



# Hilton Village Hall

## BUSINESS CONTINUITY PLAN

Version 1.1 Adopted on 25 September 2024  
*(due to be reviewed 24<sup>th</sup> September 2025)*

### 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.<br><br>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<br>Seek and employ a replacement<br><br>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.<br>Seek and employ a replacement.<br>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.   |

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|-----|--|---|--|---|
| 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.<br><br>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<br>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'.<br>Volatile data is kept off site.<br>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)