



## Notice Board Policy

<b>Adopted</b>	3 <sup>rd</sup> April 2023 Minute 58.23 (4)
<b>To be reviewed</b>	<b>April 2025</b>

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 used for the notices of Elham Parish Council and Folkestone and Hythe District Council/Kent County Council notices received by the Clerk. The first and third single boards may be used for village events (not business activities), However, official notices will take precedent if space is limited on the two other boards.

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

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

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

**No business/profit making organisation adverts are permitted.**

### 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 time 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.

**Local & Central Government Information**

Notices will be erected of any public awareness and information posters from Folkestone and Hythe District Council, Kent County Council and Central Government which are relevant to residents within the Parish.

**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. Consent shall be sought beforehand, and an example of the notice must be provided. Notices shall be limited to a maximum size of A4 portrait. However, this may be reduced to A5 if space is limited.

**Elham Parish Council takes no responsibility for the accuracy of notices from village/outside organisations displayed on the notice boards.**

**Notices Not Permitted**

Political notices will not be permitted.

Commercial/business notices will not be permitted.