



# Wheatley Parish Council Lost Property Policy

Draft 03.07.2023

## 1. Introduction

This policy outlines how Wheatley Parish Council (WPC) handles items of lost property handed into the council or left in areas managed by WPC. Lost Property is defined as unattended, misplaced or forgotten items, that is property of another person or persons, found or handed in to WPC offices.

## 2. Storage of lost property

Items that are handed to members of staff or to the parish office will be logged and held in the parish office for a period no less than one-month, Further details include:

- High value items will be stored in a safe place. If not claimed the items will be donated to a local charity shop. Cash will be banked by WPC.
- Official items containing personal data will be stored in a safe place. If not claimed the items will be securely disposed of.
- Low value non-food items will be placed in the lost property tray in the office, if not claimed the items will be donated to a local charity shop.
- Food and drink will be disposed of immediately.

## 3. Communication

Where property has identifiable information, officers will attempt to contact the owners, or official organisations.

For other items officers will use WPC communication channels to share information with the public, including images, if appropriate.

## 4. Claiming lost property

Any person reclaiming property of high value/ ID will be required to supply detailed information about the property and provide their personal details to. If personal data is stored, then WPC will adhere to their Privacy Policy. For all other items descriptions and details may be required before they are handed over.

Date of policy: 02.09.2024 TBC
Approving committee: Full Council
Reviewing Committee: Full Council
Date of committee meeting: N/A
Policy version reference: N/A
Supersedes: N/A
Policy effective from: TBC
Date for next review: 2026.