

Broughton Parish Council Policy on Notice Boards Usage

Preamble

The Broughton Notice Boards are primarily intended for the use of local residents to advertise events taking place in Broughton. They are designed to accommodate ideally no more than 8 A4 size sheets at a time so they do not overlap and appear crowded.

The Boards are not intended for promoting local businesses or comments on individuals in any way and should not be used for this purpose.

Poster Sizes

Standard A4 posters in portrait style should always be used. Where space permits A5 size may also be used. A3 size posters should not be used.

Placement

Posters should be covered in a plastic wallet or laminated to protect them from bad weather.

Only thumbtacks/drawing pins are to be used to fix posters. Staple-gun applied fixings are specifically prohibited.

Posters should be securely fixed with a thumbtack in each corner.

Posters should be positioned as neatly as possible, appropriately lined up and given space to be seen more clearly.

Removal

Once an event is past, posters advertising the event should be removed within 48 hours. Residents have the right to remove posters where the event date has passed.

Contention

Where the Boards have become full, no over posting should take place. Priority should be given to Broughton-specific events.

Broughton Parish Council December 2020