION			
LLOYDS TSB - TREASURERS ACCOUNT 01/04/24 to 31/03/25			
<b>BANK STATEMENT</b>			
Brought Forward Chequebook Balance		<b>£15,015.18</b>	
Payments In - Credited		<b>£1,656.00</b>	
Payments - Debited		<b>-£5,495.66</b>	
<b>PROJECTED (CHEQUEBOOK) BALANCE</b>			<b>£11,175.52</b>
<b>UNPRESENTED CHEQUES</b>			
<b>CASH BOOK BALANCE</b>			<b>£11,175.52</b>
<b>BANK STATEMENT</b>			
Statement Balance	<b>Reconciled</b>		<b>£11,175.52</b>
<b>Statement Date</b>	<b>Credits</b>	<b>Debits</b>	<b>Balance</b>
	£1,656.00	£5,495.66	<b>£15,015.18</b>
5/25/2024	758.00		<b>£15,773.18</b>
9/20/2024	758.00		<b>£16,531.18</b>
10/30/2025	£140.00		<b>£16,671.18</b>
24/04/2024		£103.21	<b>£16,567.97</b>
17/09/2024		£295.07	<b>£16,272.90</b>
27/09/2024		£4,206.00	<b>£12,066.90</b>
03/03/2025		£4.25	<b>£12,062.65</b>
3/17/2025		£882.88	<b>£11,179.77</b>
3/31/2025		£4.25	<b>£11,175.52</b>
Total	£1,656.00	£5,495.66	
	<b>BALANCE AS OF 31/3/25</b>		<b>£11,175.52</b>