

CONEY WESTON PARISH COUNCIL

Noticeboards Policy

Introduction:

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

Location of noticeboards

1. opposite Coles Path
2. outside The Swan pub
3. the Village Hall, next to the defibrillator

Use of the noticeboards

The noticeboards are to be used for the posting community and local information along with official Council notices.

- 1 & 2 are designated for community and local information
3 is designated for Parish Council notices which include:

- Election notices and results:

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

- Parish Council Agendas and Minutes:

The agendas of Coney Weston Parish Council meetings and committee meetings will be displayed on the official notice board at least 3 working days prior to the meeting. Minutes of these meetings will be displayed as soon as possible after the meeting.

- Display of local/community notices:

Community/local information will be displayed in 1 & 2. Local business information will be accepted on a discretionary basis. Events and activities outside the parish will only be displayed if there is space available and with permission.

Size of Notices

In order to make best use of the limited space, the notices need to be A5.
Parish Council notices can be A4.

Notices not permitted

Political notices will not be permitted.

Upkeep

Volunteers manage the noticeboards, which are kept locked.

Contact information is displayed on each boards 1 & 2.

The noticeboards will be checked regularly with notices being removed and added as appropriate.