



Wantage Town Council Noticeboard Policy

1. Purpose

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

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

- Document Reference: Wantage Town Council Noticeboard Policy
- Issue Date: May 2025
- Review Date: May 2027
- Approved by the PC&E Committee on 18 August 2025
- Approved by Wantage Town Council: 22 September 2025