



PORTREATH
PARISH COUNCIL

Portreath Parish Council

KEY HOLDER POLICY

Adopted: 3rd February 2025

Purpose

Portreath Parish Council has created this key holder policy in order to maintain the security of the Council premises, contents and grounds. It is also intended to help protect staff members and users of the service and safeguard confidential information held about them, both manually on the premises, or electronically.

This Key Holder Policy relates to all keys held and distributed by the Clerk, for various Parish amenities (not exhaustive) but including the following: Parish Office & Community Hub, Public Toilets, Notice Boards and Padlocks.

Policy

It is the policy of Portreath Parish Council only to only issue keys for council premises, to staff members and councillors and contractors on a “required-for-role” basis. This ensures that the absolute minimum number of persons have the means to access the Council at any time of day or night, ensuring that security levels remain consistently stringent, thus minimising the risk of unauthorised access.

The Clerk will identify staff members, councillors and contractors as eligible to be permanent key holders. Each identified person must each complete a **Permanent Key Holder Agreement Form** (see page 3) which registers them as a key holder and also highlights their responsibilities within this function.

Portreath Parish Council also recognises that provision must be made for leave, illness and operational reasons so that access is always possible 24 hours a day, 365 days a year. With this in mind, the Clerk will identify, in advance, certain members of staff, Councillors or contractors who will be allowed to hold necessary keys on a temporary basis. Each person identified for this function must complete a **Temporary Key Holder Agreement Form** (see page 4) at the time they are given the keys. The keys will be signed back to the Clerk at the end of the temporary period.

The Clerk is responsible for keeping a master record **Key Holder Register** (see pages 6 & 7) of all keys held and by whom. Both permanent and temporary key holders are noted on this register. The purpose of this register is to enable excellent operational administration and to provide a clear audit trail in the event of any security issues that may arise.

Possession of Keys

Possession of a key gives authorised persons permitted access; therefore, the following must be adhered to by anyone who is an authorised key holder:

- All keyholders be required to sign a copy of the relevant key holder before they will be issued with keys and alarm fob

Permanent Key Holder Agreement Form

This record certifies that I, _____
have been nominated by the Council to be a permanent key holder.

The types and number of keys held by me are listed on the Key Holder Register which is kept by The Clerk for the Parish Council.

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys and alarm fobs that have been issued to me will be kept in my possession at all times and not shared with any other staff members, Councillors, contractors or members of the public.
- I understand that it is my responsibility, before leaving the premises, ensure that the premises are physically secured and that the alarm is set.
- I will restrict the use of the buildings to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden.
- I will ensure that when I take keys and alarm fobs away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them.
- I understand that it is my responsibility to inform the Clerk immediately should any theft, loss, damage or misuse occur with regard to the keys or alarm fob.
- I understand that unauthorised duplication of a key is strictly prohibited.
- I understand that I must return **ALL keys and alarm fobs** in my possession immediately at the request of the Clerk



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Print Name: _____

Sign Name: _____

Date: _____

Temporary Key Holder Agreement Form

This record certifies that I, _____
have been nominated by the Council to be a temporary key holder.

The types and number of keys held by me are listed on the Key Holder Register which is kept by The Clerk for the Parish Council.

I understand the responsibilities of my role as a permanent key holder and hereby agree to the following statements:

- Keys and alarm fobs that have been issued to me will be kept in my possession at all times and not shared with any other staff members, Councillors, contractors or members of the public.
- I understand that it is my responsibility, before leaving the premises, ensure that the premises are physically secured and that the alarm is set.
- I will restrict the use of the buildings to the areas that have been made available to me. I understand that accessing areas that do not fall into this category are strictly forbidden.
- I will ensure that when I take keys and alarm fobs away from the premises that they are kept safe and that no other person (e.g. family member, friend, acquaintance) has access to them.
- I understand that it is my responsibility to inform the Clerk immediately should any theft, loss, damage or misuse occur with regard to the keys or alarm fob.
- I understand that unauthorised duplication of a key is strictly prohibited.
- I understand that I must return **ALL keys and alarm fobs** in my possession immediately at the request of the Clerk



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Print Name:

Sign Name:

Date:
