



Holybrook Parish Council

Proudly serving the residents of Holybrook Parish since 2000

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. Policy:

- i. Small items of lost property can be posted through the Parish Office secure post box (on the side of the Beansheaf Centre, facing the car park): i.e. keys, and jewellery.
- ii. Where an item contains personal information, every effort will be made to make contact with the owner.
- iii. Unclaimed perishable items and unnamed water bottles found in the Beansheaf Centre will be disposed of by caretakers/office staff immediately.
- iv. All other items (see also vi.i.) will be held for approximately three calendar months* at which time they will either:
 - a) Be disposed of within Holybrook Parish Council's bins or, where it is a personal identification object, shredded;
 - b) Be donated to charity;
 - c) Vest in the Council.
- vi.i. With the exception of:
 - a) Medicine – taken to a local pharmacy for disposal