

HAUGHLEY PARISH COUNCIL

Haughley Parish Council Noticeboard Policy

Adopted 21st July 2020

Introduction

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

Background

Parish Councils are required to maintain a noticeboard for statutory notices to be published and other notices to be displayed. This policy outlines the proper use and maintenance of noticeboards in the parish.

Location of Parish Noticeboards

Physical noticeboards in Haughley Parish are located:

- Co-op Store, Old Street Street, Haughley (Lockable)
- Postbox, Opposite New Bells Lane, Haughley Green (Lockable)
- Postbox, Near The Close, Haughley Green (Lockable)

Use of Parish Noticeboards

Parish noticeboards 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 including Annual General Meeting, Contact details of members of the Parish Council and Parish Clerk.

Community information notices

Community information notices include but are not limited to Notices from and for organisations and residents of Haughley 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.

Authority to use noticeboards and related matters

The Chairman and Parish Clerk have the authority to display notices on the noticeboards. Community information notices will be displayed provided space is available however Official Notices will always take precedence.

Councillors can also advise on suitability of notices and receive material for publication from residents where necessary.

Contact to be made to the Chairman and Parish Clerk to make arrangements for the notice to be received for displaying.

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 or nominated Councillor in the first instance.

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.