

THE NARTH & DISTRICT VILLAGE HALL COMMITTEE

Registered Charity no. 524389



Risk Management Summary

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

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