## Lost property process

If you believe that you may have lost an item on the premises, please contact the Parish Office in the first instance on 020 8429 1131 or by emailing <u>office@stlawrenceeastcote.org.uk</u>

Any item found on the premises will be logged in our lost property register and will be securely stored for 1 calendar month, after which point it will be disposed of.

Should you find any lost property whilst on the premises, please hand it in to the Parish Office at the earliest opportunity - please ensure to provide details of where and when the item was found.