



## **South Swindon Parish Council**

### **Notice Board Policy**

## 1. Introduction

This policy identifies the process for which the Parish Council permits content for its notice boards. It will provide guidance to elected representatives and local residents about appropriate content for Parish Notice Boards and the process with which proposed notice board content will be approved.

The Parish Council is currently responsible for 20 noticeboards, their locations are as follows:

- 2x Town Gardens (*1. Westlecot Road Entrance 2. Town Gardens Café 3. Sunken garden 4. Aviary*).
- 3x Queen's Park (*1. York Road Entrance 2. Beside lake 3. Mesothelioma Garden*)
- 2x GWR Park (*1. Exeter Street Entrance 2. Army Centre Entrance*)
- 3x Badbury Park *1. Biddestone Avenue Entrance 2. Homington Avenue Entrance, 3. Commonhead Park*
- 1x Cambria Bridge Play Area
- 1x Marriott Roundabout
- 1x East Wichel Park
- 1x Cavendish Square
- 1x Shaftesbury Lake
- 1x Old Town Library
- 1x Broadgreen Community Park
- 1x Buckhurst Pavillion

Since the Parish Council became responsible for these notice boards access to them and the monitoring/moderation of what is posted on them has been coordinated in a voluntary capacity by trusted individuals with guidelines given for what content would be accepted. The CEO and Deputy CEO will be responsible for monitoring the noticeboards and content in line with this policy.

## 2. Protocol and Guidelines for Notice Board Content

The Parish Council's Communications Officer will become the responsible Parish Officer for permitting and monitoring content for our Parish Council Notice Boards. All future content for our notice boards need to be permitted by this officer and when permitted they will liaise with the content provider regarding access to the notice board.

Should that officer be unavailable when a request for notice board content be made the Parish Council's Chief Executive Officer or Deputy Chief Executive Officer would become responsible. Parish Notice Board Content requests and the monitoring of Parish Council Notice Boards will be based on the following guidelines:

- On a 'first come, first serve basis' and where space permits. Residents and organisations are welcome to display their own notices. There is no cost to posting a notice.
- All notices and advertisements should be legible and new posters should not obscure any other posters that are displayed.
- Commercial advertising such as sales is not permitted (with the exception of charity fundraising).
- Political advertising is not permitted. Updates from elected representatives

will be permissible however updates from individual Parish or Borough Councillors without the agreement of the other Parish Ward Councillors will not be accepted. All notices from elected representatives should be informational and not include party political content.

- All notices and advertisements should be non-discriminatory in their content.
- Swindon South Parish Council notices take priority.
- Notices deemed to be out-of-date (for example, an event advertisement that has already happened) will be removed.

### 3. Contact

Anybody who would like to make a request to post a notice in a Parish Notice Board or make a complaint about content in a notice board should email the Communications Officer at [communications@southswindon-pc.gov.uk](mailto:communications@southswindon-pc.gov.uk). Anybody who finds their content removed or refused and wishes to appeal should contact the CEO at [CEO@southswindon-pc.gov.uk](mailto:CEO@southswindon-pc.gov.uk).

### Policy Review

This Notice Board Policy will be reviewed annually by the Parish Council. Details of the review and/or amendment will be recorded below.

| Date     | Description   | Page Number | Who    |
|----------|---------------|-------------|--------|
| May 2024 | Issue         | All         | CEO/JM |
| May 2025 | Annual Review | All         | CEO/JM |
| May 2026 | Annual Review | All         | GSL/MT |