

FERRYHILL TOWN COUNCIL



POLICY

PUBLIC NOTICE BOARDS

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- 1 Public Notice Boards are situated at various sites around Ferryhill and are a focal point for community information only. In addition the notice boards situated at Dean Bank Literary Institute, The Lakes House, Ravensworth Road, and Mainsforth Community Centre have two panels available for use by local organisations such as Residents Associations and Community Centres.
- 2 Each notice board will have one panel with each of the following types of information in:
 - Town Council Meetings: Agendas for forthcoming meetings and copies of minutes
 - Town Council Information
 - What's On in Ferryhill: future events or activities
 - General Public Information
- 3 The relevant officer will update the noticeboards every Thursday unless otherwise instructed by the Town Clerk or officer covering the Town Clerk's absence.
- 4 Public who request to have information displayed must supply six copies, or further copies can be made at the Town Hall for the current fee per copy.
- 5 Businesses are charged the current fee.
- 6 The local organisations are given a key to their section of the notice board so they can access this section only and display their own literature only, providing it is of a non-political and non-commercial nature.
- 7 No charge can be made by any of the Community Groups/Residents Associations to place articles in their sections. All community organisations must accept and adhere to this policy if they wish to use the notice boards.
- 8 Additionally the notice boards situated at Hallgarth Terrace and adjacent to the Town Hall have two panels, which are made available to the local Chamber of Trade. The Chamber can use these to provide information on where its members are located and what activities it is undertaking. Also Members of the Chamber can promote their own offers / sales etc by way of poster in these panels.
- 9 All spare space in all notice boards to be used to promote community events and provide information on Council Services at the discretion of the Town Clerk.
- 10 The Town Council reserves the right to remove any articles placed in the notice board, which it deems to be inappropriate.
- 11 The nominated key holders from all organisations will be held responsible for their sections in the notice boards, no liability will be accepted by the Council whatsoever.
- 12 The Town Council will permit spare space in all notice boards to be used by local groups to promote their events.