**THE PARISH COUNCIL OF HELLINGLY**

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**Key Holder Policy**

**Purpose**

Hellingly Parish Council has created this Key Holder Policy in order to maintain the

security of the premises, contents and grounds.

Hellingly Community Hub does not have a Designated Key Holder permanently on site. As a

result, regular user groups are issued with keys for their use. Ad hoc users will be seen onto and off the premises by the designated Key Holder.

**Regular users**

Regular user groups are each issued, at the Parish Council’s expense, with keys appropriate

to their access needs. It is considered that the risk of so doing is acceptable as long as a

register of Key Holders is kept up to date as this then provides an adequate measure of

knowledge and control over keys that have been issued.

Users are prohibited from making their own copies without permission.

Each issued set of keys has a numbered key fob that is recorded on a Key Holder's Register together with the name of the user group and the Key Holder’s name, telephone number and email address.

The numbered fob provides a means of tracing owners in the event that keys are left at the

Hub. Importantly, the fobs must not make any mention of Hellingly Community Hub so that

keys lost away from the Hub cannot be identified and used to gain entry illegally.

Users are required to return their keys when they cease using the Hall. Their keys, and in

particular the numbered fobs, are recycled for use by new regular users and the Key

Holder's Register is updated appropriately. The issue of keys and the Key Holder's

Register are administered by a Parish Council Clerk.

These are conditions of hire and are made clear on the booking form agreement. The

Parish Council reserve the right to withdraw keys from regular holders who do

not abide by these conditions.

**Ad hoc users**

The Hall Caretaker and Chair of the Management Committee keep spare keys that are

issued to ad hoc users of the Hall as required. These are returned immediately following

completion of their booking.

**Key Holder's Register**

Appendix A is a record of keys issued together with the name of the user group and the

Key Holder’s name, contact telephone number and email address. The issue of keys and the Key Holders register is administered by a Parish Council Clerk. The register is reviewed for accuracy and completeness every 12 months by a Parish Council Clerk.

**Policy**

It is the Policy of Hellingly Parish Council to only issue keys for the main door and storage cupboards allocated to the regular hirer. This ensures that the absolute minimum number of persons have the means to access the Hall, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

It is expected that the Parish Council Clerks / Designated Key Holder / Cleaner will not need to justify their need to hold a key. Although this does not mean that all people in this group will require a key.

People hiring the Hall on an ad hoc or temporary basis are not expected to have access to

keys. They may be allowed into the premise by someone with access.

Regular hirers will be permitted, with the discretion of the Parish Council, to hold keys for the areas which are relevant to their hiring of the Hall. The following conditions will apply:

● Any Key Holder will be aged 18 or older.

● The Key Holder will be responsible for the condition in which the Hub is left.

● The person consents to their name, address, telephone number and signature to be

stored on the Community Hub’s Key Holder register.

● A Key Holder who is using the Community Hub without the Designated Key Holder or Parish Council Staff member present takes on full responsibility for the Hall whilst in use, including ensuring all the Community Hub’s policies and procedures (e.g. alcohol licensing conditions, safeguarding, etc) are adhered to in order to ensure the safety of people using the facilities and the security of the premises.

● The Key Holder is responsible for shutting all windows and locking all doors at the end

of their session in addition to leaving the Hub in a safe and secure manner.

● The Key Holder will not make copies of any keys.

● The key(s) will remain in the possession of the Key Holder and not be lent out to

anyone else.

● The key(s) remain the property of Hellingly Parish Council and can be requested

back at any time.

The Parish Council Clerks are responsible for keeping a master record **Key Holder**

**Register** of all keys held and by whom.

The purpose of this register is to enable the upkeep of security of the Hub and to provide

the Parish Council with details of who has access to the Hub.

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Review January 2021