



HADDENHAM PARISH COUNCIL NOTICEBOARD POLICY

Resolved by The Parish Council – February 2017

Reviewed: December 2025

Review date: December 2028

The purpose of the policy is to provide guidelines for usage of community noticeboards and the material which can be displayed.

Noticeboards are provided to publish community information of interest to the residents and visitors of the Parish of Haddenham, Buckinghamshire.

Community noticeboards are the property of Haddenham Parish Council. These are currently located opposite the Post Office, outside the entrance to Woodways playing fields, on the wall opposite the Library at Banks Park and the car park at the Airfield

The Parish Council takes no responsibility for the accuracy of notices placed on the notice boards.

The Parish Council makes the final decision on the posting of any information that does not adhere to the following guidelines:

- Only notices publicising activities and events or statutory public documents of non-profit, non-political organisations may be posted.
- Notices to be put up no more than two weeks in advance of the event and removed immediately after the event has taken place.
- Notices advertising multiple dates for a recurring event should be laminated and may be covered up between events if space for other notices is required.
- Notices must publicise activities or events that are occurring within Haddenham Parish and its immediate neighbours and have specific relevance to the community.
- Information to be displayed in a language other than English must be accompanied by a brief summary of the information provided in English.
- Notices shall be limited to a maximum size of A4 (**210ml x 297ml**) or (**8.27 x 11.69 inches**) and in be in portrait orientation.
- 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.
- The notice must be attached by the use of the magnets provided.

- The Parish Council takes no responsibility for the misuse of this service.
- The Parish Council can issue delegated powers to the appointed Notice Board Warden.
- All applications for posters and notices to be inserted in the notice boards should be submitted to the Parish Clerk.
- The Parish Council will organise and appoint a designated person to monitor the content.

Please contact the Haddenham Parish Office on 01844-292411 or email at facilities@haddenham-bucks-pc.gov.uk