



Saltford Parish Council Notice Board Policy

The purpose of the policy is to provide guidelines for usage of Saltford Parish Council's (SPC) notice boards and the material which can be displayed.

The objective of the policy is to facilitate the provision of Saltford Parish Council information of interest to those who live, work or visit Saltford.

The Parish Clerk has the authority (delegated powers) to display notices on the noticeboards.

Saltford Parish Council (SPC) notices

SPC notice boards are assets of the Parish Council. Displaying SPC information is the primary purpose of the noticeboards.

SPC notices include but are not limited to: SPC agendas and (draft) minutes, co-options / election notices and results, statutory notices relating to the annual audit, notices advertising the Annual Parish Meeting, notices advertising Parish Council Meeting dates, and SPC and Councillor contact details.

SPC will also display information from B&NES Council that must be on a noticeboard for legal reasons e.g. election notices.

Notices from other authorities

If space permits (as judged by the Parish Clerk) the noticeboards may be used to disseminate public information relevant to the Saltford community, though priority will always be given to SPC notices.

Following SPC notices, the council may – and priority (if space) will be given to - information from relevant authorities including B&NES Council, the Police (Avon and Somerset Police), and Avon Fire and Rescue.

All other notices (including community notices)

Community information notices may be displayed provided space is available on a first-come first-served basis. SPC takes no responsibility for the accuracy of notices other than its own. If a notice is in a language other than English it must be accompanied by a brief summary of the information provided in English, or else it will not be displayed. SPC notices will take precedence if space is limited.

Criteria for permitted notices

If used for notices other than SPC information, the Parish Council has the right to deny the posting of any information that does not adhere to the following guidelines:

- Only notices publicising activities and events or statutory public documents of non-profit, non-political organisations may be posted.

- Notices must publicise activities or events that are occurring within Saltford, or at SPC's discretion its immediate neighbours, and have specific relevance to the Saltford community and be of interest to Saltford residents.
- The organisation responsible for information must be clearly visible on the notice.

Notices that are not permitted

To ensure clarity, notices that are not permitted to be displayed in SPC's noticeboard are as follows:

- Paid advertising (including commercial advertising).
- Publicity for any fundraising event or organisation that is not a charity.
- Notices larger than A4
- Notices that are critical or offensive to any person or organisation

Time Restrictions:

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

If there are space limitations and space is required for SPC notices or notices from other authorities, community notices will be taken down prior to any dates stated on the notice e.g. event dates.

SPC reserves the right to remove a notice from any authority or community notice at any time (bar those required to be displayed by law).

Format

Material should ideally be sent to the Clerk as a hard copy, unless agreed in advance otherwise. Notices should be in a good condition, suitable for display. Posters will be attached with magnets.

Flyposting

SPC reserves the right to remove any notice it considers inappropriate if attached to the exterior of the noticeboard. No material is to be displayed on the noticeboards without prior knowledge of the Clerk and unauthorised notices or notices which are fly posted will be removed (and recycled if possible).

Disposal

SPC reserves the right to remove and dispose (via recycling, if possible) of all notices. SPC will not return any notices to authorities or local community groups etc.

Policy adopted: 9 January 2024