

Sheriffhales Parish Council Noticeboard Policy

Introduction

This policy describes the proper use and maintenance of Sheriffhales Parish Council noticeboards.

Background

Parish Councils are required to maintain a noticeboard for statutory notices to be published and other notices to be displayed. Notices displayed on a parish noticeboard are for planning purposes advertisements as defined in section 336(1) of the town and country planning act 1990(as amended). This policy outlines the proper use and maintenance of noticeboards in the parish.

Location of Parish Noticeboards

Physical noticeboards in Sheriffhales Parish are located at the top of Church Lane adjacent to the layby. A smaller noticeboard is also located adjacent to the entrance to the cemetery at the bottom of the Rock. Official notices must by law be displayed on at least one of the physical noticeboards. Notices may also be published on the Parish Website.

Use of Parish noticeboards

Parish boards may be used for official notices, statutory notices and community information notices.

Official notices

Official notices include but are not limited to;

Parish Council agenda

Parish Council minutes

Election notices and results

Statutory notices relating to the annual audit.

Notices advertising the Annual Parish Meeting

Notices advertising Parish Council Meeting dates

Contact details of Parish Clerk.

Community information notices

Community information notices include but are not limited to

Notices from and for organisations and residents of Sheriffhales Parish.

Notices from organisations outside the parish but being of interest to residents.

The following are not normally to be displayed on the physical noticeboards

Commercial advertisements.

Publicity for any fundraising event or organisation that is not a charity.

Political notices

Requirements to be met by advertisers

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice.

Notices should be factually correct and must not be critical or offensive to any person or organisation.

Authority to use noticeboards and related matters

The Parish Clerk has the authority to display of notices on the noticeboards. Community information notices will be displayed provided space is available however Official Notices will always take precedence. Counsellors can also advise on suitability of notices and receive material for publication from residents where necessary. Material should ideally be sent to the Clerk as a Hard Copy.

Display of material on Parish Council website.

In addition to physical noticeboards the Parish Council has a website which is also used to display Parish Council agendas minutes and meeting dates. In addition the website contains details of Financial Regulations, Code of Conduct, other policies and links to other Websites.

Material for posting on the Parish Council website should be sent in electronic format to the clerk in the first instance but is subject to a separate policy and be maintained by a Webmaster.

Fly posting

No material is to be displayed on the physical noticeboards without prior knowledge of the clerk and unauthorised notices or notices which are fly posted on public property around the Parish e.g. lampposts will be subject to removal by the council.

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