

Garstang Town Council

Noticeboard Policy

Date of Review: January 2027

Version Number	Purpose/Change	Author	Date
V0.1	Approved at Full Council minute 171(2025-26) Resolved: The noticeboard policy was approved with the amendment that item iv. Mini roundabout – Bridge Street j/w Park Hill Road, be removed from the list. The Council further resolved that the Lengthsman arranges for the noticeboards to be refurbished to ensure they are usable and accessible.	E. Parry, Town Clerk	19/01/2026

Town Council Noticeboard Policy

Purpose:

The Town Council provides noticeboards at key locations.

This policy sets out the rules and procedures for the use of these noticeboards.

1. Noticeboard Locations

The Town Council maintains 3 lockable noticeboards at the following locations:

- i. Booths Car Park
- ii. the Zebra crossing at Park Hill Road,
- iii. Norah's garden - High Street car park and High Street.

2. Point of Contact

Town Councillor Pearson is the official point of contact for all noticeboard enquiries and access.

Any request to display notices, posters, or materials must be directed to the designated Town Councillor.

3. Use of Noticeboards

Noticeboards are primarily for official council notices, community events, and public information relevant to residents.

Notices must be appropriate, accurate, and non-offensive.

Materials must be legally compliant, including copyright and data protection requirements.

4. Approval and Display

All notices must be approved by the Town Councillor before being displayed. The Town Councillor will ensure notices are clearly legible, relevant, and timely.

Notices will remain on display for a maximum of 4 weeks unless otherwise approved.

5. Access and Security

All noticeboards are lockable to maintain security and prevent unauthorized access.

Only the Town Councillor or authorised council staff may unlock and update the noticeboards.

6. Removal of Notices

The Town Councillor/staff reserves the right to remove any notice that:

- Is unauthorised or not approved
- Contains inaccurate, offensive, or illegal content
- Exceeds the allowed display period

7. Responsibility

The Town Council is not responsible for the loss or damage of materials posted by third parties.

Residents and organisations submitting notices are responsible for the accuracy and legality of their content.

8. Policy Review

This policy will be reviewed annually by the Town Council to ensure it remains relevant and effective.

