

FULL COUNCIL	30 JULY 2020	AGENDA ITEM: 19
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Report prepared by Angie Price – Town Clerk

OFFICE SECURITY – KEY HOLDERS

Purpose of Report

The purpose of this report is to designate at least two councillors as key holders to the council premises.

Detailed Information

In March 2020, the locks to the external doors of the Council offices were all changed for security purposes and new keys issued to all staff and the cleaning company.

Previously Councillors Howells and Morris were listed as key holders and held a set of keys and were on the call out list in case of emergencies.

When the locks were changed both councillors returned their keys to the office and it is necessary to designate at least two councillors as key holders. As far as the Clerk is aware there is no formal method of agreeing Councillor Key Holders and as such Members may wish to consider introducing this, and consider whether the Mayor and Deputy Mayor should designate key holders at the time of election each year, with the keys then being passed on to the new post holders.

Recommendation

Members are requested to consider the above and agree at least two councillors to act as key holders for the council offices who would agree to be placed on the call out list in case of emergency.