

Horsford Parish Council Physical Noticeboard and Website Policy

Contact details of Parish Clerk: horsfordpc@gmail.com

Introduction

This policy described the proper use and maintenance of Horsford Parish Council noticeboards.

Location of Parish Noticeboards

Physical noticeboards in Horsford are located at:

- The Brickmakers (to be Co-op) on the Holt Road
- Mill Lane near the School
- Village Hall near Committee Room
- Near entrance to Pinelands and
- End of Gordon Godfrey Way, near Poppyfields
- Grenville Court, Horsbeck Way

Official notices must legally be displayed on at least one of the physical noticeboards. They may also be published on the Horsford Parish website www.horsfordpc.info

Use of Parish noticeboards

- Horsford Parish Council Agendas
- Horsford Parish Council Minutes
- Election notices and results
- Statutory notices relating to the annual audit
- Advertising Annual Parish Meeting
- Community information notices; these could include but are not limited to Notices from and for organisations and residents of Horsford Parish and to include Notices from organisation outside of the parish but being of interest to residents
- Contact details of Horsford Parish Clerk

Not to be displayed:

- Commercial advertisements
- Publicity for any fundraising event or organisation that is not a charity. If space permits the Clerk could allow but precedence will be given to the parish business.

Fly posting

No material is to be displayed on the physical notices without prior knowledge of the Clerk and unauthorised notices which are fly posted on public property around the Parish for example on lampposts will be subject to removal by the council.

Requirements to be met by advertisers

Notices should contain information on the date of posting and the date the notice should be taken down.

If not clear from the notice the name and contact details of the author should be added to the notice. Notices should be factually correct and must not be critical or offensive to any person or organisation.

Authority to use noticeboards and related matters

The Parish Clerk has 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. Material should ideally be sent to the Clerk as a hard copy.

Display material on Parish Council website

In addition to physical noticeboards the Parish Council has a website which is also used to display Parish Council agenda, minutes and meeting dates. In addition, the website contains details of Financial Regulations, Code of Conduct, other policies and inks to other websites. Material for posting on the Parish Council website should be sent in digital format to the Clerk.

Policy version 1.0. - May 2022 author V Sokalsky

Policy review date - May 2023