



Protocol for Displaying Information in Lowestoft Town Council Noticeboards

1.0 Introduction

1.1 Lowestoft Town Council is committed to being as inclusive and transparent as possible to its electorate. The Council also has a legal duty to display statutory notices regarding meetings, elections, audit and financial matters as well as details of events in our parks and information about the local area. As such we have noticeboards in the following locations where information is displayed for our electorate:

Triangle Market
Whitton Green
Normanston Park
Gunton Residents Meeting Hall
Sparrows Nest
Gainsborough Drive
Links Road
Kensington Gardens

1.2 If you would like to display information on these noticeboard, when spaces permits, it is possible based on the following criteria:

- No Town Council notices are to be removed other than by authorised Council representatives.
- All material posted may be removed by authorised Council representatives to make room for Council notices and information.
- Only notices publicising events and activities run by community organisations in Lowestoft may be displayed.
- The organisation responsible for publishing the notice must be clearly visible on the notice.
- No commercial notices may be displayed (including any type of business)
- Nothing offensive may be displayed including but not restricted to offence comments in relation to Protected Characteristics including race, gender or sexuality.
- Items for display must be submitted in hard copy to the Town Council offices or via the Town Councillor for the Ward. The Town Council is not able to print any notices submitted by email. Approved organisations, community or residents' groups may also be key holders at the discretion of the Council or Clerk, conditional upon the key remaining the property of the Council and being returnable on demand, and a prior signature agreeing to abide by this Protocol. Any loss or theft of a key must be immediately reported to the Town Council.

1.3 All material must be removed when no longer relevant e.g. where an event date has passed. No material is to be displayed without adherence to the above criteria and any unauthorised notices or fly-posting will be immediately removed.

1.4 The Town Council reserves the right not to display and to remove any notices it considers inappropriate. The Town Council cannot take any responsibility for the accuracy of information it is asked to display by third parties.

Revisions	
Date	Amendment
November 2021	At point 1.2 added the points:

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	<ul style="list-style-type: none"> • No Town Council notices are to be removed other than by authorised Council representatives. • All material posted may be removed by authorised Council representatives to make room for Council notices and information.
November 2021	Amended wording at point 1.2 to say 'no commercial notices <i>may</i> be displayed' (rather than will be).
November 2021	At point 1.2 added: <ul style="list-style-type: none"> • Nothing offensive may be displayed including but not restricted to offence comments in relation to Protected Characteristics including race, gender or sexuality.
November 2021	At point 1.2 added: <ul style="list-style-type: none"> • Approved organisations, community or residents' groups may also be key holders at the discretion of the Council or Clerk, conditional upon the key remaining the property of the Council and being returnable on demand, and a prior signature agreeing to abide by this Protocol. Any loss or theft of a key must be immediately reported to the Town Council.
November 2021	At point 1.2 added: <ul style="list-style-type: none"> • All material must be removed when no longer relevant e.g. where an event date has passed.