



Hilton Village Hall

BUSINESS CONTINUITY PLAN

Version 1.1 Adopted on 9th July 2026
(due to be reviewed 8th July 2027)

Review

The effectiveness of the Policy will be monitored and reviewed on a regular basis.

1. Introduction

Hilton Village Hall (HVH) has recognised the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day-to-day running of the Hall. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures.

2. Core Business of Hilton Village Hall

2.1 The Hall provides **local services** to the community which include the following:

- Managing the Village Hall and bookings for the benefit of the community
- Managing the finances of the Hall and using the Income from hire of the Hall and Grants for the benefit of the community
- Management of the Car Park
- Management of the grounds of the Village Hall

3. Potential causes of disruption and actions to allow the Village Hall's business to continue:

Item	Event	Minimise Impact	Immediate Action	Continuity
3.1	Loss of Office Admin Staff due to death, sudden/long term illness, incapacity, or resignation /dismissal	Ensure logins and passwords are available to the Chair. Including email, Web Page, booking system, Facebook. Keys to all secure filing cabinets are available to the Chair	Chair and Vice-Chair to be informed. Chair to inform Village Hall Trustees and allocate essential tasks appropriately for business to continue.	Reallocate critical tasks to other staff or committee members Seek and employ a replacement Ensure all key tasks are documented with detailed procedures
3.2	Loss of Office Caretaking Staff due to death, sudden/ long term illness, incapacity, or resignation /dismissal	Ensure Keys and essential information such as operation of boilers, alarm, and key is available	Chair and Vice-Chair to be informed. Chair to inform Village Hall Trustees and allocate essential tasks appropriately for business to continue.	Reallocate critical tasks to other staff or committee members. Seek and employ a replacement. Ensure all key tasks are documented with detailed procedures
3.3	Loss of Chair due to death, sudden/ long term illness, incapacity, or resignation.	Ensure logins and passwords are available to the Vice-Chair, including email, Companies House, Charity Commission, Web Page, Facebook.	Vice-Chair and Treasurer to be informed. Vice-Chair to allocate essential tasks appropriately for business to continue.	Key Processes and procedures documented so that they can be actioned by any trustee.
3.4	Loss of Company Secretary due to death, sudden/ long term illness, incapacity, or resignation.	Ensure logins and passwords are available to the Chair, including email, Companies House, Charity Commission, Web Page, Facebook.	Chair and Vice-Chair to be informed. Chair to allocate essential tasks appropriately for business to continue.	Key Processes and procedures documented so that they can be actioned by any trustee.

3.5	Loss of Treasurer due to death, sudden/ long term illness, incapacity, or resignation	Ensure logins and passwords are available to the Chair, including email, Companies House, Charity Commission, Web Page, Facebook. Keys to all secure filing cabinets are available to the Chair	Chair and Vice-Chair to be informed. Chair to allocate essential tasks appropriately for business to continue.	Key Processes and procedures documented so that they can be actioned by any trustee. 3 Trustees to have access to bank account
3.6	Loss of Village Hall documents due to fire, flood or other causes. Village Hall documents are at the Chairs home office.	Scan important documents and store on computer. Hold copies in a secure fireproof filing cabinet in the Village Hall Regular back-up of computer files with copies being held in a secure filing fireproof cabinet in the Village Hall and in the OneDrive 'Cloud'	Chair to inform other Trustees and insurance company if necessary.	Management Committee to discuss at next appropriate meeting.
3.7	Loss of Village Hall electronic data due to fire, fault, breakdown or hacking.	Regular back-up of computer files with copies being held in a secure fireproof filing cabinet in the Village Hall and in the OneDrive 'Cloud'. Volatile data is kept off site. Computer virus protection kept up to date.	Chair to inform other Trustees and insurance company if necessary.	Keep up to date with IT developments and cyber security.
3.8	Loss of Village Hall equipment due to theft, fault or breakdown at Village Hall	Maintain internal security system at Village Hall. Maintain adequate insurance cover. Carry out fire risk assessment.	Report theft to police and insurance company. Village Hall to decide on immediate replacement.	Replace in accordance with financial regulations and budget

4. Important documents to be stored

Important documents stored in a secure location away from the Village Hall.

The proposed nominated secure location is the locked store in the Parish Council Office.

- External contacts – including the accountants' and auditors details
- Land registry documents
- Leases
- Articles of Association
- Bank account details
- Hirers and Suppliers Contact List
- IT and banking log in details
- Insurances
- Back up of all the Village Hall computer files
- Back up Sage Accounts (or store in the cloud)