



## SALTNEY TOWN COUNCIL - COMMUNITY NOTICE BOARD POLICY

### INTRODUCTION

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

### USE OF THE NOTICE BOARDS:

The notice boards are to be used for the posting of official Council notices and community information.

These include:

#### **(a) Election notices and results:**

In accordance with Government Legislation, if an election of members of the Council or Government is necessary, the Town Clerk must publish a notice on the official notice board and website of the Town Council as soon as possible.

**(b) Town Council Meetings Agendas:** The agendas of Saltney Town Council and its Committee meetings will be displayed on the official notice board at least 3 working days prior to the meeting and take priority over other notices. This a legal requirement.

**(c) Flintshire, Senedd and Town Councillors:** Surgery times and other information which the Flintshire, Senedd and Saltney Councillors wish to display which relates to their activities within the Town. **These notices must be in black and white print.**

**(d) 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 Saltney and when space is at a premium, activities within Saltney have priority.

Notices concerning charitable and non-profit making events and activities outside the town will only be displayed if there is space available and with the permission of the Clerk who must liaise with the Mayor and Deputy 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 Clerk or nominated Councillor checks the content of the notice boards on a regular basis removing and adding information at that point.

**Notices not permitted:** Notices no bigger than A5.

**Political notices will not be permitted.**

**Commercial notices advertising businesses or profit-making activities will not be permitted.**

(If and when the Town Council has a quarterly newsletter in which advertising space will be available it will be chargeable).

**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, Saltney Town Council, Suite 15 Riverside House, River Lane, Saltney,  
Flintshire CH4 8RQ

Tel: 01244 398829 or [townclerk@SaltneyTownCouncil.gov.uk](mailto:townclerk@SaltneyTownCouncil.gov.uk)

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