

DIPTFORD PARISH COUNCIL COMMUNITY NOTICE BOARD AND COMMUNITY INFORMATION WEBSITE POLICY

Adopted 12th January 2021

Due for review May 2022

The purpose of the policy is to provide guidelines for the use of the community notice board and community information website page – the organisations who can use the facilities and the material that can be displayed.

The objective of the policy is to facilitate the provision of community information of interest to the residents and visitors of the Parish of Diptford.

Website

All organisations submitting entries for the Community Information page are monitored by the website administrator. The council reserves the right to withdraw entries which do not adhere to the following guidelines:

- Only non-profit and non-political organisations will be posted
- Organisations must be based within Diptford Parish and its immediate neighbours, and have specific relevance to the community.
- The organisation must have a named contact

Noticeboard

The Community notice board is the property of Diptford Parish Council. It is located on the Village Green. The Parish Council takes no responsibility for the accuracy of notices placed on the notice board. The Parish Council has the right to deny the posting of any information that does not adhere to the following guidelines:

- Only notices publicising activities and events of non-profit, non-political organisations may be posted.
- Notices may be put up no more than three weeks before the event and removed immediately after the event has taken place.
- Notices must publicise activities or events that are taking place within Diptford Parish and its immediate neighbours, and have specific relevance to the community.
- The organisation responsible for issuing the notice must be clearly visible on the notice.
- The Parish Council reserves the right to remove any notice it considers inappropriate without warning.
- The notice must be attached using the magnets provided.
- No notices may be displayed on street furniture.
- The Parish Council takes no responsibility for the misuse of this service.

A4 or A5 notices can be used for one off events or notices. Please use A5 for ongoing notices.