



## Hullbridge Parish Council Key Holder Policy

### 1. Purpose

Hullbridge Parish Council has created this key holder policy to maintain the security of the Council premises, contents, and grounds. It is also intended to help protect staff members and users of all Council buildings.

### 2. Policy

Hullbridge Parish Council will only issue keys for Council premises to staff members and councillors on a 'required for role' basis. This ensures the minimum number of persons have the means to access Council premises at any time of the day and night, ensuring that security levels remain rigorous, minimising the risk of unauthorised access.

The Parish Clerk will identify staff members and Councillors as eligible permanent key holders. Each identified person must complete a permanent key holder agreement form (see page 2), which registers them as key holders and highlights their responsibilities within this function.

The Parish Clerk is responsible for keeping a permanent key holder register (page 3) of all keys held and by whom.

### 3. Responsibility

The Clerk will be responsible for ensuring this policy is followed.

### 4. Review

This policy will be reviewed every two years.



## Hullbridge Parish Council 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 Parish 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 that have been issued to me will be kept in my possession at all times and not shared with any other staff members at the Council or Councillors.
- I will ensure that when I take keys 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 Parish Clerk immediately should any theft, loss, damage or misuse occur with regard to the keys.
- I will not transfer keys to any member of staff without permission from the Parish Clerk.
- I understand that I must return ALL keys in my possession immediately at the request of the Parish Clerk.

Signed:.....

Date:.....



## HULLBRIDGE PARISH COUNCIL

### Permanent Key Holder Register

Name	Keys Held	Signed Agreement? (Y/N)	Date Keys Issued	Date Keys Returned
<b>Clerk</b>	<b>Office/ Windermere Centre/ Container/Van</b>		<b>May 2021</b>	
<b>Assistant Clerk</b>	<b>Office</b>		<b>Mar 2014</b>	
<b>Accounts Asst</b>	<b>Office</b>		<b>April 2023</b>	
<b>GMO</b>	<b>Office/Container/Van /Toilet Block/Bin locks</b>		<b>March 2020</b>	
<b>GMO Asst</b>	<b>Office/Container/Van /Toilet Block/Bin locks</b>		<b>Oct 2016</b>	
<b>Chair</b>	<b>Office</b>		<b>May 2025</b>	