



Buckingham Town Council

Lost Property Policy & Procedure

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Prepared by: Town Clerk

Version: 1

Buckingham 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 benefit a local reuse charity.

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 responsibility to reuse and recycle items.

Procedure

1. Items Found

All items that are found are to be recorded and logged. The record should include:

- Item
- Date Found
- Location item was found
- Serial number, identifying marks and description
- Photo
- Date item will be advertised until
- Date item will be donated/disposed
- Where and when it was donated/disposed

The details of any found items that may have an intrinsic value e.g. mobile phone, bicycles will be checked with the local neighbourhood police team and their instructions followed.

2. Advertising the missing item

The item will be advertised on the Town Council's website and the Town Council's Facebook Page for two weeks from the date they are logged on the Council's system.

3. Disposal of the item

If the item is not claimed within two months, 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 by the Town Council being recycled whenever possible.
- b. If the item is in good condition and has an intrinsic value, then all efforts should be made to donate the item to a local reuse charity (see Appendix A).

4. Accountability

To ensure that items are dealt with in an appropriate manner, a log will be kept by the Estates Team to record information on all items found including date and method of disposal. Log entries will be reported annually at Environment Committee.

Appendix A

Example of local reuse projects:

- Furze Down School. Maintenance Hub
- [Milton Keynes Re-Use Community Project - Reuse MK](#)
- [Home | Florence Nightingale Hospice Charity \(fnhospice.org.uk\)](#)
- [Kiln Farm Furniture Shop - Willen Hospice \(willen-hospice.org.uk\)](#)
- [Cycle Saviours | Milton Keynes Christian Foundation \(mkchristianfoundation.co.uk\)](#)
- [Recycle or donate old mobile phones with Oxfam | Oxfam GB](#)