

# BURWASH WEALD & COMMON MEMORIAL FUND PLAYING FIELD

STONEGATE ROAD, BURWASH COMMON, EAST SUSSEX, TN19 7NA

(REGISTERED CHARITY NO. 282296)

Policy Name	<b>Risk Management</b>	Created Date	19/10/2017
Created by	G Lewis	Last Reviewed Date	14/8/2018
Approved by	J Richardson	Next Review Due	January 2021

## Reason for Policy

A risk is any event that could prevent a charity achieving its aims or carrying out its strategies. Risks applicable to this charity include:

- damage to the charity's reputation
- receiving less funding or fewer public donations
- losing income due to loss of licences
- losing money through inappropriate investments
- change in government policy affecting grants

**Legal requirement:** This charity is not legally required to have a Risk Management Policy but it is good practice

## Policies:

- 1. Damage to Reputation:** Trustees will ensure that public communications and/or written responses to complaints and/or communications with statutory bodies are agreed with at least one other Trustee before release.  
Other risks are covered by other policies.
  - 2. Reduced Funding:** The Treasurer will arrange the Balance Sheet to clearly show where funds have been committed. Trustees must ensure that a Reserve (which may include funds allocated but not committed to particular projects) of £25,000 is left after commitment to a planned project before approving that project.
  - 3. Loss of Licences** The bulk of the charity's income is from hall bookings and associated bar sales. The loss of any licence covering these would be extremely serious. The committee will publish Terms and Conditions for bookings and require Hirers to indemnify the committee against losses arising from a breach of these. The Trustees will both address concerns raised immediately and review potential risks on a regular basis.
  - 4. Investments**  
The Trustees will not invest the Charity's funds in other than standard bank deposit or savings accounts. Any variation to this policy may only be made after seeking guidance from an appropriate independent source.
  - 5. Grants**  
The charity does receive grants from local government and other bodies. The Trustees will not rely on the provision of such grants in determining the available reserves in section 2.
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