

LOST PROPERTY POLICY

Cringleford Parish Council

1. Introduction.

This document sets out the agreed Lost Property Policy for Cringleford Parish Council buildings and land, including The Willow Centre, The Recreation Ground and the Pavilion.

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

2 Policy.

Lost property to be handed into the parish council office when found by staff or the public and securely stored within The Willow 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 7 days at which time they will be disposed of within the centre's bins or donated to charity with the exception of:-

2.3.1 Passports, Personal Identification and Bank Cards, Mobile Phones and cash – all to be taken to the police.

2.3.2 Medicine – taken to a local pharmacy for disposal.

2.4 All lost property will be recorded within the lost property book and added to the website.