



CLOTTON HOOFIELD PARISH COUNCIL

Noticeboards Policy

Introduction

The purpose of this policy is to provide guidelines on usage of the two noticeboards at Clotton and Hoofield.

The two notice boards should be maintained as identical in content at all times. There must be a designated owner of the content management and maintenance of the boards.

Each noticeboard is designed to hold 8 x A4 sheets of paper that will be held in place with magnets.

At all times, the contents to kept up to date and be well presented. Only A4 size notices and printed on white paper.

The noticeboards may only include material approved by the Chair and Clerk. Political, religious, and commercial notices may not be displayed.

Each notice must be dated and include a "replacement / removal "date

The eight A4 spaces should be used as follows:

- 1) Parish Councillors and Clerks names and contact details
- 2) Last Minutes
- 3) Agenda for next meeting
- 4) Calendar of dates of meetings along with location and times
- 5) Parish Councillors "lead areas of responsibility"
- 6) A 51 Group minutes/ Newsletter
- 7) Neighbourhood Plan status
- 8) Free for current topics; security, community events, etc

Reviewed: 22nd April 2025

Reviewed: 14th May 2026

Next Review Date: April 2027