



Lost Property Policy

The Parish Council will endeavour to return any found property at the hall.

The following steps should take place:

- All lost property will be placed in the parish office noting and logging the date it was found.
- If found during a casual hire (generally over a weekend), contact to be made to the casual hirer to advise of left items and arrangements to be made to return.
- If found during a regular hire, contact to be made and arrangements made to return.
- If any lost property is not claimed, it will be retained for 3 months after which it will be disposed of by either donation to a charity or refuse.

Adopted by Council November 2025