



'Committed to Improving the Quality of Life in North Hykeham'

North Hykeham Town Council

Lost Property Policy

1. Purpose

To ensure property found, or left within Town Council premises, is dealt with consistently and appropriately.

2. Applicability and Scope

This policy applies to anybody entering Town Council premises or using outdoor spaces and should be used when property is found or has been left behind.

3. Definitions

a. Lost Property is anything not belonging to the Town Council, Councillors or its staff left on Town Council premises or open spaces.

b. Personal items of value are items which contain personal or sensitive information and/or information from which an individual might be identified e.g. passport, birth certificate, cheque book, cash or secure container (purse or wallet) likely to contain valuables, credit/debit card, driving licence, bank statements, mobile phone/I Pad etc. (This is an indicative but not exhaustive list).

4. Lost Property

Property found on Town Council premises or open spaces and handed in will be logged by staff. All unclaimed items, which are not personal items of value that can be returned to an originator e.g. the DVLA, will be kept for *three months*. After this time any item not collected will be disposed of. For security reasons, all bank cards handed in will be securely destroyed immediately.

Staff have a responsibility to maintain a log of lost property found and to make every effort to trace the owner. Any personal items of value found will be placed in a secure storage area to await collection for up to a *maximum of three months*.

5. Disposal Policy

Where possible any items being disposed of will be sent for recycling or taken to local charity shops. Where items may contain sensitive data (laptops, phones etc.) they will be disposed of in accordance with the Council Policy on the disposal of sensitive data. Due to health and safety, items containing food or drink will be disposed of immediately.

Any cash found and not claimed will be donated to the Mayor's Charity.

6. Collection of Lost Property

Anyone wishing to collect lost property needs to contact the Town Council Office. If it is possible to identify the owner, the Council will contact the owner, if possible, by phone. This contact will be logged on the lost property log.

Items of Personal ID, with the exception of bank cards, will be returned to the appropriate bodies after one month – DVLA, passport office etc. For security reasons bank cards are securely disposed of immediately.

All other items will be kept by the Town Council Office for three months. If after this time the property is not collected it should be recycled, sent to a charity shop or destroyed if it contains sensitive data. Any unclaimed monies are to be given to the Mayor's Charity.