



## Procedure for Parish Council sign board use beside St Mark's

### **Background**

Various groups identified the need for the ability to advertise local events without having to do a physical mailshot each time. The Council was approached and paid for a sign board to be erected, which has minimal impact but is in a prominent position for all residents.

### **Intended Users**

The sign is for the use of the Council and official groups recognised by the Council, for example the Events group, Sustainability Group or Countryside Group. St Mark's Church and other local groups may apply. It is not for personal parishioner use.

### **Who controls the sign use**

The sign use is controlled by the Clerk to the Council and at least 1 month before the sign is due to be installed an email should be sent to the Clerk. For regular bookings a list of dates can be sent in one go. Signs should not be installed without written permission from the Clerk and any signs installed without written permission may be removed without notice.

### **Timings of signs**

Any permitted sign should be put up no earlier than a week before the event and taken down by the end of the day after the event.

If there is a potential clash of dates i.e. 2 groups wanting to use it at the same time the decision, as to which sign may be installed, will be made by the Council. Any Council event takes precedence.

### **Quality of signs**

Printed signs should be used indicating the group to which the event refers. The one-off information can be hand-written.