

Cutcombe Parish Council Noticeboard Policy

Introduction:

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

Use of the Noticeboards:

The noticeboards are to be used for the posting of official council notices and community information. These include:

a) Election notices and results:

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

b) Parish Council Meeting Agendas:

The agendas of Cutcombe Parish Council and its committee meetings will be displayed on the official notice board at least 3 working days prior to the meeting and will take priority over other notices.

c) Official Notices:

Official notices include but are not limited to:

Parish Council minutes.

Statutory notices relating to the annual audit.

Notices advertising the annual meeting of electors.

Notices advertising Parish Council meeting dates.

Contact details of the Parish Clerk.

d) Display of other notices:

The boards are to be used to advertise charitable and non-profit making community events and activities of interest to the residents of Cutcombe and Wheddon Cross and when space is at a premium, activities within Cutcombe and Wheddon Cross have priority.

Notices concerning charitable and non-profit making events and activities outside the parish will only be displayed if there is space available.

A councillor will be a designated keyholder for all noticeboards and his/her decision to display or remove an item will be final.

Anyone wishing to display notices should send them to cutcombeclerk@gmail.com. Those wishing to display items should ensure sufficient notice is given for any publicised event.

Notices not permitted:

Notices bigger than A4.

Political notices will not be permitted.

Commercial notices advertising business or profit-making activities will not be permitted.

Time Restriction:

Notices will be displayed no more than a maximum of 2 weeks before the event or date of effect. Depending on demand for space on the board, that period may need to be reduced.

Complaints:

These should be addressed in the first instance to the Parish Clerk, Liz Stitt at clerk@cutcombepc.org.uk telephone 07919001801.

In addition to the physical notice boards Cutcombe Parish Council has a website www.wheddoncross.org.uk which is also used to display Parish Council agendas, minutes, and meeting dates. In addition, the website contains details of financial regulations, standing orders, code of conduct and other policies.