



Newport Parish Council

Notice Board Policy

Introduction

This policy describes the proper use and maintenance of the Newport Parish Councils notice boards. The boards may be used for Official Notices, also defined in law as Statutory Notices, and Community Information Notices, but Official Notices always take precedence.

The physical notice boards must be kept clean and tidy and must be checked at least once a month for out of date notices, and any maintenance required.

Authority

The Clerk and Parish Staff have authority to display notices on the notice boards. Display of Community Information Notices will only take place if there is space available, and will be displayed at the Clerk's discretion.

Official notices

Official Notices include, but are not limited to;

- Election notices and results
- Casual vacancy notices
- Council meeting agendas and minutes
- Statutory notices relating to the annual audit
- Notices advertising the Annual Parish Meeting
- The names, and contact information of members of the Parish Council and the Parish Clerk
- Parish Council meeting dates

Community information notices

Community Information Notices Include, but are not limited to;

- Notices from and for organisations and residents of Newport Parish
- Notices from organisations outside the parish but being of interest to residents

Notices should be provided to the clerk in good time and will normally be displayed, space permitting, for a maximum of two weeks before the event or date of effect.

Additionally

All notices should contain the date of posting in the top right hand corner, and will be removed when out of date. All notices should contain the name and contact detail of the writer or organisation. Notices must be factually correct and must not be critical or offensive to any person or organisation.

The following are not normally to be displayed on the physical notice boards:

- Political Notices
- Commercial advertisements
- Publicity for any fund raising event that is not for a charity

Website

There is a separate policy for the use of the Parish Council website, which will be maintained by the webmaster with permission from the Council. The Clerk will decide which notices should be displayed on the website and will forward suitable notices to the webmaster for inclusion

As a minimum, the website will display all minutes of Council meetings, and Parish Council policies.

Fly posting

No material is to be displayed on the physical notice boards without the prior knowledge of the Clerk; any unauthorised notices or notices which are fly posted will be removed by the Council.