

PURTON PARISH COUNCIL	LOST PROPERTY
APPROVED BY COUNCIL:/...../..... <i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk:	Dated:

The following policy and procedures have been designed to manage and handle lost property.

1. **Definition**

Lost property means any unattended, misplaced or forgotten item which is the property of a person or persons, and which is handed in to Purton Parish Council or left behind by person using our facilities

2. **Risk**

At no point will Purton Parish Council Staff or Councillors be held responsible for any items deemed to be lost property. No items should be left in the Village Hall, Millennium Hall or Bowls Pavilion, or play and recreation areas and any that are left are done so at the owner's risk.

3. **Policy statement**

Purton Parish Council staff will endeavor to return property of high value or official hard copy documents containing personal data. Handling of lost property is not seen as a core service and therefore the staff time available to handle lost property is limited.

4. **Lost property procedure**

Property lacking or with limited owner identification, will be disposed of in different ways according to the assessed value of the item(s).

5. **Storage of lost property**

High value items

High value items will be labelled with the date found and location and kept in the safe. If after 2 months the item has not been claimed then it shall be donated to Purton Institute and Village Hall Charity.

Official items containing personal data

Official items containing personal data will be labelled with the date found and location and kept in the safe and where possible the owner will be identified after 2 months if the items has not been claimed then it will be securely disposed of.

Low value non-food items

Low value non-food items will be placed in the lost property container within the main office.

Food and drink

Food and drink will be disposed of immediately using the relevant rubbish bins including any receptacles it came in.

6. **Claiming lost property and owner identification**

Purton Parish Council staff will attempt to contact the owners of any official or valuable items, where ownership can be easily identified. Once contact has been made, the item however will follow the normal path of lost property, as above, unless a date to collect has been agreed.

Any person reclaiming property of high value or containing personal data, will be asked for detailed information about the item. They must have ID prior to the item being returned.

Social media will be used to advertise that the item has been handed in.

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7. **Disposal of unclaimed items**

Lost property high value items and cash will be retained for 2 months. The high value items will be donated to local charities and all cash will be donated to Purton Institute and Village Hall Charity.

All low value unclaimed items, including books will be taken to local charity shops approximately every 4 weeks and clothing items will be put in the clothing bank in the village hall carpark.

Disposal periods

1. Food and drink, or anything liquid or perishable, will be properly discarded immediately
2. Articles of clothing, umbrellas, sports items etc with little apparent value will be added to Lost Property container. The lost property container will be emptied every 4 weeks and clothing put in the clothes bank at the rear of the village hall.
3. Cash unclaimed after 2 months will be donated the Purton Institute and Village Hall Charity
4. High value items unclaimed after 2 months will be donated to local registered charities
5. Items holding personal data. If they remain unclaimed after 2 months they will be disposed securely.

Where it is not possible to return an item to its original owner within the nominated period, it will be disposed of in an environmentally friendly manner. This includes donations to local registered charities. Any lost property containing personal data that has not been claimed within the specified time period will be destroyed.

DATE OF REVIEW	REVIEW DETAILS
11-11-19	Adoption and approval of policy