

Wantage Town Council Noticeboard Policy



Introduction

This policy outlines the guidelines for the display of Wantage Town Council notices and third party advertisements on council owned noticeboards. It aims to ensure the boards are used consistently, appropriately, and responsibly to communicate with residents, promote community engagement and tourist information.

2. Scope of Policy

Wantage Town Council owns and maintains eleven public noticeboards and one for cemetery information, located at the following sites:

<u>Location</u>	<u>Use</u>
<ul style="list-style-type: none">Barnards Way – Near the Post Office	Community event notices
<ul style="list-style-type: none">The Beacon – On the outside wall	Town council notices only
<ul style="list-style-type: none">The Beacon - Freestanding near the wall	Community event notices
<ul style="list-style-type: none">Portway Car Park – Near Church Street	Town map, events, market info
<ul style="list-style-type: none">Wallingford Street – Near Waitrose	Community events
<ul style="list-style-type: none">Kings Walk – Near Peter B Ledbury	Town map & community notices
<ul style="list-style-type: none">Kings Park – Near B&M Bargains / New Look	Town map & community notices
<ul style="list-style-type: none">Denchworth Road – Near Belmont	Community notices
<ul style="list-style-type: none">VC Forecourt – <i>Town Council use only</i>	<i>Town map, business directory, market info, premises licence</i>
<ul style="list-style-type: none">Chain Hill Cemetery	Town council use only
<ul style="list-style-type: none">WH Smith Wall	Town map
<ul style="list-style-type: none">King's Park entrance	Large event notices

Purpose of Noticeboards

- Display of county, district and town council information and statutory notices
- Promotion of local community events and updates (*except for The Beacon, VC Forecourt, and Chain Hill Cemetery*). *Local is defined as Wantage parish and 5 miles outside.*
- *Promotion of the town for tourists*
- Information from voluntary organisations and public services. *Business notices are not permitted.*

Note:

- Noticeboards at The Beacon (wall mounted) and Chain Hill Cemetery are for official Wantage Town Council notices only.
- Commercial and political notices are not permitted on any board.
- The council is not responsible for the accuracy of third party notices

3. Noticeboard Content Guidelines

Approval Process:

All notices must be submitted to the Wantage Town Council at The Beacon, Portway, OX12 9BX and approved by Wantage Town Council officers prior to display.

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Display Duration:

- Notices for specific dated events will be removed shortly after the event.
- Undated notices will be removed after three months.
- Repeat postings within this period must be re submitted.

Format and Size:

- Maximum poster size: A5 (portrait orientation)

Content Priority:

- In the event of limited space, council notices take priority, and community notices may be removed.
- Events in the parish of Wantage will take priority over local events

5. Roles and Responsibilities

Wantage Town Council will:

- Approve all notices for display
- Oversee the condition of noticeboards and coordinate repairs or replacements
- Post and remove notices weekly where possible

Date of Policy	Approving Committee	Date of Committee Meeting	Policy Reference Version	Supersedes	Adopted by Council	Date for next review
May 2025	PC&E	18/08/2025	V1	N/A	22/09/2025	May 2027