

## *Coffee Tavern Trust*

### *Annual Report May 2021*

#### **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**

- The Coffee Tavern has implemented and followed all of the Government's Covid-19 guidelines for Village Halls. The latest guidance, barring any last minute changes, states that;

##### **Step Three, 17<sup>th</sup> May**

- Indoor gatherings organised by a business, charity, public body or similar organisation can be organised subject to compliance with Covid-19 secure guidance, risk assessment, capacity rules, social contact rule so hopefully bookings will be able to be accepted.
- 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.
- On advice received from the Insurance Company, Steve Edwards fitted a Frost Protection System to the central heating system.

#### **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. Ian Davey replaced two defective lights.
- 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 was a problem with the heating which was sorted by the manufacturer.
- The tenancy has been renewed. The tenants continue to maintain the cottage and Coffee Tavern gardens.

#### **5) Risk Assessments**

- The Covid – 19 Risk Assessment has been updated on a regular basis as Government Guidance changes.
- 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.

## **Coffee Tavern Trust**

### **RECEIPTS AND PAYMENTS ACCOUNTS**

**For year ending 5<sup>th</sup> April 2021**

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#### **INCOME**

Coffee Tavern Lettings	5452. 25
Cottage Rent	7199. 50
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	12651. 75

#### **EXPENDITURE**

<b>Agents Fees</b>	<b>1208. 14</b>
<b>Caretaker/Booking Secretary</b>	<b>1200. 00</b>
<b>Cleaning Materials</b>	<b>58. 55</b>
<b>Energy Costs</b>	<b>1236. 02</b>
<b>Water Costs</b>	<b>244. 88</b>
<b>Focus Advertising</b>	<b>000. 00</b>
<b>Insurance</b>	<b>763. 24</b>
<b>Repairs etc.</b>	<b>1338. 59</b>
<b>Cottage Expenditure</b>	<b>1268. 81</b>
<b>Fire and Safety</b>	<b>1219. 74</b>
<b>Miscellaneous</b>	<b>74.15</b>
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	<b>8612.12</b>

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#### **FINANCIAL POSITION**

**5<sup>th</sup> APRIL 2021**

<b>CURRENT ASSET</b>	<b>£19420. 16</b>
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