

PERTON PARISH COUNCIL



NOTICE BOARD POLICY

Notices and Council information must be displayed in a professional manner that does not deface walls and doors. Notices should be informative and only used when necessary. This policy ensures that a process is in place for the display and removal of notices.

Notice boards are located around the Parkway, Anders Square, Civic Centre, Trescott and Kingswood for the display of notices and general information. The notice boards are which needs to be accessible to staff, organisations/groups and the public.

The purpose of this policy is to ensure that the display of notices and information will be controlled in a uniform way in order for the council's notice boards to be kept relevant and tidy.

This policy is applicable to all Parish staff and is inclusive of all notice boards and notices displayed on Perton Parish Council notice boards.

PRIORITISATION OF MATERIAL

Posters and leaflets should be displayed according to the following priorities and criteria:

1. Parish Council information
2. Civic Centre users
3. Information specific to Perton

Posters advertising businesses will not be allowed unless they are users of the Civic Centre facilities. Charity events in the local area will be displayed if there is available space.

The Parish staff and Civic Centre staff are responsible for taking down out of date notices, ensuring all notices meet the above criteria, are informative and appropriate to be displayed.