

## **BEXHILL-ON-SEA TOWN COUNCIL**

### **NOTICEBOARD POLICY**

#### **ADOPTED 8<sup>TH</sup> MARCH 2023**

1. The purpose of the policy is to provide guidelines for usage of community notice boards and the material which can be displayed.
2. The objective of the policy is to facilitate the provision of community information of interest to the residents and visitors of Bexhill-on-Sea.
3. All noticeboards that are owned or managed by the town council shall be listed in this policy,
4. The Council takes no responsibility for the accuracy of notices placed on the notice boards.
  - a) Information posted should follow these guidelines. Notices should; Publicise activities and events or statutory public documents of non-profit, non-political organisations may be posted.
  - b) Publicise activities or events that are occurring within Bexhill-on-Sea and have specific relevance to the community.
  - c) Be in English or include an English translation.
  - d) Include clearly visible details of the organisation responsible for issuing the notice.
6. The Council reserves the right to remove any notice it considers inappropriate.
7. The notice must be attached by the use of drawing pins only - no staples permitted.
8. The Town Council takes no responsibility for the misuse of this service.
9. The final decision on notices shall be made by the Proper Officer, in consultation with the Mayor and Deputy Mayor.
10. The Council aims to update the noticeboards on a weekly basis.
11. Ward councillor contact details will be posted to each noticeboard.