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For the community...by the community...

ACCESS AND KEY MANAGEMENT OF THE VILLAGE HALL POLICY

October
2023

For all references to 'Council' please note this is referencing to North Thoresby, Grainsby and Waithe Parish Council.

1. BACKGROUND

The Council are the custodians of the Village Hall on behalf of the Parish. While the Council have to ensure the Village Hall is open and accessible for the whole community, it also has a legal and moral obligation to ensure that the Village Hall is property secure and is kept safe from any unauthorised access. Access must be managed appropriately.

The Village Hall is used for Parish Council operations as well as hired for singular and regular hires. The Council must ensure that authorised hirers can gain access in a managed way but also that the Village Hall is secure. The Village Hall can be accessed with both a key code and a key lock access. The access to the key code and keys must be properly controlled to persons with specific role responsibilities but overall there to be effective key management procedure.

All keys, locks and codes are to be managed in such a way as to protect the security of the Council building, assets and individuals.

2. VILLAGE HALL EXTERNAL ACCESS

2.1 The Village Hall is externally accessed through the front door by:

- (i) Key code access
- (ii) Key access

2.2 All other access points are fire exits only accessed internally

3. KEY CODE ACCESS MANAGEMENT

3.1 The key code on front door is maintained by the Village Hall Manager

3.2 The key code is changed as frequently as he deems necessary but not less than on a weekly basis

3.3 The Village Hall Manager is the sole maintainer of the key code access management unless he is not available when the Proper Officer will be responsible.

4. KEY ACCESS MANAGEMENT

4.1 The keys to the front door are strictly maintained and controlled to ensure security is maintained.

4.2 No keys must be copied without the express permission of the Proper Officer or Chair of the Council. The Village Hall Manager will be responsible for the production of additional keys.

4.3 The keys will be provided to the following:

- (i) Village Hall Manager
- (ii) Proper Officer
- (iii) Chair of the Council (or in their absence the Vice Chair)
- (iv) The above will be considered KEY HOLDERS

4.4 In exceptional one off occasions or events the Council may decide to allow key access to a Councillor but with the express stipulation that the key is returned to the Village Hall Manager at the earliest opportunity after the event.

5. RULES FOR KEY HOLDERS

5.1 Each key holder agrees to holding the keys in a secure and careful manner

5.2 Each key holder agrees not to give their keys to anyone

5.3 Each key holder must surrender their keys at the cessation of their role or function or the Council make a formal decision

5.4 If any key holder misplaces the keys they are assigned, they must report to the loss to the Proper Officer or Village Hall Manager with immediate effect

5.5 By holding a key on loan, the Key Holder agrees not to compromise the security of any area or building and further agrees to secure each door upon leaving an area unattended.

5.6 It is every individual's responsibility to ensure that keys in their possession giving access to Council buildings, locations and facilities are kept secure at all times.

5.7 The key holder agrees not to make any copies of the keys in their possession. Only the Village Hall Manager (or the Proper Officer in their absence).

5.8 If any copies are found to be made without permission, the Proper Officer will recommend to the Council to replace all applicable locks.

6. ACCESS FOR VILLAGE HALL HIRERS

6.1 Single Hire

- (i) Each hirer will be provided with the key code access upon the booking of their hire.
- (ii) They will be required upon signing of the hire agreement not to disclose the code to any third party.

6.2 Regular Hire

- (i) Each hirer will be provided with the key code access upon commencement of the booking.
- (ii) Only the main contact of the hirer will be provided with the key code
- (iii) They will be provided with the updated key code access by the Village Hall Manager when the code is changed
- (iv) They will be required not to disclose the code to any third party - any disclosure to a third party may result in their booking being suspended and referred to the Full Council.

7. REVIEW OF THE POLICY

- 7.1 The Proper Officer will advise the Council if any recommendations by the Village Hall Manager on any changes to Council policy are required.
 - 7.2 The Council will ensure that this Policy is reviewed at least on an annual basis or when the Council deem it necessary.
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