

# BREDHURST PARISH COUNCIL

## Noticeboard Policy



Adopted: October 2024

### **Introduction:**

The purpose of this policy is to provide guidelines regarding the usage of the noticeboards of Bredhurst Parish Council and the material which can be displayed.

### **Use of Noticeboards:**

The noticeboards are to be used for the posting of official Council notices and community information. These include:

### **Election Notices and Results:**

In accordance with Government Legislation, if an election of Members of the Bredhurst Parish Council, Maidstone Borough Council, Kent County Council or Government is necessary, the notice must be published on the official notice board and website of the Parish Council as soon as possible.

### **Parish Council Meeting Agendas and Minutes:**

The agendas of Bredhurst Parish Council and its committee meetings will be displayed on the official notice board at least three clear days prior to the meeting and take priority over other notices. Minutes of meetings will also be displayed.

### **Boxley Ward Councillors and Bredhurst Parish Councillors:**

Surgery times and other information which the Councillors wish to display which relates to their activities within the parish.

### **Display of Other Notices:**

The boards are to be used to advertise charitable and non-profit making events and activities of interest to the residents of Bredhurst.

Notices concerning charitable, non-profit making events, business advertising and activities outside the parish will only be displayed if there is space available and with the permission of the Clerk who must liaise with the Chairman of the Council.

All notices should clearly display the organisation responsible and, if in a language other than English, must be accompanied by a brief summary of the information provided in English.

The content of the noticeboards will be checked regularly removing and adding information at that point.

### **Notices not permitted:**

Political canvassing notices will not be permitted.

### **Time Restriction:**

Notices will be displayed no more than a maximum of 2 weeks before the event or date of effect. Depending on demand for space on the board, that period may need to be reduced.

### **Complaints:**

These should be addressed in the first instance to:

The Clerk, Bredhurst Parish Council, c/o Camellia, Dunn Street Road, Bredhurst, Kent ME7 3NB or  
[clerk@bredhurstpc.org.uk](mailto:clerk@bredhurstpc.org.uk)