

## **Policy and Procedure**

### **Lost property**

#### **1. Introduction**

- 1.1 This document sets out the agreed lost property policy for items handed into Lyme Regis Town Council and the procedure for dealing with such items.

#### **2. Procedure**

- 2.1 Lost property can be handed into the town council office, Guildhall Cottage, Church Street, Lyme Regis, Dorset. DT7 3BS or to a uniformed member of staff.
- 2.2 All items deposited at the town office will be recorded by staff in the 'Lost Property' log and, where possible, details of where and when the item was found will also be logged. Cash amounts will be logged when the lost property is received.
- 2.3 Where an item contains personal information, every effort will be made to contact the owner.
- 2.4 Unclaimed perishable items will be disposed of by staff at the end of each working day.
- 2.5 All other items will be held for three calendar months at which time they will either:
  - 2.5.1 be disposed of within Lyme Regis Town Council's bins
  - 2.5.2 personal items to be donated to charity
  - 2.5.3 passports will be sent back to the passport office
  - 2.5.4 personal identification documents to be cut up and disposed of
  - 2.5.5 mobile phones to be destroyed
  - 2.5.6 cash to be donated to charity
  - 2.5.7 the relevant bank will be contacted for guidance on appropriate action to take for bank cards.
  - 2.5.8 medicine to be taken to a local pharmacy for disposal
- 2.6 This is with the exception of:
  - 2.6.1 passports, personal identification documents, mobile phones, and cash – all to be handed to the police.
  - 2.6.2 bank cards – the relevant bank will be contacted for guidance on appropriate action.
  - 2.6.3 medicine – to be taken to a local pharmacy for disposal.

### **3. Review**

- 3.1 This policy and procedure will be reviewed in three years' time or sooner if there are changes in legislation.

**Implementation date:** 17 December 2025

**Review Date:** December 2028