

## Harwell Parish Council: Notice Board Policy

### 1. Introduction

This policy describes the proper use and maintenance of the Harwell Parish Council noticeboard. The board may be used for Official Notices, also defined in law as Statutory Notices, and Community Information Notices, but Official Notices always take precedence. The physical notice board will be kept clean and tidy and will be checked at least once a month for out of date notices, and any maintenance required.

### 2. Location

The physical notice board is in the High Street.

### 3. Use of board

Parish organisations may display information on the notice board as long as they do not obscure official parish notices. Some items may be deemed unsuitable by the council and may be removed, eg

- Political Notices
- Commercial advertisements

Offensive material should be reported to the Council via the Clerk (email: [clerk@harwellparish.co.uk](mailto:clerk@harwellparish.co.uk)).

### 4. Official notices

Official Notices include, but are not limited to

- Election notices and results
- Casual vacancy notices
- Council meeting agendas and minutes
- Statutory notices relating to the annual audit
- Notices advertising the Annual Parish Meeting
- The names, and contact information of members of the Parish Council and the Parish Clerk.
- Parish Council meeting dates

### 5. Community information notices

Community Information Notices Include, but are not limited to

- Notices from and for organisations and residents of Harwell parish
- Notices from organisations outside the parish but being of interest to residents

Additionally:

- All notices should contain the name and contact detail of the writer or organisation
- Notices must be factually correct and must not be critical or offensive to any person or organisation

### 6. Website

There is a separate policy for the use of the Parish Council website, which will be maintained by the webmaster with permission from the Council. The Clerk will decide which notices should be displayed on the website and will post them. As a minimum, the website will display all minutes of Council meetings, and Parish Council policies.

### 7. Fly posting

Grounds staff will remove any notices posted on public property around the parish that appear not to be "looked after"