

Tatsfield Village Hall Risk Management Statement

	Potential risk	Likelihood	Potential effect	Impact	Risk mitigation
Governance	Loss of key trustees	med	<ul style="list-style-type: none"> • loss of knowledge, experience and commitment • operational impact 	high	<ul style="list-style-type: none"> • short-term stand-in planning • documented procedures and instructions
	Lack of relevant skills or commitment	low	<ul style="list-style-type: none"> • poor decision making • facilities deteriorate • legal &/or safety issues neglected 	high	<ul style="list-style-type: none"> • good team management • if necessary, co-option
	Conflicts of interest	low	<ul style="list-style-type: none"> • decisions may not be based on relevant considerations 	med	<ul style="list-style-type: none"> • existing election and appointment procedures
	Poor communication with beneficiaries	low	<ul style="list-style-type: none"> • poor management • trustees unaware of problems • issues for users not conveyed promptly or at all 	med	<ul style="list-style-type: none"> • major users represented on Management Committee • up-to-date information available on Village Hall website and in Parish Magazine
	Poor major works project management	low	<ul style="list-style-type: none"> • funds wasted • poor quality or inappropriate facilities 	med	<ul style="list-style-type: none"> • if trustees lack necessary skills, use local or professional management
	Difficulty in identifying	med	<ul style="list-style-type: none"> • inability to undertake maintenance projects • deterioration of premises 	med	<ul style="list-style-type: none"> • seek advice from Parish Council or other local bodies

	competent contractors				
	Deterioration of facilities	low	<ul style="list-style-type: none"> • decline in bookings - loss of income 	med	<ul style="list-style-type: none"> • designated funds reserved
	Vandalism or damage to or loss of equipment	low/med	<ul style="list-style-type: none"> • inconvenience to beneficiaries • possible closure of hall • loss of income 	high	review insurance cover annually
	Employment/contractual issues (cleaning)	high	<ul style="list-style-type: none"> • standard of cleanliness declines • loss of reputation 	med	<ul style="list-style-type: none"> • invite feedback from users • regular review by sub-committee
	Health & safety issues	low/med	<ul style="list-style-type: none"> • injury to beneficiaries and the public • liability for negligence 	high	<ul style="list-style-type: none"> • review risks annually • maintain register of inspections & maintenance procedures
	Loss of documents and records	low	<ul style="list-style-type: none"> • operational delays 	med	<ul style="list-style-type: none"> • back up documents
	Destruction of premises	low	<ul style="list-style-type: none"> • charity unable to function 	high	<ul style="list-style-type: none"> • liaise with landlord re buildings insurance • contents covered by insurance

Finance	Fraud or error	low	<ul style="list-style-type: none"> • financial loss • loss of reputation 	med	<ul style="list-style-type: none"> • monthly accounts presented to trustees for scrutiny
	Ill-judged budgeting	low	<ul style="list-style-type: none"> • inadequate funds to meet essential outgoings 	med	<ul style="list-style-type: none"> • annual budget scrutinised by trustees
	Inadequate or excessive reserves	low	<ul style="list-style-type: none"> • lack of funds to cover unexpected requirements • funds not used in best interests of beneficiaries 	med	<ul style="list-style-type: none"> • review reserves policy annually
	bank becomes insolvent	low	<ul style="list-style-type: none"> • financial loss for a period of time 	med	<ul style="list-style-type: none"> • FSCS compensation scheme
External factors	Change in local demographic	low	<ul style="list-style-type: none"> • membership of user groups falls 	low	<ul style="list-style-type: none"> • none
	Change in Parish Council policy	low	<ul style="list-style-type: none"> • lease not renewed 	high	<ul style="list-style-type: none"> • none
	Competition from local halls	low	<ul style="list-style-type: none"> • loss of income 	high	<ul style="list-style-type: none"> • none
	Hall closure due to external forces	low	<ul style="list-style-type: none"> • loss of income 	high	<ul style="list-style-type: none"> • none
Compliance	Failure to comply with legal requirements	low	<ul style="list-style-type: none"> • penalties exacted • litigation • loss of reputation 	med	<ul style="list-style-type: none"> • identify key legal and regulatory requirements • allocate responsibility for key compliance procedures

	Failure to comply with Charity Commission requirements	low	<ul style="list-style-type: none">• censure	low	<ul style="list-style-type: none">• regularly monitor Charity Commission guidance
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