Benenden Village Trust Risk Identification and Management
MEMBERSHIP

Monitoring Process	Performance reports reviewed quarterly by trustees of the working group and in conjunction with the Risk Management group.
Responsibility	Trustees (primary) and Working group (secondary)
Dates of review	Half yearly or more. Agenda item for working group and trustee meetings.

RISK MATRIX Low Medium High

Severity of Impact						
Extreme/Catastrophic	5	5	10	15	20	25
Major	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Minor	2	2	4	6	8	10
Insignificant	1	1	2	3	4	5
Likelihood of occurrence		1 Remote	2 Unlikely	3 Possible	4 Probable	5 Highly Probable

PERFORMANCE REPORTS

Governance Risks

Potential risk identified	Likelihood score	Severity score	Overall risk	Steps to mitigate risk and control procedure	Retained or net risk	Follow up and next steps	Completion date
Trustee body lacks relevant skills or commitment to engage with and encourage membership, or use PR, website and social media to sustain a flow of public information that will support membership, the Trust's purpose, use of the Trust's facilities and the Trust's good reputation.	3	2	6	• Chairman to take lead in regular monitoring, aided by Trustee Board. • Ensure tasks are shared among trustees. • Recruit a diverse Trustee body.	Low	Regular review	01.06.26

Operational Risks

Potential risk identified	Likelihood score	Severity score	Overall risk	Steps to mitigate risk and control procedure	Retained or net risk	Follow up and next steps	Completion date
Reputational risk, through poorly handled use of PR, social media and the Trust's two websites.	3	2	6	• Proactive use of PR, social media and websites.	Low	Board to review strategy and impact of actions on regular basis.	01.06.26
Risk of misinformation spreading about the Trust, through failure to give sufficient public information through the most appropriate channels.	3	3	9	• Ensure appropriate information given to public in timely fashion.	Low	Board to review and ensure action is sufficient and appropriate.	01.06.26
Alienation of members, leading	3	2	6	• Improve engagement with members through new	Low		01.06.26

to diminishing numbers, through the Trust's lack of engagement with them or actions that fail to reflect the Trust's core purpose.				initiatives and monitor on regular basis.			

Financial Risks

Potential risk identified	Likelihood score	Severity score	Overall risk	Steps to mitigate risk and control procedure	Retained or net risk	Follow up and next steps	Completion date
Deteriorating public reputation leading to reduced income, through diminishing paid-for use of facilities, grants and donations	3	4	12	• Board to monitor public reputation on a regular basis, through soundings with other trustees and members.	Medium	Village Hall working party to monitor as needed. Remind members and community of trust's purpose.	01.06.26
Sub-optimal use of Trust's facilities, due to poor public relation	3	2	6	• Board to monitor public reputation on a regular basis.	Low	Board to monitor reputation.	01.06.26

Environmental or External Factors Risks

Potential risk identified	Likelihood score	Severity score	Overall risk	Steps to mitigate risk and control procedure	Retained or net risk	Follow up and next steps	Completion date
The Trust loses its reputation as a good environmental manager of its assets.	3	2	6	Primary responsibility lies with the Property Group. Board to promote the work of the Trust in this respect and monitor Property Group's management of the risk.	Low	Board to scan for negative environmental impacts and review on a regular basis.	01.06.26

Compliance risk (law and regulation)

Potential risk identified	Likelihood score	Severity score	Overall risk	Steps to mitigate risk and control procedure	Retained or net risk	Follow up and next steps	Completion date
The Trust fails to observe its own rules governing membership and trusteeship	1	2	2	Board and Finance and Constitution group to monitor adherence to rules and raise red flags if required.	Low	Board to review	01.06.26