



## Dordon Parish Council Key holders Policy

Approved by council  
Dated: 21/4/26 Ref: 844

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- All authorised persons will be required to sign a copy of this policy before they will be issued with keys.
  - Only authorised persons are allowed to be in possession of key(s) to the Hall and Hub.
  - No person may give his or her key(s) to an unauthorised user for any period of time. Any key(s) found to be in the possession of an unauthorised person will be confiscated and any person found to have provided a key or a copy of a key to an unauthorised user will be disciplined.
  - Unauthorised duplication of a key is strictly prohibited. No person may duplicate a key or request the duplication of a key without written permission to the council.
  - Lost or stolen keys must be reported to the Clerk/Chairman immediately. A lost key may require one or more doors to be rekeyed. This process may incur a substantial financial cost, and losses may be recovered from the keyholder.
  - Key holders agree to refrain from compromising the security of the building. Key holders are required to report to the Clerk/Hall Facilitator any doors that are unsecured or in violation of the Council's policies.
  - All Key holders should ensure they have a key to always open the padlocked gates as this forms part of the emergency evacuation plan.
  - When securing the building the intruder alarm must be set by an employee of the council, it is the keyholders responsibility to ensure the Hall/Hub is empty of all users before setting the alarm and securing the building. False activations of the alarm are costly to the council.
  - The keyholder should access the Hall/Hub via the alarm panel entrance doors and be prepared to deactivate the alarm.
  - In the event of staff termination of employment or resignation, Employees must return all keys in their possession to the Clerk/Chairman immediately on request.
  - Hall/Hub users are required to return the key to the security box if one is fitted and secure it when they cease using the Hub.
  - The issuing of the code for the key security box is administered by the Village Hall clerk or Chairperson. The conditions of hire are made clear on the booking form agreement.
  - The Parish council reserve the right to withdraw keys and codes from regular holders who do not abide by the booking conditions at any time.
  - Any person booking the Hall/Hub that will be responsible for the key must be over 18 years of age.
  - The code to the key safe will be changed every 2 months or as determined by the Parish council. In the event that the code has been shared beyond agreed users, the parish council may change the code at short notice and may revoke any agreed access to the Hub.