



# **HULLBRIDGE PARISH COUNCIL POLICY FOR ITEMS TO BE PUBLISHED ON THE WEBSITE, PARISH NOTICEBOARDS & BANNERS**

**Reviewed Annually**

## **Use of Notice Board Policy**

The Parish Council own four main locked notice boards, Pooles Lane Car Park, Library, Malyons Estate and The Dome also the window at the Parish Council Office functions as a main noticeboard.

Seven Bus Shelter noticeboards A noticeboard at the Allotments, a public noticeboard at the Garden Association and can be used by any resident to advertise community events , any inappropriate notices will be taken down.

The Parish Council has developed the following policy to reflect the nature of the information that it considers to be appropriate for display within the Parish Council's Main / Office noticeboards. The purpose of the notice board is to provide information that would be directly relevant to residents of Hullbridge.

The Clerk will have discretion within this policy to determine what items will be displayed and for how long, having regard to the number of items that are competing for display at any time. The Parish Council reserves the right to decline to display any notice.

## **Material to be displayed**

Material will be considered for display in accordance with the following:

1) Priority will always be given to the display of official/legal notices for or on behalf of the Parish Council or other local authorities, including the following:

- a) Agendas for meetings of Hullbridge Parish Council;
- b) Minutes of Hullbridge Parish Council;
- c) Planning Notices or information, as considered appropriate;
- d) Paperwork related to the Annual Return and Rights of Electors relating to Hullbridge Parish Council accounts;
- e) Parish, District and County Election Notices.

2) Subject to 1) above, other space may be used for the following:

- a) Notices promoting events taking place within Hullbridge, in particular those organised by charities or organisations that give evidence that they are not-for-profit;
- b) Practical local information e.g. road closure notices from Essex Highways; waste service information from Rochford District/Essex County Council;
- c) Notices advertising charity/not-for-profit events outside of Hullbridge, but within a reasonable distance, such that they are likely to be interest, including those organised on behalf of Rochford District Council/Essex County Council;



d) Notices from other authorities that are not legal notices but which provide useful information such as Trading Standards notices, Rochford District Council News Releases etc.;

e) Notices from other agencies e.g. Citizens Advice Bureau, Voluntary Groups, Essex Fire and Rescue Authority, the Police etc. offering services or information that may be of use to specific groups of residents, particularly those that promote health and social well-being, or offer educational or cultural opportunities or courses.

**3) The notice board will not be used to display:**

a) Information relating to business/trade/commercial services or activities, whether on behalf of local companies or otherwise;

b) Notices of a political or religious nature (unless this is a community event), Non-Charity fundraising or charity posters appealing for direct fundraising appeals/collections (other than for jumble sales etc. which may be displayed under section 2);

c) Material that is considered to be illegal, inflammatory or offensive.

d) Material from any Action Group

**Display and Appearance of Material**

a) Material will only be placed on the notice board by the Clerk or her staff

b) Requests to display information on the notice board shall be made directly to the Clerk or, in her absence, to the Administration Assistant or if necessary another Staff Member/Councillor.

c) Posters must be of attractive appearance with a good quality of print and legibility.

d) The contact details for the organisation or agency issuing the material for display must be clearly visible on the notice.

e) Wherever possible items must be displayed at A4 size or smaller. In general terms, posters greater than A4 size will only be accepted from local authorities.

f) No assurance will be given as to if and when an item will be displayed, or for how long it will remain on display. On average, if accepted for display, information will be displayed for between 1-3 weeks. It should be noted that a notice that advertises a series of events over a period of months may be removed well ahead of the final event taking place due to pressure upon space.

g) Any unauthorised material that appears on the notice board will be removed.



### **Bus Shelter Noticeboards**

In addition to the above as there is only room for a maximum of four notices in each, the Clerk will allow one Parish Notice, one HCA Charity Event, one Hullbridge Sports & Social Charity Event and one "Other" Village event (this notice could be from a Church, Yacht Club or Village Organisation to promote an event).

### **Allotment Noticeboard will ONLY have relevant Allotment Notices.**

ALL NOTICES FOR THE NOTICEBOARD MUST BE SENT TO THE CLERK IN HARD COPY and THE PARISH COUNCIL IS NOT ABLE TO BEAR THE COST OF PRINTING NOTICES FOR ANY OTHER ORGANISATIONS.

### **PARISH WEBSITE**

THE ABOVE NOTICEBOARD POLICY APPLIES FOR THE PARISH COUNCIL WEBSITE BUT NOTICES FOR PUBLICATION ON THE WEBSITE SHOULD BE EMAILED TO THE CLERK AT [clerk@hullbridge-pc.gov.uk](mailto:clerk@hullbridge-pc.gov.uk)

### **Fly Posting**

**Posters / Notices will NOT** be permitted on street columns / trees etc. or anywhere along the roads and will be removed immediately.

**Banners will** be permitted after authorisation from the Parish Clerk two weeks leading up to a Community Event at designated locations and are to be erected only by the Parish Maintenance Staff at the direction of the Clerk these will be removed after the event within three days. Banners are subject to removal at any time by Essex County Council Highways.

Locations – grass area at the Village Sign opposite the allotments, grass verge on the corner of Watery lane, grass verge in front of Pooles lane car park, school railings near Zebra Crossing.