

Eric Payne Community Centre Key Holders Policy & Procedure

Preamble

The Eric Payne Community Centre (EPCC), formerly known as the Jubilee Centre, does not have a caretaker permanently on site. As a result, regular user groups are each issued with a set of keys for their use only. A keyholder has been retained by the Town Council to unlock/ lock the EPCC for events at weekends. Alternatively, ad hoc users may be given a set of keys for the duration of their booking.

Regular Users & the Key Holders Register

Regular user groups are each issued with a set of keys at the Town Council's expense, consisting of keys that open the main front door and shutters. Some user groups have access to other storage areas of the building and require additional keys. It is considered that the risk of lending key sets is acceptable provided that a Register of Key Holders is maintained, providing an adequate measure of knowledge and control over keys that have been issued. Users are trusted not to make their own copies without permission, a trust that has not been abused to date. NB Users are not able to make copies of the EPCC numbered front door key as this is a Restricted key requiring Town Council authority and can only be cut by Alcester Locks.

Each set of EPCC numbered front door keys and Depot keys issued is recorded on a Key Holders Register together with the name of the user group and the key holder's name (contact details are held on the booking form). If a user group has been permitted to have another set of keys cut (at their expense), then they must provide details of the key holder. Importantly, the key fobs do not make any mention of the EPCC so if found cannot be identified and used to gain entry illegally. Found keys are requested to be returned to the Town Council.

Users are required to return their keys when they cease using the Centre. Their keys are recycled for use by new regular users and the Key Holders Register is updated appropriately.

The issue of keys and the Key Holders Register are administered by the Town Council. The register is reviewed for accuracy and completeness annually.

Ad Hoc Users

The administrator keeps several spare sets of keys, which are issued to ad hoc users of the Hall on/around the day of their event. These are returned immediately following their booking to either 58 St Faiths Road Alcester or the Town Council offices.

Review of the Policy

No regular reviews of this policy are deemed necessary, as to date there has been no known abuse and the risk of keys falling into the wrong hands and being used with criminal intent is regarded as being very low. In the unlikely event of such an occurrence then the policy will be reviewed.