

**Ilminster Town Council
Lost Property Policy & Procedure
Approved by Town Council XXXXXX 2018**

Policy

Ilminster Town Council will, wherever possible, and practicable return lost property to its rightful owner. Where it is not possible for the property to be returned to the owner, the Town Council will dispose of the property in a responsible manner and where appropriate that disposal should generate an income for the Town Council.

Background Information

From time to time items are found on Town Council land such as bicycles, children's scooters etc. There is limited space for these items to be stored and the Town Council acknowledges that there should be a consistent way to deal with these items. This policy and procedure aims to take the following into consideration: limited storage space, limited staffing and a requirement to generate income.

Procedure

1. Items Found

- All items that are found are to be recorded and logged. The record should include:
 - what the item is;
 - the date of when the item was found;
 - a photograph of the item
 - any serial numbers or other identifying marks and the condition of the item.

2. Advertising the missing item

The item will be advertised on the Ilminster News Page and the Ilminster Town Council Facebook page for two weeks.

3. Disposal of the item

If the item is not claimed then the two methods of disposal available are as follows:

- A) If the item is in poor condition then it should be disposed of responsibly, as soon as possible.
- B) If the item is in good condition then all efforts should be made to sell the item so that money can be raised for the Town Council.

4. Accountability

To ensure that items are dealt with in an appropriate manner a log will be kept by staff to record information on all items found including method of disposal. Log entries will be reported quarterly at Open Spaces Committee meetings.