

# *Skelton Parish Council*

## **Skelton Parish Council : Noticeboard** **Policy**

### **1. Purpose**

This policy outlines the proper use, management, and maintenance of Skelton Parish Council–owned noticeboards and the materials displayed on them. These noticeboards are located at the following sites:

1. Outside the Village Hall
2. Brecksfield Playground
3. Surgery
4. Pasture Open Space
5. Fairfield Estate

The objective is to facilitate the display of statutory information and to communicate activities organised by the Parish Council and non-profit community organisations.

### **2. Scope**

This policy applies to all notices displayed on the designated Skelton Parish Council noticeboards. The Council assumes no responsibility for the accuracy of community notices placed on these boards.

### **3. Permitted Content**

Notices displayed may include, but not limited to:

- **Statutory Documents:** Official notices from Skelton Parish Council or other statutory bodies.
- **Community Events and Activities:** Notices promoting non-profit, non-political events and activities within Skelton Parish and its immediate vicinity that are considered of interest to Skelton residents.
- **Local Information:** Notices related to local issues, services, and opportunities.
- **Contact Details:** All notices must clearly identify the organisation or individual responsible for the information.

### **4. Prohibited Content**

Notices must not be displayed if they include any of the following:

- **Commercial Advertising:** Any commercial or business advertisements for profit or gain or for the sale of products.
- **Private Advertisements:** Notice from residents or individuals promoting items, services or events for personal profit.
- **Political Advertising:** Notices promoting political parties or candidates or politically motivated campaigns.
- **Offensive or Discriminatory Material:** Any content that is discriminatory, hateful, or offensive.

# *Skelton Parish Council*

- **Unsafe or Illegal Content:** Material that promotes illegal activities, poses a safety risk or encourages unlawful behaviour.
- **Unclear or Misleading Information:** Notices that are ambiguous, inaccurate, or likely to mislead the public.
- **Anonymous Material:** Any notice that does not clearly identify the organisation or individual responsible for the content.
- **Non-charitable Publicity:** Fundraising promotions or events for organisations that are not recognised as registered charities.
- **Appeal Procedure :** Organisations and individuals wishing to appeal against the removal of non compliant notices should contact the Clerk.

## **5. Posting Guidelines**

- **Attachment:** Notices must be securely attached using drawing pins only. Staples are not permitted.
- **Size and Layout:** Notices must be no larger than A4 size, whether in portrait or landscape orientation, due to limited space.
- **Removal:** The Parish Council reserves the right to remove any notice deemed inappropriate or non-compliant with this policy.
- **Feedback :** Community organisations or individuals can provide feedback on this policy or report concerns regarding specific notices by contacting the Clerk.

## **6. Accessibility**

- **Location:** Noticeboards are strategically placed throughout Skelton village to ensure maximum coverage, visibility, and accessibility.
- **Clear Signage:** Each noticeboard is clearly identified as belonging to Skelton Parish Council.
- **Regular Maintenance:** Skelton Parish Council is responsible for maintaining the noticeboards in good condition.
- **Physical Disabilities :** Ensure accessibility for individuals with disabilities, such as providing information in alternative formats or ensuring physical accessibility of noticeboards.

## **7. Fly Posting**

- Any notices attached to the external surfaces of the noticeboards ("fly posting") will be removed.
- Fly posting on public property within Skelton Parish will also be removed.

## **8. Review and Administration**

- **Administration:** Skelton Parish Council delegates the Clerk of Skelton Parish Council to manage the noticeboards. Notices will be removed once the associated event has taken place, and any non-compliant material will also be promptly removed.
- **Review:** This policy will be reviewed annually to ensure its continued relevance and effectiveness.
- **Communication Changes :** Any changes to this policy will be communicated using the Parish Council website, posting updates on noticeboards and being minuted at council meetings.
- **Approval:** Approved by Full Council, April 2025.

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