

# Hadlow Down Village Hall

## Risk Management Summary

Category	Risk	Cause	Impact	Mitigation
<b>Governance Risk</b>	<ul style="list-style-type: none"> <li>• High turnover of committee members</li> <li>• Low turnover of committee members</li> <li>• Shortage of quorum</li> <li>• Unfair distribution of workload</li> <li>• Narrow range of skills, age and views</li> <li>• Ineffective management and record keeping</li> </ul>	<ul style="list-style-type: none"> <li>• Unclear objectives</li> <li>• Negativity</li> <li>• Domineering views of individuals</li> <li>• Difficulty recruiting members</li> <li>• Low membership / availability of committee members</li> <li>• Individuals refusing to take on roles</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of historic knowledge</li> <li>• Loss of skills</li> <li>• Stagnation and lack of development</li> <li>• Collective decision making and collective responsibility</li> <li>• Increased workload for remaining members</li> </ul>	<ul style="list-style-type: none"> <li>• Select chair with the correct skills to encourage healthy debate and ensure that all views are given a fair hearing</li> <li>• Good handover from chairperson to chairperson</li> <li>• Clear and accurate minute taking</li> <li>• Foster an open friendly culture, and sign up to a committee respect policy</li> <li>• Maintaining good relations with community through newsletters, village email and committee interest in community events</li> <li>• Maintain an action log</li> </ul>
<b>Operational Risk</b>	<ul style="list-style-type: none"> <li>• Loss of facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Damage, theft, wear and tear</li> <li>• Sabotage</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in offering for hall users</li> <li>• Loss of village hall income</li> </ul>	<ul style="list-style-type: none"> <li>• Invest in good security</li> <li>• Foster good will among the community to respect and protect the hall and its contents</li> <li>• Clear reporting process for identified issues</li> </ul>

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<b>Financial Risk</b>	<ul style="list-style-type: none"> <li>• Reduction in income below sustainable levels</li> <li>• Incorrect Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in bookings</li> <li>• Unexpected / unforeseen large expenses</li> <li>• Fraud or accounting error</li> <li>• Inappropriate pricing policies</li> <li>• Insufficient or ineffective fundraising</li> <li>• Lack of volunteers with required skills / competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Financial loss</li> <li>• Legal action</li> <li>• Reputational damage</li> <li>• Village Hall Closure</li> </ul>	<ul style="list-style-type: none"> <li>• Five-year maintenance planning</li> <li>• Annual events planning</li> <li>• Close monitoring of financial accounts through quarterly reporting and external audit</li> <li>• Monitor local village hall services and pricing policies to remain competitive and to ensure a sustainable income stream</li> <li>• Maintaining good relations with community through newsletters, village email and committee interest in community events</li> </ul>
<b>Environmental &amp; External Factors Risk</b>	<ul style="list-style-type: none"> <li>• Adverse publicity</li> <li>• Failure to meet diverse needs of demographic</li> <li>• Lack of government grant funding</li> <li>• Failure to comply with current legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Loss of community confidence in committee</li> <li>• Lack of understanding of community needs and expectations</li> <li>• Legislative changes</li> <li>• Lack of understanding of legislation and funding entitlements</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in donations / bookings</li> <li>• Reduction in services available to community through use of the hall</li> <li>• Regulatory action or financial penalties</li> </ul>	<ul style="list-style-type: none"> <li>• Maintaining good relations with community through newsletters, village email and committee interest in community events</li> <li>• Named committee member(s) to maintain watching brief on legislative / funding changes</li> <li>• Named committee member(s) to take responsibility for ensuring legal compliance e.g. health and safety, financial reporting, insurance, etc.</li> </ul>