

WEST MOORS TOWN COUNCIL



LOST PROPERTY POLICY

Adopted by the Council: 25.01.2024
Reviewed and Revised: **Due January 2028**

LOST PROPERTY POLICY

1. INTRODUCTION

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.

1.1 Purpose of this Policy

This document sets out the agreed Lost Property Policy for West Moors Town Council.

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

- the Pavilion
- Pavilion Car Park
- Fryer Field Play Area
- Fryer Field
- Skate Park, Tennis Courts and/or MUGA
- Dorset Council owned land within West Moors

2. LOST PROPERTY ITEMS

2.1 Lost property that is handed into the Town Council office, when found by staff or received from members of the public will be securely stored in the office.

2.2 All items deposited at the Council Office will be recorded by staff in the 'Lost Property' spreadsheet and, where possible, details of where and when the item was found will also be logged.

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

2.4 All other items, will be held for **three** calendar months, at which time they will either: a) Be disposed of within WMTCs bins; b) Be donated to charity; c) Vest in the Council. Except for the following; Passports, Personal Identification and Bank Cards, Mobile Phones and cash – all to be taken to the police. Medicine – taken to a local pharmacy for disposal.

3. ATTEMPTS TO FIND OWNERS

3.1 Items will be reported as 'found' on the Town Council's Facebook page.

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

4. ASSESSING THE RISK

4.1 Before anything is removed, it is suggested that a search of the immediate vicinity is carried out for the owner of the property.

4.2 Before picking up, check safe to do so e.g. no hidden items which could cause harm.

5. REVIEW

This Policy will be reviewed every 4 years.