

# DATCHET PARISH COUNCIL



## NOTICEBOARD POLICY

Policy adopted by resolution	08th April 2024
Minute Reference	23/241c
Next Review Date (Every 2 years)	12 <sup>th</sup> May 2028
Policy re-adopted by resolution	11 <sup>th</sup> May 2026
Version 1	

Document Revised on	Revision Tracking



## Introduction

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

## Locations

Parish notice boards are the property of Datchet Parish Council.

There are **five** boards, located in the village;

- **Outside the Parish Office**
- **Corner of Linchfield Road**
- **In the centre of the village – Gossip Green (This is double sided noticeboard, one side is for Parish Council official notices, the other side is for the local businesses and community members to use – This is managed by The Bridge Cafe)**
- **Corner of Eton Road**
- **Datchet Cemetery on Ditton Road.**

The notice boards are of various sizes and are behind locked panels.

## 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**
- **The Datchet Cemetery noticeboard is reserved for Cemetery notices and information.**

## The following guidelines have been agreed by Council:

1. Only notices publicising activities and events with specific relevance to the community or statutory public documents of non-profit, non-political organisations may be posted.
2. Parish Council notices take precedence over any other notices.
3. Priority is then given to events or organisations which are local Parish charities and non-profit making events.
4. The consent of the Council for the notices shall be sought beforehand, and an example of the notice must be provided.
5. Notices shall be limited to a maximum size of A4 (210ml x 297ml).
6. The organisation responsible for issuing the notice must be clearly visible on the notice.
7. Information to be displayed in a language other than English must be



- accompanied by a brief summary of the information provided in English.
8. The Council takes no responsibility for the accuracy of notices from outside organisations displayed on the notice boards.
  9. Notices will be put up no more than two weeks in advance of the event and removed immediately after the event has taken place. When material is not time limited, notices may be removed after three weeks.
  10. The Parish Clerk, after consultation with the Chairman, is given delegated powers to grant permission for those events deemed by them to be within the acceptable criteria.
  11. The display and removal of items on the notice boards will be carried out by the Clerk or delegated officer of Datchet Parish Council.
  12. Strictly no notices may be displayed on street furniture.
  13. Datchet Parish Council reserves the right to refuse any notice.

If you would like to display a poster on these noticeboards, please contact the parish office

[Clerk@datchetparishcouncil.co.uk](mailto:Clerk@datchetparishcouncil.co.uk)