

# Carwinion Playing Field Trust

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

## Trustees Annual Report

**1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021**

**Registered Address:** The Parish Offices  
c/o MS Electrical  
The Square,  
Mawnan Smith  
TR11 5EP

**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	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22
Councillor Sean Ahearne												
Councillor Maureen Bate												
Councillor Peter Bradley												
Councillor Tim Brooksbank												
Councillor Paul Caunter												
Councillor Malcolm Faiers												
Councillor Jon Gladstone												
Councillor Cherry Haigh												
Councillor Graham Marsden (Chairman)												
Councillor Georgena Morris												
Councillor Philip Moyle												
Councillor David Nash												
Councillor Rex Sadler (Chairman May '21)												
Councillor Ginny Smeed												
Councillor Caroline Toland												
Councillor Jackie Whibley												

Mrs Lisa Clements (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 Trustees 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 Trustees**

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

## **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. The Trust are grateful to the Football & Cricket teams for the work they put in reinstating the field at the end of each playing season. Thanks is also given to the members of the MCA and associate groups who undertaken repairs and upgrades to the hall and shared spaces.

## **Achievements in 21- 22**

We were able to keep the field open over all stages of the Pandemic, even though some parts of it had to be closed to keep all users safe.

The site has since held several WI picnics to help them come together after lockdown lifted, in a safe outdoor space. We are regularly asked if it is OK to use the field for this kind of thing by smaller groups and always say yes, as it is primarily their space – we just ask that they tidy up behind themselves. It seems to have been working well although a rubbish bin on site might be useful to consider!

The Football Team has progress up a League and has received funding from a Parish Council Grant to purchase equipment necessary for this to happen – including portable dug-outs, stretchers & first aid kits. Meanwhile the Cricket Team were also PC Grant beneficiaries and intend to purchase sight screens to enhance play.

The ladies of the Preschool deserve special mention: not only did they provide online support throughout the Lockdowns they also provided supplies for home-schooling – from arts and crafts to suggestions for reading materials; they even had a weekly storybook session online for everyone to join in with. It shows the true lengths they will go to for our community. The Preschool managed to reopen to students in Autumn 2020 working within all of the guidelines provided for the Government and has been busy ever since..... if you can actually catch them in with their varied outdoor program.

A self-management group for the field was set up but seems to have stalled. It was hope that they would be responsible for the general day to day maintenance and administration of the field for all users groups and individuals.

Discussions and planning has begun for the installation of a MUGA pitch on the field to benefit users with a hardcore surface year round. Refurbishments for the MCA, storage facilities, extension to the carpark provision and resurface of pothole is also being discussed around this project.

## **Future Plans**

We would like to see this space managed more by the users groups of the field, rather than it falling on the shoulder of the Trustees, who really have no day-to-day contact with the site.

A MUGA pitch would be a great addition to the site, but it is still early days on this.

There are hopes for a more inclusive set of changing facilities at some point – currently there is nothing truly for female users other than the shared club changing rooms. Refurbishments to the kitchen are on the board if possible for the upcoming year.

Suggestions for a surfaced walking track, for use in all weathers have also been put forwards allowing regular users safe space to exercise on what would be a 400m track.

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:

Full name

Position:

**Carwinion Playing Field Trust (Reg Charity 1173925)**  
**Annual Accounts for the Year 1<sup>st</sup> April 2020 to 31st March 2021**

The Carwinion Trust has no restricted funds

	2020-21	2021-22
<b>INCOME</b>		
<b>Regular activity</b>		
Parish Council Grants (Section 19)	£2,989.26	£1,161.80
MCA groundrent	£505.00	£0.00
pre-school rent	£1,337.00	£1,346.00
other income	£10,000.00	£4.64
<b>Total Income</b>	<b>£14,831.26</b>	<b>£2,512.44</b>
<b>EXPENDITURE</b>		
<b>Administration</b>		
Insurances	£1,246.80	£1,458.63
inspections/ surveys	£2,168.69	£0.00
Signage	£0.00	£0.00
<b>Maintenance</b>		
cleaning	£20.00	£0.00
grounds	0	0
repairs	£0.00	£0.00
statutory checks	£541.44	£139.32
<b>Misc</b>		
wages	£798.78	£431.80
other expenditure	£4,000.00	£614.72
<b>Total Expenditure</b>	<b>-£8,775.71</b>	<b>-£2,644.47</b>
CFW Balance	£9,641.55	£15,697.10
PLUS Excess of Income over Expenditure	£6,055.55	-£132.03
unreconciled items	£0.00	£0.00
<b>Total Current assets</b>	<b>£15,697.10</b>	<b>£15,565.07</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.