



# Barrowby Parish Council

Email: [clerk@barrowbyparishcouncil.gov.uk](mailto:clerk@barrowbyparishcouncil.gov.uk)

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

## Reading Room: Key Box Code & Key Security Agreement

### Purpose

The Reading Room key box code and keys provide access to a Council asset. The code is issued only to named Authorised Key-Holders. This agreement protects the building, users, and the Council.

### 1. Authorised Key-Holder

Name: \_\_\_\_\_

Organisation / Group: \_\_\_\_\_

Role: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. Code confidentiality (no sharing)

1. I will keep the key box code confidential and will **not share** it with any other person (including group members, friends, contractors, or visitors).
2. I will **not** post the code in group chats, emails, printed materials, or store it in shared documents.
3. If my group requires additional access, I will request this through the Parish Clerk so the Council can authorise and record additional named users.

### 3. Reporting compromise or misuse

I will inform the Parish Clerk **immediately** if:

- I believe the code has been shared, guessed, copied, photographed, or otherwise compromised; or
- I become aware keys are being removed, retained, duplicated, or misused; or
- I notice evidence of unauthorised access or a security concern.

#### 4. Key handling

1. I will use the keys only for authorised purposes.
2. I will not remove keys from the Reading Room site unless the Council has agreed this in writing.
3. I will return keys to the key box immediately after use and ensure the key box is secured.

#### 5. Lock-up and leaving the premises secure

At the end of each use, I will ensure:

- all external doors and accessible windows are shut and locked;
- lights and electrical items (as appropriate) are switched off;
- heating is turned down/off in accordance with the building instructions;
- taps are off and toilets checked;
- any internal rooms used are left tidy and secure; and
- the key box is locked and the code scrambled/reset (if applicable).

#### 6. Non-transferable access

The code is issued to me personally. It is **not transferable**. If I step down from my role or no longer require access, I will notify the Clerk immediately so access can be withdrawn and the code changed if necessary.

#### 7. Breach and withdrawal of access

The Council may withdraw access immediately if this agreement is breached or if there are security concerns. Serious or repeated breaches may result in suspension of a group's hire/use privileges and recovery of costs arising from negligence or misuse.

#### 8. Code changes

The Council may change the code at any time. I agree to comply with code changes promptly and to delete any stored copies of previous codes.

#### Declaration

I understand and accept the responsibilities above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parish Clerk / Council representative: \_\_\_\_\_ Date: \_\_\_\_\_