

Notice Board Key Policy

The public notice board to which this relates are maintained by Llysfaen Community Council at public expense. The Town Council reserves the right to update this policy at any time.

Please note:

Each notice board will have a maximum of three “signed for” keys within the community. Ideally a key will be held by a community organisation, a church organisation and a local Town Councillor for the relevant ward. Signed for keys must remain within the designated organisation.

In the event that a key holder cannot be found for a notice board, then another appropriate key holder may be sought i.e. from a local shop or other organisation.

Key holder contact details must be posted within the notice board so that anyone wishing to add a poster can do so easily. The Council may choose to place all contact details together in one small document rather than have several in the notice board.

All key holders will be issued with the County Council standard statutory guidance notes for notice boards so that they understand what can and cannot be posted in a public notice board.

As an organization you are collectively responsible for the signed for key and anyone given permission to place notices in the notice board should be made aware of the Llysfaen Community Council Key Policy.

Anyone signing for a key takes on the responsibility of ensuring to the best of their ability that the boards remain in good condition by taking care when opening and closing the door and taking care not to lose the magnets which are provided to hold paper in place.

The notice board should not be opened in high winds as the door has a comparatively high surface area for its strength and papers are easily blown, along with magnets, down the street; presenting a traffic hazard as notice boards are located on pavements next to the highway.

Care should also be taken when the notice board is open that anyone passing by is made aware that the door is open, because it is quite thin it is not very visible and for a tall person the open position is head height. If possible two people is ideal when opening the board, one to hold the door at an angle to stop the breeze taking all the notices already in the board while the second person manoeuvres notices around to make room for the new one.

Please do not post your notice on top of anyone else’s so as to obscure the information. Please remove any out of date notices that you see when putting your new notice in the board, this will help maintain the board in up to date condition.

Thank you for your assistance.

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Name:

For:

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Name:

For: