

Noticeboards Policy

Introduction:

The purpose of this policy is to provide guidelines regarding the usage of the noticeboards of Brickhill Parish Council and the material which can be displayed.

Use of the noticeboards:

The noticeboards are to be used for the posting of official Council notices and community information. These include:

a) Election notices and results:

In accordance with Government Legislation, if an election of members of the Council or Government is necessary, the Parish Clerk must publish a notice on the official notice board and website of the Parish Council as soon as possible.

b) Parish Council Meetings Agendas:

The agendas of Brickhill Parish Council and its committee meetings will be displayed on the official notice board at least 3 working days prior to the meeting and take priority over other notices.

c) **Brickhill Borough and Parish Councillors:** Surgery times and other information which the Brickhill and Great Barford Councillors wish to display which relates to their activities within the parish. These notices must be in black and white print.

d) Display of other notices:

The boards are to be used to advertise charitable and non-profit making events and activities of interest to the residents of Brickhill (including Woodlands Park) and when space is at a premium, activities within Brickhill (including Woodlands Park) have priority.

Notices concerning charitable and non-profit making events and activities outside the parish will only be displayed if there is space available and with the permission of the Clerk who must liaise with the Chairman of the Council.

All notices should clearly display the organisation responsible and if in a language other than English must be accompanied by a brief summary of the information provided in English.

The Clerk checks the content of the noticeboards on a weekly basis removing and adding information at that point.

Notices not permitted:

Notices bigger than A4.

Political notices will not be permitted.

Commercial notices advertising businesses or profit making activities will not be permitted. The parish council has a quarterly newsletter in which advertising space is charged.

Time Restriction:

Notices will be displayed no more than a maximum of 2 weeks before the event or date of effect. Depending on demand for space on the board, that period may need to be reduced.

Complaints: These should be addressed in the first instance to:

The Clerk, Brickhill Parish Council, St Mark's Church and Community Centre, Calder Rise, Brickhill MK41 7UY Tel: 01234 271708 or clerk@brickhillparishcouncil.gov.uk

Adopted: June 2016

Revised: May 2018