

**Lost Property Policy  
Open Spaces Committee 26 September 2017**

**Introduction**

- 1 From time to time items are found on Town Council land such as bicycles, children's scooters etc
- 2 Currently there is no policy in place to deal with such items and it is left up to staff discretion to dispose of the items in the most appropriate way.

**Information**

- 3 The Committee's guidance is required to draw up a policy of how to deal with lost property that is found on Town Council land. The policy could include the following:
  - Item to be advertised on Town Council Facebook page for two weeks
  - Item to be advertised on Town Council news page for two weeks
  - Item to be kept for two weeks (this is standard practice for the police) and then disposed of.
  - Item then to put out to be collected by the rubbish or if in good enough condition to be sold on eBay or another selling site

**Contact for further information.** Admin Information (01460) or  
email: [town.council@ilminster.gov.uk](mailto:town.council@ilminster.gov.uk)

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