

## *Coffee Tavern Trust*

### *Annual Report November 2020*

#### *1) Trustees*

- There are currently five Trustees, Marie Brewer (Chairman Parish Council), Joan Conner (PC), Alan Trantum (Hon Treasurer), Bob Coulter and Dave Pearson (co-opted).
- If anyone is interested in becoming a Trustee, I would be happy to discuss responsibilities with them.

#### *2) Coffee Tavern*

- At the beginning of the year the Coffee Tavern was being well used. The Golden Years Group was meeting three times a week and Raven Counselling once a week plus a variety of one-off events. Obviously, this all changed in March with the introduction of the Covid-19 Restrictions. The Coffee Tavern has implemented and is following all of the Government's Covid-19 guidelines, allowing it to reopen.
- The letting fees continue at the present levels. Large hall £6 an hour, Committee Room £3-50 an hour, Hall and Committee Room £8-00 an hour.
- Boxes and planters continue to be looked after by Bob/EB Bloomers.
- The Parish Council Notice Board to the front of the building and the Community Notice Board sited in the Coffee Tavern Garden continue to provide a service and are well used.
- In December all the windows to the rear of the building were damaged. Dave Pearson and his son boarded them up and Mick undertook the repairs. The matter was reported to the Police.

#### *3) Maintenance.*

- All necessary (gas, electrical, alarms, extinguishers and lights) safety certificates are in place.
- The fire alarms & emergency lights are tested monthly, inspected and serviced every six months. No issues to report.
- The extinguishers are inspected and serviced annually. No issues to report.

#### *4) Coffee Tavern Cottage*

- The cottage letting continues to be managed by Giblin Property Services, High Street, Eaton Bray.
- There were a number of problems with the tenants who moved in August 2019 and they were eventually evicted in March 2020.
- We were fortunate in finding new tenants quite quickly, they have settled in and have worked wonders in the cottage and Coffee Tavern gardens.

#### *5) Risk Assessments*

- A Covid – 19 Risk Assessment has been written.
- The Risk Assessment has been updated.
- The Fire Risk Assessment has been reviewed .

#### *6) Utilities*

- Gas and Electric are provided by Opus Energy no issues to report.
- Both Gas and Electricity have smart meters.

Finally, I would like to thank everyone involved for their help and support.