

Whessoe Parish Council

Key Holding Policy

This policy will be reviewed and updated each year at the time of the annual Hall Booking renewal.

Version	Date of review	Reviewed By	Approval	Comments
v0.1	31/8/18	B Goldfinch		Original draft
v 0.2	28/9/18	S Goldfinch		Minor amendments
V1.0		WPC	WPC meeting 19/11/18	Approved
V2.0		WPC	WPC AGM 11/5/19	Reviewed and approved
V2.1	14/5/20	B Goldfinch		Minor amendments
V3.0		WPC	Meeting 18/5/20	Approved
V3.1	17/5/21	B Goldfinch		Changed to take account of the key safe.
V3.2	7/6/21	S Goldfinch		Further amendments
V4.0	26/7/21	WPC	Meeting 26/7/21	Approved

1. Key Holding Policy

- 1.1 Whessoe Parish Council (WPC) currently manages Whessoe Parish Hall (the Hall). There are 16 different keys in use at the Hall, with the number of copies of each key varying.
- 1.2 There is a security risk if the Hall is not closed properly and WPC need to ensure that, as far as possible, this risk is minimised. This has been added to the Risk Register.
- 1.3 This policy sets out how WPC intend to manage and monitor use of those keys.

2 Scope

- 2.1 The 16 different keys in use at the Hall are shown in Annex A (Key Log), along with the details of people holding copies. The Annex is not published on the website. An audit of users is carried out by the Clerk annually or whenever keys are changed.

3 Principle keys needed to access the Hall

- 3.1 Only two of the keys (numbered 3 and 4 on the Log) open the building and these are the most used. These two keys are currently held by current Councillors and the Clerk. They are the focus of the policy and comprise a key that opens both padlocks on the door grills, and a door key that opens both the front and kitchen doors.
- 3.2 A set of these keys, plus a Committee Room key is held by each Councillor, the Clerk and the Cleaner. Please refer to the key log for details of any additional keys held by these individuals.

4 Key Safe

- 4.1 The Council has invested in a key safe that holds a single set of keys comprising the padlock and front/kitchen door keys.
- 4.2 The Clerk has collected and accounted for all the keys previously held by regular hirers and the key log has been updated accordingly.
- 4.3 All regular hirers are advised of the 4-digit code to access the key safe and are shown how to effectively use it at the time of their first session.
- 4.4 The code for the key safe is changed frequently and when a regular hirer ceases to use the Hall. Each time it is changed the Clerk notifies all users (regular hirers, the cleaner and Councillors).
- 4.5 It is the responsibility of anyone using the key safe to ensure that the keys are returned to it as soon as the Hall is locked and that the key safe is securely closed. This is explicit in the Conditions of Hire.

5 Other Keys and Spares

- 5.1 All other keys are distributed based on need and spares are held in a secure cupboard in the Committee Room. The secure cupboard can only be opened by the Clerk/Chair and Vice-Chair.

KEY LOG – NOT FOR PUBLICATION FOR SECURITY REASONS

26 August 2021