

# Use of Notice Board Policy

The Parish Council owns several notice boards throughout St. Albans (SAPC). The Parish Council has developed the following policy to reflect the nature of the information that it considers to be appropriate for display on the Parish Council's noticeboards. The purpose of the notice board is to provide information that would be directly relevant to residents of SAPC.

The 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.

## Material to be Displayed

Material will be considered for display in accordance with the following:

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

- a. Agendas for meetings of SAPC.
- b. Planning Notices or information, as considered appropriate.
- c. Paperwork related to the Annual Accountability and Governance Return.
- d. Election notices.

2). Other Notices

Subject to 1) above, other space may be used – at the discretion and with explicit permission by the clerk -for the following:

- a) Notices promoting events taking place within SAPC in particular those organised by charities or organisations that give evidence that they are not-for-profit;
- b) Public notices and information published by the Borough and County Council or their agencies,
- c) Notices advertising charity/not-for-profit events outside SAPC, but within close proximity of the parish
- d) Notices for organisations and events promoting health and wellbeing in the local area at little or no cost

## Notices NOT to be displayed

- Information relating to business/trade/commercial services or activities, whether on behalf of local companies or otherwise;
- Notices of a political or religious nature, non-charity fundraising or charity posters appealing for direct fundraising appeals/collections
- Material that is considered to be illegal, inflammatory or offensive.
- Anonymous material – i.e. not attributed to an identifiable individual, editorial team, or known

- Any material not authorised by the Clerk.

## 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 size or smaller.
- e) No assurance will be given as to if and when an item will be displayed, or for how long it will
- f) remain on display. Any unauthorised material that appears on the notice board will be removed.
- g) Any material that does not comply with this policy will be removed.