



Noticeboard Policy

Introduction:

Upton Parish Council (the Council) has six noticeboards in the parish. The current locations are:

- St Crispin Drive, on the green outside Connolly Lodge
- Kent Road, by St Crispin retail village
- Dover Close
- Kent Road South, by Marina Park play area
- Upton High Street, outside corner shop
- Upton Square, outside Upton Meadows Primary School

The Council also posts public notices virtually, on its website: upton-pc.gov.uk.

The purpose of this policy is to provide guidelines regarding the usage of the physical noticeboards of the Council and the material which can be displayed.

Hierarchy of priority:

The noticeboards are intended for the posting of official Council notices and community information. The display area measures 120cm x 75cm, so space is limited by these dimensions. Therefore, material is subject to a hierarchy of priority, as follows:

- First: Statutory Public Notices
- Second: Other Council information
- Third: Community information

Statutory Notices

These include, but are not limited to:

- Public notice of Councillor Vacancies
- Notice of Election (when an Election is to take place)
- Statement of Candidates Nominated
- Notice of Poll or Notice of Uncontested Election
- Ordinary, Extraordinary and Annual Council Meeting Agendas
- Notice of Public Rights (to inspect accounting records)
- Notice of Conclusion of Audit

Other Council Information

This may include, but is not limited to:

- Meeting dates for the year
- Contact information and QR codes for the website
- Posters advertising Council events and surgeries
- Information from the Unitary Council (West Northamptonshire Council) relevant to Upton

Community Information

This may include, but is not limited to:

- Posters advertising local clubs and organisations
- Posters advertising charitable and non-profit events
- Information about local community services and activities

Notices not permitted

This includes, but is not limited to:

- Political notices
- Commercial notices advertising businesses or profit-making activities (unless these support a charitable or not-for-profit entity exclusively)
- Notices in languages other than English, unless a translation is provided
- Notices breaching copyright (it is the responsibility of the person or entity producing the material to guarantee this)
- Notices with no local relevance
- Material deemed to be illegal, offensive, or inappropriate

The interpretation of these guidelines is at the Clerk's discretion.

Removal of Notices

Statutory Notices will not be removed until they have passed their expiration date. Other Council Information and Community Information notices will be removed according to the following criteria:

- When space is required for a higher priority item (regardless of whether they have passed their expiration date)
- When they have passed their natural expiration date
- When they have become damaged, faded, or tatty

Adopted: June 2025

Review: February 2026