



NORTH THORESBY, GRAINSBY & WAITHE PARISH COUNCIL

Key Control Policy

Policy Title: Key Control

Date Initially Adopted by Council:

Policy Version: 01

Date Policy Adopted: 07 Oct 2024

Review Period: Annual

Document History

| Version | Description of Changes | Date Adopted | Minute Reference |
|---------|------------------------|--------------|------------------|
| 01 | Date first adopted | 07/10/2024 | 12.b |
| 02 | Amended | 19/11/2024 | 6.g |

Policy Statement:

This policy provides guidance and procedures for the control of keys, key safes and key locks to promote the safety and security of the Parish Council and its property or property held in Trust by the Parish Council on behalf of the Community.

General:

All keys remain the property of North Thoresby, Grainsby and Waithe (NTGWPC) Parish Council while in the possession of any key holders.

The key holder may be an individual or an organisation.

Keys are issued for the sole use of the key holder

Keys must not be duplicated

Keys must not be loaned or transferred to any other person by the key holder

Key locks need to be maintained

Key safes need to be maintained

Responsibilities:

The Parish Council's responsibility is:

The Caretaker changes the key codes (Village Hall main doors) on a weekly basis and updates the Parish Council, Proper Officer and the regular community groups who use the Village Hall.

The Caretaker changes the key lock when the Village Hall has been hired by a non- regular user.

The key lock cupboard is for the use of the Parish Council, Proper Officer and Caretaker only and the code is changed on a regular basis by the Caretaker

The key lock cupboard contains the keys for the Parish Council's noticeboards and is for the use of the Parish Council, Proper Officer and Caretaker.

Members of the Parish Council all have a front door key to the Village Hall

Responsibilities:

The key holder responsibility is:

To report loss or theft to the proper Officer/Chairman

To return any keys to the Parish Council that are only longer being used

To report any damage/problems of the key safe to the Caretaker

To report any damage/problems to the key lock cupboard to the Caretaker

To report any damage/problems of the key lock on the main Village Hall doors.