

# Rushmere St Andrew Parish Council – Internal Note

Source; MRB

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Approved; Reviewed – re-adopted by PA&S

Issue; 4

Distribution; Parish Council for inclusion in Councillors Handbook

Date; 19<sup>th</sup> March 2015 - Confirmed as current 08/03/18

## PC POLICY ON NOTICEBOARD CONTENT

This note applies to official Parish Council noticeboards only. Previous unwritten policy on noticeboard content has tended to be quite prescriptive but this policy should seek to satisfy the following criteria:-

- a) To provide an information point for parishioners on Parish Council related events and meetings.
- b) To inform parishioners of community benefits not directly initiated by the Parish Council.
- c) To provide an information point for other government agencies and local authorities

### POLICY:

- All notices be dated with an expiry date subject to:-
  - Parish Council notices to be displayed for a maximum of 1 year then review.
  - All other notices to be displayed for a maximum of 6 months then review.
- Where notices are passed for renewal following a review they shall be replaced with fresh copy to ensure noticeboard does not look ‘stale’.
- Notices shall be removed if expiry date has passed or is not present.
- Notices from other Local Authorities and Government Agencies shall be permitted.
- All notices will be displayed subject to available space, Parish Council papers taking precedence.
- No notice to be greater than A4 paper size.
- No notices to be posted on outside of boards or on posts.
- No commercial advertisements.
- Certain notices may be allowed if considered to in the best interest of the community and only at the discretion of any two of the Clerk, Chairman and vice-Chairman whose word shall be final.

Typically this would apply to, for example, notices regarding local pre-school groups etc and the organisation must be based in Rushmere St. Andrew.

### EXCEPTION:

Tower Hall noticeboard being larger than the others, has a section reserved for events relating to Parish Halls. The above restrictions do not apply to the reserved section, the content of which is at the discretion of the Parish Halls Management Committee.

<b>Doc. History:</b>	Issue 1	01-08-06	1 <sup>st</sup> Draft
	Issue 2	14-02-07	2 <sup>nd</sup> Draft for approval by PA&S
	Issue 3	08-03-07	Document adopted by Parish Council
	Issue 4	19-03-15	Reviewed by PA&S no change required – re adopted

**Councillors please include this policy document in Section 10 of your Councillors Handbook**