

EXTERNAL NOTICEBOARDS

POLICY

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| AGREED: | Dec 2021 |
| REVIEW by: | Sep 2024 |

**Introduction**

This policy is to provide clear guidance and responsibility for the noticeboards and to reflect the nature of the information that it considers to be appropriate for display on the Parish Council’s external noticeboards.

The purpose of the notice board is to provide information that would be directly relevant to residents of Cornforth and in line with the expectations of information to be provided by the council.

The Parish Clerk will have discretion within this policy to determine what items will be displayed and for how long, having regard to the number of items that are competing for display at any time.

The Parish Council reserves the right to decline to display any notice and the Parish Clerk’s decision is final.

The Parish Council takes no responsibility for the accuracy of notices placed on the notice boards other than those pertaining to the council.

**Locations of the External Noticeboards**

The Parish Council owns three notice boards throughout Cornforth;

1. Seating area above Cornforth Community Centre
2. Memorial Park
3. the Oval

**Responsibility**

It is the responsibility of the Parish Clerk, supported by the Chairman and Vice Chairman to ensure that the noticeboards are kept up to date and monitored.

The physical notice board will be kept clean and tidy and will be checked at least once a month for out-of-date notices, and any maintenance required.

**Material to be Displayed**

Parish Council Information: -

It is recommended that the noticeboard should display:

* The full title of the parish council;
* The name, address, telephone and email address of the clerk;
* The council’s website address;
* A list of members of council with contact details (address, telephone number, email);
* Venues, dates and times of meetings for the year;
* Agenda for forthcoming meetings;
* If practicable, minutes of meetings and summary of recent decisions and;
* Where the minutes, the code of conduct and other public documents may be inspected.

**Other material will be considered for display in accordance with the following:**

 Priority will always be given to the display of official/legal notices for or on behalf of the Parish Council including the following:

a. Agendas for meetings of Cornforth Parish Council.

b. Minutes of Cornforth Parish Council meetings

c. Planning Notices or information, as considered appropriate.

d. Paperwork related to the Annual Return and Rights of Electors relating to Cornforth Parish Council accounts.

e. Election notices.

 **Other Notices, Subject to above,**

a) Notices promoting events taking place within Cornforth in particular those organised by charities or organisations that give evidence that they are not-for-profit;

b) Practical local information e.g., road closure notices from Highways and Waste Collection service information from Durham County Council;

c) Notices advertising charity/not-for-profit events outside Cornforth, but within a reasonable distance, such that they are likely to be interest, e.g., Bishop Middleham, Coxhoe, etc.

d) Notices from other authorities that are not legal notices but which provide useful information such as Trading Standards notices, County Council News Releases etc.

e) Notices from other agencies e.g., Cornforth Partnership, Citizens Advice Durham, Voluntary Groups, Fire and Rescue Authority, the Police etc. offering services or information that may be of use to specific groups of residents, particularly those that promote health and social well-being, or offer educational or cultural opportunities or courses

f) For-profit events may be advertised if it is judged that the event is likely to be of Interest to residents and space permits e.g., a local Classic Car Show or Art Exhibition etc.

g) Any other local news information websites details.

 **The notice board will NOT be used to display**

a) Information relating to business/trade/commercial services or activities, whether on behalf of local companies or otherwise;

b) Notices promoting a political or religious point of view, non-charity fundraising or charity posters appealing for direct fundraising appeals/collections (other than for jumble sales etc.)

c) Material that is considered by the Parish Council to be illegal, inflammatory or offensive.

d) Material from any Action Group, Anonymous material – i.e., not attributed to an identifiable individual, editorial team, or known organisation with published contact other than website.

**Display and Appearance of Material**

a) Material should be dated.

b) Posters must be of attractive appearance with a good quality of print and legibility.

c) The contact details for the organisation or agency issuing the material for display must be clearly visible on the notice.

d) Items must be displayed at A4, other sizes will be considered by the Parish Clerk and subject to the content and available space may be accepted, the Parish Clerk’s decision is final.

e) No assurance will be given as to if and when an item will be displayed, or for how long it will remain on display. On average, if accepted for display, information will be displayed for between 2 and 6 weeks.

***It should be noted that a notice that advertises a series of events over a period of months may be removed well ahead of the final event taking place due to pressure upon space***.