



EAST DONYLAND PARISH COUNCIL

Serving the Village of Rowhedge

Lost Property Policy

This policy outlines how the parish council handles items of lost property handed in to the council. Within reason, EDPC aims to store and return items of property that are deemed to be genuinely lost by members of the public and likely to be sought by the original owner.

Storage of lost property

Items that are handed into the council office will be tagged with the date and location found, and held securely for a period of not less than three months (unless perishable or of obvious nil value, in which case they may be disposed of after 24 hours).

Enquiring after lost property and returns

Enquiries can be made in person at the parish council office during opening hours – normally Mon/Wed/Fri 9.30am – 11.30am. Alternatively, enquiries can be made by email to info@eastdonylandpc.co.uk. Enquiries should include a full description of the item, including brand, size, colour, unique features or other details that will help with identification. It may also be necessary for the council to request specific information for certain items, including: description of contents for bags, wallets and purses, phone numbers or un-lock codes for mobile phones and distinguishing marks or engravings on jewellery.

Where possible, EDPC will try to contact the owner of property handed in where they reasonably believe they have the correct contact information.

Unclaimed items

If items are unclaimed after three months, the council will dispose of goods as appropriate. This may include donation to charity or third parties, or sale of goods through any channel. In line with the Data Protection Act, EDPC will not disperse any items that contain personable identifiable information. Any items such as mobile phones will be data cleansed before dispersal or sale.

Responsibility and limitations

The Clerk shall be responsible for ensuring that lost property is handled in accordance with this procedure, and for the disposal of unclaimed items in an appropriate manner. While the council will take due care when storing and returning items of lost property in accordance with this policy, no claim whatsoever will be accepted for any loss arising from our involvement in this process.