

SAHAM TONEY PARISH COUNCIL

NOTICE BOARD POLICY

The purpose of this policy is to provide guidelines regarding the usage of the 3 Parish Council Notice boards and the material which can be displayed.

Use of Notice Boards

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

1. Election Notices and results – In accordance with Government Legislation, the Parish Clerk must publish all official notices in connection with any Elections. These must also be published on the Council's website
2. Parish Council Meeting Agenda – The Agendas of Saham Toney Parish Council must be displayed on the notice boards at least 3 working days prior to the meeting and take priority over any other notices.
3. Notices in Connection with the Audit – These must be published for the statutory times set by the Government Audit Authority.
4. Display of Other Notices – The notice boards can be used to advertise charitable and non-profit making events and activities of interest to the residents of Saham Toney providing space is available in the boards. Permission from the Clerk (in consultation with the Chair of the Council) must be sought. All notices must clearly display the organisation responsible for the event and must be no larger than A4 size.
5. Political notices and Commercial notices advertising businesses or profit make activities will not be permitted.
6. Notices will be displayed for a maximum of three weeks before the event and depending on demand for space in the notice boards, that period may need to be reduced.

Complaints – Any complaints regarding the content of the Notice Boards shall, in the first instance, be addressed to the Clerk of the Parish Council – Email: clerksahamtoney-pc.gov.uk

This Policy was adopted by Saham Toney Parish Council on the 3rd July 2023.