

Cottingham Parish Council Noticeboard Policy

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

Parish noticeboards are owned/maintained and administered by the Parish Council and are located at:

Finkle Street side outside the Post Office

West Green

Eppleworth Road

Green Lane (near Castle Green)

The Parkway (near Bus Shelter)

Station Road

Bricknell Ave/Hull Road

KGV

There is also a Parish Council owned noticeboard outside the Co-op which can be accessed by members of the public.

The aim of the Parish Council noticeboards is primarily to display Statutory Information and communicate Parish Council activity, including

* Contact details of the Parish Clerk
* Names and contact details of Councillors
* Details of the Parish Website
* Emergency contact telephone numbers
* The date and times of Parish meetings
* The agenda for forthcoming meetings
* Annual Accountability and Governance Return
* Casual vacancies
* Election results

Noticeboards other than that on Finkle Street can also be used to display community information of relevance to Cottingham, including

* Notices promoting events taking place within Cottingham can only be accepted from charities or organisations that give evidence that they are not-for-profit eg Charity Number
* Practical local information e.g. road closure notices from ERYC Highways and waste collection service information from ERYC
* Notices from other authorities that are not legal notices but which provide useful information such as Trading Standards notices, ERYC News Releases etc.
* Notices from other agencies e.g. Citizens Advice Bureau, Voluntary Groups, NHS, 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

The following will not be be displayed on the noticeboards

* Commercial advertisements.
* Publicity for any fundraising event or organisation that is not a charity.
* Political notices

**Requirements to be met by advertisers**

Notices should be a maximum of A5 and include the name and contact details of the author. Notices should be factually correct and must not be critical of or offensive to any person or organisation.

The Noticeboard will be administered by the Parish Clerk

The Parish Council reserves the right to decline to display any notice and remove any material from the noticeboard outside the Co-op which doesn’t meet these guidelines.

**Key holders**

Cottingham Parish Council staff and Councillors

February 2023