



Woodstock Town Council
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Woodstock Town Council

Woodstock Town Hall Notice Board and Entrance Halls Policy

1. Introduction

This policy describes the proper use and maintenance of the Woodstock Town Councils notice boards. The policy also applies to the Community Centre entry hall, where news and advertisement materials are shown in the leaflet part, and the Town Hall entry, where materials are displayed on the hall table and in the leaflet areas. The boards may be used for Official Notices, also defined in law as Statutory Notices, and Community Information Notices, but Official Notices always take precedence. The physical notice boards must be kept clean and tidy and must be checked at least once a month for out of date notices, and any maintenance required.

2. Location

Here are the locations of the current notice boards, leaflets, and other materials:

- Notice board at Old Woodstock
- Notice board on Hensington Road
- Notice board in Cadogan Park
- Notice board at 2 Market Street, next to the Town Hall
- Notice board at the Town Hall entrance
- Notice board at the Community Centre entrance
- Leaflets available at the Town Hall entrance
- Leaflets available at the Community Centre entrance
- Table with promotional materials at the Town Hall entrance.

3. Use of boards, leaflets and tables

Woodstock Town Hall notice boards, leaflets display areas, and tables designed for advertisements maybe utilised for official notices, statutory notices and community information notices. Official notices include but are not limited to:

- Town Council agenda
- Town Council minutes
- Election notices and results
- Statutory notices relating to the annual audit and others.
- Notices advertising the Annual Town Meeting
- Notices advertising Town Council Meeting Dates
- Contact details of Town Clerk.

4. Community information notices

- All notices should contain the name and contact detail of the writer or organisation
- Notices must be factually correct and must not contain defamatory, false, or malicious statements. Constructive criticism aimed at fostering community improvement is permitted, provided it adheres to factual accuracy.
- Publications or materials that include unverified or unsupported claims regarding the council or its members should not be displayed.

5. Prohibited Materials

The following are not permitted to be displayed unless specifically authorised by the council:

- Commercial advertisements.
- Publicity for non-charitable fundraising events unless they serve a community purpose.
- Political notices unless they provide non-partisan voter information.
- Personal advertisements, including items for sale from members of the public.
- Any other materials that do not align with the community standards or purposes outlined in this policy.
- Any materials that are critical of the council or its members.

6. Collection Boxes and Containers.

To ensure the safety and security of visitors and property:

- No charity boxes, collection containers, or similar items may be displayed in the Town Hall or Community Centre unless specifically authorised by the council for official council-related purposes. This restriction applies to all organisations and individuals outside the council.
- Collection boxes or containers can pose a risk of theft, and the council seeks to prevent any such incidents by prohibiting their use within its premises.

7. Enforcement

Any materials or collection boxes placed without prior approval will be promptly removed. Any publication failing to meet factual accuracy, neutrality, or constructive purpose requirements may be removed without notice. The council reserves the right to review and reject any request for displaying materials that do not align with this policy. The council will provide a written explanation for the rejection of any materials, upon request, to ensure transparency. This explanation will detail how the material contravenes the policy and what steps can be taken to meet the guidelines. Individuals or organisations whose materials are removed or rejected may appeal the decision by submitting a written request to the council. Appeals will be reviewed by an independent committee within 14 days.

8. Review of Policy

This policy may be reviewed and adjusted as necessary to address emerging issues, incorporating periodic review or appeal processes for critical content standards based on community input, while retaining the authority to enforce restrictions that support council objectives.