



Grange-over-Sands Town Council

Lost Property Policy

Approved February 2024

Purpose

This document sets out the agreed Lost Property Policy for any unattended, misplaced or forgotten item which is left behind by Hall users or handed in at the Victoria Hall office.

Policy statement

Town Council staff endeavour to return property of high value and official hard copy documents, or bank cards, containing personal data. Handling of lost property is not a core service and therefore the staff time available to handle lost property is limited.

What we do with lost property:

- Items are logged in the Lost Property book and kept in the Victoria Hall office.
- High value items and official items containing personal data are kept in the safe.
- All reasonable efforts are made to trace owners where possible, where ownership can be identified.
- Facebook and/or the Town Council website may be used to find owners, ensuring no personal information is revealed.
- Items that have not been claimed, after six months, including cash, are disposed of, either by donation to St Mary's Hospice Charity, or via local authority recycling or refuse collection services.
- After six months, official items containing personal data, where it is not possible to return an item to its original owner, is securely destroyed.