

# 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

## **1. Key Holding Policy**

- 1.1 Whessoe Parish Council (WPC) currently manages Whessoe Parish Hall (the Hall). There are 14 different keys relating to 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 14 different keys held for 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 – such as during the recent refurbishment.
- 2.2 Only two of the keys (3 and 4) open the building and these are the most used. These two keys are held by current Councillors, the Clerk and regular users of the Hall. They are the focus of the policy.

## **3 Front Door and Door Grills**

- 3.1 WPC will audit key holders each year on or around 1 April to coincide with the annual renewal of Hall Bookings.
- 3.2 The Clerk will ensure that all keys are seen and recorded on the key log.
- 3.3 Users will be made aware, at the time the keys are handed over and each year, which it is their responsibility to ensure that the keys are kept securely and that opening and closing the Hall is done in accordance with the Hall Booking terms and conditions.
- 3.4 The Clerk will ensure that on termination of a Hall Booking the keys are returned in a timely manner.

## **4 Other Keys and Spares**

- 4.1 All other keys will be distributed on the basis of need and spares will be held in the 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KEY LOG – NOT FOR PUBLICATION FOR SECURITY REASONS

28 May 2020