



# Key Control Policy

Thurston Parish Council

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**Review Body:** Policy & Resources Committee

**Review Period:** Annually or following legislative changes.

**Next Review:** Policy & Resources Committee February 2027

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## **1. POLICY STATEMENT**

This policy provides guidance and procedures for the control of keys 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.

## **2. GENERAL**

- All keys remain the property of Thurston Parish Council while in the possession of the key holder.
- The key holder may be either a person 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.
- Any person/organisation found to have caused damage to a lock or door 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 of the hire of the building.

## **3. RESPONSIBILITIES**

The Parish Council's responsibility is:

- To maintain key, and associated deposit records.
- To securely store all spare keys.
- To evaluate key authorisations to ensure no unacceptable risk.
- To ensure that key deposits are collected and refunded.
- To ensure that key deposits are kept in a secure manner.
- To provide a receipt for the key deposit.
- To provide new, duplicate or replacement keys as and when necessary.
- To agree a value of the key deposit.

The Key Holder's Responsibility is

- To sign Key Holder Agreement Form for each key received.
- To pay the key deposit in cash.
- To maintain responsibility for keys issued to them, even if loaned to others within the organisation which they represent.
- To report loss or theft of keys to the Parish Council.
- To return all keys when no longer needed.

Deposit Charges

- Existing long-term building users £10 per key, refundable on the return of the Key.
- New or one-off bookings £20 per key, refundable on the return of the key.
- The Parish Council reserves the right to apply these charges as they see fit.