

# **Tintwistle Parish Council**



## **Tintwistle Community Centre Key Control Policy**

Published July 2023	Reviewed:	Next review due July 2026
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It is the policy of Tintwistle Parish Council to provide keys on loan to its staff and councillors to enable them to carry out their duties. Other keys are made available, at times, on loan, under supervision to non-Parish Council personnel. The establishment of a safe environment for both councillors, staff and members of the public is the shared responsibility of the Parish Council. The recipients of keys are entrusted with external and internal keys to the Parish Council Office to carry out the objectives of the Parish Council.

### **General Policy:**

- Keys remain the property of Tintwistle Parish Council while in the possession of the key holder.
- 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/organisation by the key holder.
- Any person/organisation found to have caused any damage to a lock, or door or gate hardware will be held responsible for all costs needed to rectify the damage.
- Unauthorised duplication, use or transfer of any key may result in the cancelling or hire of the building.
- Written permission must be obtained when keys are transferred to named individuals during times when the building is hired out to organisations.

### **The Parish Council's Responsibility is:**

- To maintain key and control records.
- To securely store all spare keys.
- To evaluate key authorisations to ensure no unacceptable risk.
- To provide new, duplicate or replacement keys as when necessary.

### **Key holder's responsibility is:**

- To sign the Key Holder Agreement Form for each key received.
- To maintain responsibility for keys issued to them.
- To report loss or theft of keys to the Parish Council.
- To return all keys when no longer needed.

This Policy was first approved by Tintwistle Parish Council at its meeting on 17/07/2023.

**Tintwistle Parish Council**

***Key Holder Agreement Form***



Name of Key Holder

Name of Organisation (if applicable):

Contact Number and Email:

By signing this form, I, \_\_\_\_\_, agree that I have read and that I understand the Keyholding Policy. I further agree to the terms and conditions set forth in this policy.

I acknowledge that I have received the following key(s):

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For the period of:

I agree to abide by the Key Policy with regard to this key and all Council keys in my possession.

Signature:

Date:

Authorised by Parish Clerk

Name:

Signature:

Date:

Countersigned by a Councillor of Tintwistle Parish Council

Name:

Signature

Date

This document will be stored electronically in the Parish Clerk's records for future reference.