



AMENITIES COMMITTEE **NOTICEBOARD POLICY**

Introduction

The purpose of this policy is to provide guidelines for usage of Marden Parish Council notice boards and the material which can be displayed.

Parish noticeboards which are in the ownership of Marden Parish Council are:

- Outside Marden Parish Council Office
- Outside Marden Library (official notice board)
- Outside The Old Post Office Café
- Entrance to Raynham Villas, Hunton Road, Chainhurst
- Highwood Green open space
- Campion Drive open space
- Cemetery
- Southons Field
- Playing Field

The official noticeboard outside Marden Library consists of a triple board, two boards used for the notices of Marden Parish Council and any Maidstone Borough Council/Kent County Council notices. The third board to be used for village events (not business activities). However, official notices will take precedent if space is limited on the two other boards.

The cemetery noticeboard is used for cemetery related notices only.

The Southons Field noticeboard is used for Southons Field related notices only.

The Playing Field noticeboard is used for Playing Field related notices, Parish and MBC information.

All other noticeboards are used for official notices only. Village events can be advertised if space permits.

No business/profit making organisation adverts are permitted.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk

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Authority

The Clerk, Deputy Clerk and Administrative Assistant have authority to display official Council notices and have delegated powers to decide if posters from village organisations can be placed on noticeboards.

Official Notices

Official notices will be posted by the Parish Clerk, Deputy Clerk or Administrative Assistant on the Parish Council noticeboards as listed above.

Official notices include:

Election notices and results

In accordance with Government Legislation, if an election of members of the Council, Borough Council, County Council or Government is necessary, the notices must be published on the parish notice boards as soon as possible.

Marden Parish Council Agendas

Dates for current Council year meetings to be updated following the Annual Parish Council meeting.

The agendas of Marden Parish Council Full Council and Committee meetings will be displayed on the noticeboards at least three working days prior to the meeting.

Financial Papers

In accordance with Government Legislation, statutory notices relating to the annual MPC audit must be published on the parish noticeboards during the time period dictated by the External Auditor.

Parish Information

Notices will also be erected to advertise any Parish Council events, contact details for the Parish Clerk, list of meeting dates and any other Parish Council information required to provide information to residents.

Local & Central Government Information

Notices will be erected of any public awareness and information posters from Maidstone Borough Council, Kent County Council and Central Government which are relevant to residents within the Parish.

Village Events

Village organisations have priority but outside organisations may advertise if event is open to all residents of Marden and only if there is space available.

Consent shall be sought beforehand, and an example of the notice must be provided.

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Notices shall be limited to a maximum size of A4. However, this may be reduced to A5 if space is limited.

The details of the organisation responsible for issuing the notice must be clearly visible on the notice.

MPC takes no responsibility for the accuracy of notices from village/outside organisations displayed on the noticeboards.

Notices will be put up no more than two weeks in advance of the event and removed immediately after the event has taken place. When material is not time limited, notices may be removed after three weeks.

Notices Not Permitted

Political notices will not be permitted.

Commercial/business notices will not be permitted.

Maintenance of Notice Boards

The village caretaker will monitor the condition of the noticeboards and will rectify any issues as soon as possible after reporting to the Parish Office.

Wooden noticeboards are installed at the Parish Office, Raynham Villas and Marden Library and these will be sanded down and repainted on a rolling programme.

All other notices are made of metal. These will be monitored and only repairs are required to be undertaken.

Adopted by Marden Parish Council on: 8th March 2022

Reviewed/Amended:/ 12th March 2024 / 28th February 2025 / 10th March 2026

Review date: March 2027

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