

## Report No. 3

### Report to Town Hall Management Committee 6<sup>th</sup> July

### Policy and Resources Committee 13<sup>th</sup> July 2016

#### Notice Boards

##### 1. Purpose of the report

- 1.1 To advise the committee of the current location and use of Town Council notice boards in the Cross Hayes.

##### 2. Background

- 2.1 For many years the Town Council has used a notice board fixed to the front of the Town Hall and one fixed to a wall adjacent to Griffin Alley in Cross Hayes.
- 2.2 Both boards were purchased in excess of fifteen years ago, are made of metal and although regularly painted and maintained by staff of the Town Council are currently in need of repair.
- 2.3 The glazing to the board at the end of Griffin Alley has been replaced several times as a consequence of others taping notices to the front of the glazing causing damage and obscuring visibility.
- 2.4 The boards are mainly used to display agendas, statutory public information and notice of events held by the Town Council and partners, including the films to be shown at the Town Hall.
- 2.5 The agendas and statutory notices are frequently changed by staff but the style of board requires two persons to facilitate in a safe manner.
- 2.6 When the Town Hall was refurbished planning consent was given for a new board to be installed under the office window. A design and quotation was provided but Council determined not to proceed and the old board was removed from storage and re-attached to the Town Hall.
- 2.7 An additional notice board is located within the entrance of the Co-op store on Gloucester Road and serves to publicise information to residents on that side of the town.

##### 3. Proposal

- 3.1 Councillor Cox raised a question under public question time at the last meeting of the Policy and Resources committee and it is for this committee to offer guidance about material to be displayed
- 3.2 The decision about type and location falls within the remit of the Town Hall and Facilities Committee but specific funding for replacement has not been included within the current year's budget.

##### 4. Financial implications and risks

- 4.1 Specific funding for replacement has not been included in the budget and in view of the likely cost would need to be taken from reserves.
- 4.2 The Town Council would need to ensure that all information presented on the boards is accurate and relevant and controlled through the Town Clerk and his staff.

5. Recommendations

5.1 Members are requested to note the report and determine the action to be taken.

Jeff Penfold  
Town Clerk  
22<sup>nd</sup> June 2016