



Holybrook Parish Council

Serving the communities of Beansheaf Farm & Fords Farm

The Parish Office
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Policy for Lost Property

This document sets out the agreed Lost Property Policy for items found on/in Holybrook Parish Council's property including the Beansheaf Centre and the Holymead and Underwood Road Playgrounds.

1. This Policy will be reviewed every four years, unless required sooner.
2. Policy:
 - i. Lost property can be handed into the Parish Council Office, Beansheaf Community Centre, during the office opening hours of 10.00am – 1.00pm.
 - ii. All items deposited at the Parish Office will be recorded by staff in the 'Lost Property' book and, where possible, details of where and when the item was found will also be logged.
 - iii. Where an item contains personal information, every effort will be made to make contact with the owner.
 - iv. All items deposited at the Parish Office will, one month following receipt, be listed on the Parish Council's website and, from time to time, Facebook (no personal information will be revealed).
 - v. Unclaimed perishable items will be disposed of by caretakers/office staff at the end of each working day.
 - vi. All other items (see also vi.i.) will be held for three calendar months* at which time they will either:
 - a) Be disposed of within Holybrook Parish Council's bins;
 - b) Be donated to charity;
 - c) Vest in the Council.

vi.i. With the exception of:

a) Passports, personal identification documents, mobile phones and cash – all to be taken to the Police.

b) Bank Cards – appropriate bank will be contacted for guidance on appropriate action.

c) Medicine – taken to a local pharmacy for disposal.

*NOTE: any item handed to the Parish Council not found on Council property will be held for a period of six months after which vi. a-c and vi.i still apply