



Notice Board Guidance

Adopted	3 rd April 2023 Minute 58.23 (4) 5 th January 2026 – 07.26
To be reviewed	April 2027

The purpose of this policy is to provide guidelines for usage of Elham Parish Council notice boards and the material which can be displayed.

Parish notice boards which are in the ownership of Elham Parish Council are:

- On the wall of the public toilets in the High Street (official notice board)
- On the wall of the Pavilion at The Gore
- To the boundary of the King George V
- In the Burial Ground

The official notice board on the wall of the public toilets consists of a quadruple board. The middle double board is for the notices of Elham Parish Council. The first and third single boards may be used for village events and businesses within the Parish of Elham. However, official notices will take precedent if space is limited in the middle double board.

The notice board at the Gore is used for pavilion information and for official notices only. Village events and businesses within the Parish of Elham can be advertised if space permits.

The King George V notice board is used for playpark information and official notices only. Village events and businesses within the Parish of Elham can be advertised if space permits.

The Burial Ground notice board is used for cemetery related notices only.

Official Notices

Official notices will be posted by the Clerk in the Parish Council notice boards as listed above. Official notices include:

- Election notices and results - In accordance with Government Legislation, if an election of members of the Council, District Council, County Council or Government is necessary, the notices must be published on the Parish notice boards as soon as possible.
- Elham Parish Council Agendas - The agendas of Elham Parish Council Full Council and Committee meetings will be displayed on the notice boards at least three working days prior to the meeting.
- Financial Papers - In accordance with Government Legislation, statutory notices relating to the annual audit must be published on the Parish notice boards during the period dictated by the External Auditor.

Parish Information

Notices will be erected to advertise any Parish Council events, contact details for the Parish Clerk, calendar of meeting dates and any other Parish Council information required to provide information to residents.

Village Events

Village organisations have priority but outside organisations may advertise if event is open to all residents of Elham and only if there is space available. Notices shall be limited to a maximum size of A4 portrait.

Business / Commercial Notices

Local businesses and profit-making organisations based within the Parish of Elham may be permitted to display notices on a 4-weekly rotational basis, subject to the following conditions:

- Business notices will be allocated on a first come, first served basis.
- Business notices may be displayed only if space is available and will not take precedence over official notices, Parish Council information, or village events.
- Only one business notice per business may be displayed at any one time.
- Notices shall be a maximum size of A5 portrait.
- Notices may be displayed for a maximum period of four weeks, after which they will be removed to allow the next business notice in the rotation.
- A copy of the notice must be provided to the Clerk.
- The Parish Council reserves the right to refuse or remove notices at its discretion.

Charging

- A fee may be charged to businesses wishing to display a notice.
- The fees shall be set by the Council on renewal of this guidance and must be paid in advance. Fees to remain reasonable to ensure the primary purpose of the notice boards remains public information for residents.
- Payment will secure a four-week display on a first come, first served basis.
- Receipts will be issued for all payments.

Elham Parish Council takes no responsibility for the accuracy of business notices displayed on the notice boards.

Notices Not Permitted

Political notices will not be permitted.