

Long Stratton Town Council Lost Property Policy

This document sets out the agreed Lost Property Policy for Long Stratton Town Council buildings and land.

Lost property will be held in the Council offices for a maximum of 21 days.

Where an item is named, all effort will be made to reunite the item with its owner. If an item is unnamed the Council will use social media and the website to notify the community and / or local schools.

Unclaimed items will be donated to the clothes bank situated on Manor Road playing fields. Bank cards, passports, mobile phones, cash and personal identification items will be passed to the police.

All other items will be disposed of in a safe manner.

Perishable items will be disposed of within 24 hours.

Adopted by Long Stratton Town Council February 2024
Review date February 2026