

# KESGRAVE TOWN COUNCIL

## Noticeboard Policy



### Purpose

This policy describes the proper use and maintenance of Council's noticeboards.

### Use

Council is required to maintain at least one noticeboard for statutory notices to be published and other notices to be displayed. However, Council endeavours to provide reasonable coverage across town.

Any flyers attached to noticeboards will be removed without recourse to the owner.

### Location

Council currently has four noticeboards in town, two are located on the external walls of the Council office, one is a shared noticeboard outside Cedarwood Primary School and the largest community noticeboard is at Rupert Fison Centre (RFC) by the Scout Hall near Tesco.

The office noticeboards are used to display statutory notices, such as Council and Committee meeting agendas and election notices. These noticeboards will also include; office opening times, Councillor and Officers contact details, Committee members and Council Representatives. There will also be:

- an A3 Map of Kesgrave displayed on the outside of the Council office; and
- (space allowing) posters to promote local events and or to provide local/relevant information as requested by various bodies, such as East Suffolk Council, Suffolk County Council, local schools and groups/organisations.

The noticeboards outside Cedarwood Primary School and at RFC will mainly include an A3 map of Kesgrave, Councillor information and contact details for the Council office. There will also be (space allowing) posters promoting local groups, events and activities.

All noticeboards are updated weekly, however this may be subject to change depending on weather, public holidays and staff availability.

Anyone wishing to have a poster displayed on a Council noticeboard should contact the Council office. Priority will be given to Kesgrave based groups and events, and permission is solely at the discretion of the Council office. Posters will be displayed for a maximum of 4 weeks and will be removed once the event date has passed.

When a notice board is damaged or becomes structurally unsound, and needs replacing, the need for the notice board in that location will be re-assessed.

Last reviewed: 02 June 2025

Next review due: 02 June 2028