

WEST PARLEY PARISH COUNCIL

Lost Property Policy

1. INTRODUCTION

1.1 Purpose of this Policy

1.1.1 This document sets out the agreed Lost Property Policy for West Parley Parish Council.

1.1.2 This includes items found at the Council's buildings and land, including:

- the Community Sports & Social Club
- Recreation Ground
- Playground
- Parley Wood
- car park

1.1.3 This policy will be reviewed every four years, unless required sooner

1.2 Legal Background

There are no legal requirements but this policy has been written to formalise the procedure; to encourage items to be reunited with owners and prevent unwanted items collecting in Council buildings.

2. Lost Property Items

2.1 Lost property to be handed into the Parish Council when found by staff or received from members of the public and securely stored within the Community Sports and Social Club.

2.2 Unclaimed perishable items will be disposed of at the end of each working day.

3 ATTEMPTS TO FIND OWNERS

3.1 Items will be reported as 'found' on the Parish Council's facebook page and website.

3.2 If an item has personal information within it, every effort will be made to make contact with the owner.

3.3 All other items to be held for 28 days at which time they will be disposed of within the Parish Council's bins or donated to charity with the exception of:

- 3.3.1 Passports
- 3.3.2 Personal Identification and Bank Cards
- 3.3.3 Mobile Phones and cash – all to be taken to the police
- 3.3.4 Medicine – taken to a local pharmacy for disposal

3.2 Assessing the Risk

3.2.1 Before anything is removed, check with any members of the public at the grounds.

3.2.2 Before picking up, check safe to do so eg no hidden items which could cause harm.

4. Status

This procedure is to be considered for adoption at the full Council meeting on 22nd June 2022.

Adopted 22nd June 2022

Review Due : June 2026

Chairman