

Costessey Town Council



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LOST PROPERTY POLICY

Costessey Town Council

1. Introduction.

This document sets out the agreed Lost Property Policy for Costessey Town Council buildings and land, including The Halls and Grounds.

2. Policy.

Lost property to be handed into the Town Council office when found by staff or the public and securely stored within The Costessey Centre.

- 2.1. If an item has personal information within it, every effort will be made to make contact with the owner.
- 2.2. Unclaimed perishable items will be disposed of by caretakers at the end of each working day.
- 2.3. All other items to be held for 14 days at which time they will be disposed of within the Centre's bins or donated to charity with the exception of : Passports, Personal Identification and Bank Cards, Mobile Phones and Cash – all to be taken to the police. Medicine to be taken to the local Pharmacy for disposal.
- 2.4. All Lost property will be recorded within the Lost property book.