



## **Eastfield Town Council**

### **Noticeboard Policy**

#### **November 2024**

#### **Purpose**

The Town Noticeboard serves as a means of communication with the community, facilitating the sharing of information, events, and notices. This policy aims to ensure the effective and efficient use of the noticeboard while maintaining its integrity and relevance to residents.

This Noticeboard Policy serves as a framework for the effective management of the Community Noticeboard. By adhering to these guidelines, we aim to maintain transparency, communication, and community engagement within our Town.

Your cooperation in following these guidelines is greatly appreciated.

#### **Noticeboard Guidelines**

##### **1. Content Relevance:**

- All content displayed on the noticeboard must be relevant to the residents and the activities of the Town.
- Priority will be given to community notices, announcements, and events.

##### **2. Display Period:**

- Notices will be displayed for a predetermined period, as agreed upon by the Town Council, to ensure the board remains current and clutter-free.
- The maximum display period for any notice is 30 days.

##### **3. Size and Formatting:**

- Notices should be no larger than A4 and format to ensure readability.
- Content must be clear, concise, and free from grammatical errors.



**Council Room**

The Legacy Studio Community Centre  
Ashmead Square Eastfield YO11 3XJ

**4. Rotation of Content:**

- To accommodate multiple notices and prevent overcrowding, content rotation will be implemented regularly.
- • Notices may be rotated weekly, bi-weekly, or monthly, depending on the volume of content and space available.

**5. Priority of Notices:**

- Priority will be given to community notices, followed by community events and relevant public information.
- Commercial advertisements and personal notices are not permitted.

**6. Removal of Outdated Notices:**

- The Parish Council will monitor the noticeboard regularly and remove outdated or irrelevant notices promptly.

**7. Maintenance and Upkeep:**

- The noticeboard will be maintained regularly to ensure its functionality and appearance.
- • Any repairs or maintenance required should be reported to the Town Clerk immediately.

**8. Compliance:**

- All content displayed on the noticeboard must comply with legal regulations, including but not limited to data protection and discrimination laws.
- The Town Council reserves the right to reject or remove any content deemed inappropriate or in violation of this policy.

**9. Review and Amendments:**

- This policy will be reviewed periodically by the Town Council to assess its effectiveness and relevance.
- Amendments to the policy may be proposed and adopted as necessary to meet the evolving needs of the community.

Adopted December 2024