



Last amended: 06/12/2023

To be reviewed: 06/12/2024

GREESTY STREET COMMUNITY ALLOTMENTS ASSOCIATION

KEY POLICY

Purpose

GSCAA has created this key holder policy in order to maintain the security of the GSCAA contents and grounds. It is also intended to help protect members and their families.

Policy

It is the policy of GSCAA to only issue keys to the members of the GSCAA. Unless due to special circumstances, the committee agrees otherwise.

This ensures that the absolute minimum number of persons have the means to access GSCAA Site at any time of day or night, ensuring that security, levels remain consistently stringent, thus minimising the risk of unauthorised access.

GSCAA committee members also recognise that provisions must be made for members' holidays or illnesses. Therefore, all members are required to notify the committee of any person who may have access to their key during these times to allow them to come on-site without question. This can be done with an email to gsc.a.association@gmail.com and just a brief description of who will have access to the site and for what dates.

The committee in case of emergency has an association phone line available where committee members are on duty between the hours of 8 am and 9 pm. 07355437106

In line with this policy, all members are responsible for ensuring they shut and lock the gate on entry and exit. In some circumstances for example deliveries, community days or contractor access the gate may be unlocked and open but this will be managed by the committee members to ensure only the individuals with expressed permission are coming on site.

Any member of the association who may be breaking this policy could face termination of the contract, due to risking the safety of members and the security of the site.

If any member loses or does not return the key when leaving the site they will be subject to a full lock charge as per a committee decision depending on the investigation results. They will be invoiced for the full amount of replacement for locks and keys as per the charge the association will incur.

By members signing for their key, they agree to adhere to this policy.