



# Policy for Display of Local Information

## Introduction

The aim of the information display policy is, in accordance with equal opportunities and Council impartiality, to facilitate as much public access to information as possible. Under the circumstances outlined below we will display leaflets and posters from third party organisations free of charge as a service to our parishioners.

Cuxton Parish Council aims to be a hub of community information provision by providing a comprehensive information service via:

- The Parish Council website [www.cuxtonpc.kentparishes.gov.uk](http://www.cuxtonpc.kentparishes.gov.uk)
- The Parish Council public display notice boards.
- The *Cuxton Noticeboard* newsletter.
- The *Directory of Local Services*.

The criterion used to prioritise information displayed on web site, public notice boards and in the *Cuxton Noticeboard* is:

1. Material that the Parish Council has a statutory duty to display
2. Parish Council notices and Information
3. Other Statutory Body notices and information
4. Community Information relevant to Cuxton that is primarily fund raising in nature and which is related to a non-profit or charitable organisation the primary purpose of which is the promotion of health, culture, education sport or leisure. Any such poster must include, in Black 12 point Italic Arial Font on a white background, the following *"The views expressed in this poster or leaflet do not necessarily reflect those of Cuxton Parish Council, nor does the Parish Council endorse any goods or services advertised"*.
5. General news or information items that have a Cuxton element. (*Cuxton Noticeboard newsletter only*).

## Poster standards

We will not display:

1. Any poster larger than A4.
2. Political or religious material.
3. Material which encourages discrimination on the grounds of race, nationality, ethnic origin, gender, marital status, sexual orientation, religious beliefs, age, HIV status or disability
4. Hand written posters or leaflets.
5. In respect of the Noticeboard, space limitations and printing costs prohibit the publication of any "display advertising" material. The Noticeboard is limited to news items, submitted to the Editor and subject to editorial control. Exclusion of items is at the Editor's discretion, without explanation.

6. Material relating to commercial enterprises. However local commercial services operating within Cuxton may have their services included, without charge, in the annual Directory of Services and the corresponding section of the Parish Council web site.
7. Personal advertisements e.g. selling fridges; flat rentals.
8. Petitions.

**Procedure**

1. All requests for the display of information must be submitted to the Clerk who will decide upon their suitability for display based upon the above criteria.
2. Where there is any ambiguity as to suitability the material will be submitted to the next meeting of the Parish Council who will:
  - a. Adjudicate.

And

  - b. Amend this policy if a need has been identified.
3. Where the necessary delay in placing the matter before the Parish Council would render the information redundant the decision on whether to display will be referred the Chair of the Parish Council or, in their absence, their nominated deputy. However the material will still be submitted to the next meeting of the Parish Council who will:
  - a. Amend this policy if a need is identified.

Chair.....

Date.....

