

## *Annual Report 2022*

### *1) Trustees*

- There are currently five Trustees, Marie Brewer (Chairman Parish Council), Councillors Sue Capella, Richard Ball, Joan Conner and Dave Pearson (co-opted).

### *2) Coffee Tavern*

- In the past year the Coffee Tavern has implemented and followed all of the Government's Covid-19 guidelines for Village Halls
- 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.
- Bookings have steadily increased since restrictions were lifted
- Boxes and planters continue to be looked after by 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.

### *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 has replaced a defective light in the car park
- The extinguishers are inspected and serviced annually. No issues to report.
- Outdoor and Indoor Painting is ongoing

### *4) Coffee Tavern Cottage*

- The cottage letting continues to be managed by Giblin Property Services, High Street, Eaton Bray.
- A new contract has been negotiated.
- The tenancy has been renewed.
- A number of issues have been reported which are in the process of being remedied
- 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.