



ROYSTON TOWN COUNCIL

Display of Notices on Royston Town Council Noticeboards Policy

Approved by Full Council 16th January 2023

Minute number 287/23 Review date January 2025

1. Notices only to be put up on permission of the Town Clerk or Deputy Town Clerk.
2. Notices accepted for display:

Community and Charity events in Royston including on Therfield Heath e.g. May Fayre, Arts Festival, CADS pantomime, Kite Festival, Royston in Blue, School Fetes, Church events and Firework Displays. Events must be open to the general public. This list is not exhaustive.
3. If community groups have previously been given permission to display notices, they can continue to do so without asking permission again provided that the notices meet the conditions of this policy.
4. The council may display notices of public interest as well as formal notices of meetings and other legal documents. Public interest notices may include details of consultations and information for commenting on proposals. This list is not exhaustive. No notices of a party political nature will be allowed.
5. Size of notice restricted to a maximum of A4. Please try to display notices to maximise space available to others.
6. **No commercial advertising notices are allowed.**
7. **No lost pets notices, no “for sale” posters, no notices for non-charity events where an admission is charged, unless the events are deemed to be good for the community, and no events notices for outside of the permitted area.**
8. **No staples, only drawing pins allowed.**
9. **Notices are displayed at the owners risk and the Town Council is not responsible or liable for any third party content.**
10. The Town Clerk/Deputy Town Clerk reserve the right to take down any inappropriate notices.
11. Town Council notices will take precedence over third party ones which may be removed if the space is needed by the Council e.g. for election notices.