



Item 20

Council - 8 December 2022

Community Council Notice Boards in Llangyfelach

1. Introduction

- 1.1 The Annual Meeting of Council held on 19 May 2022 resolved that consideration be given to placing Community Council Notice Boards in the vicinity of Bryntywod and Heol Pentre Felen. This formed part of the Council Priorities & Spending Plan 2022-2023.
- 1.2 The Community Council currently has one notice board located on the Village Green outside the Church Hall.

2. Purpose of Notice Boards

- 2.1 Notice Boards historically were used to display Council Summons and Agenda front sheets to inform the public of times, dates, and venues of forthcoming Council & Committee meetings. However, the Local Government & Elections (Wales) Act 2021¹ removed the legal requirement to display these. The Council's website must display this information. This legislation applies to Community Councils².
- 2.2 Other notices such as a copy of the Annual Audit Return, contact details of the Council, Community Councillors & Clerk, details of the Council's website and local events / information can also be displayed.
- 2.3 Notice Boards can be a useful means of informing the public, as not everyone will have access to the web. Websites have replaced notice boards in many areas, as they provide relevant information accessible from their home or mobile devices in formats best suited to the user i.e., screen readers, large text etc.

3. Size of Notice Board

- 3.1 Should Council determine to purchase additional notice boards; it is advised that they are lockable and suitably resilient to Welsh weather.
- 3.2 Notice Board sizes include overall size including its frame.

¹ S49 LG & Elections (Wales) Act 2021. <https://www.legislation.gov.uk/asc/2021/1/section/49>

² S50 LG & Elections (Wales) Act 2021. <https://www.legislation.gov.uk/asc/2021/1/section/50>

- 3.3 Council needs to be mindful of the actual display area as opposed to the external size. The simplest way to consider this is calculating the number of A4 sheets that the notice board can display.
- 3.4 The current notice board on the village green is very large and can display 12 x A4 sheets. To provide some context, the Annual Return & Notice of Electors Rights is the single largest document that the Clerk places in the notice board. This amounts to 6 x A4 sheets.
- 3.5 Consideration will need to be given to what would be displayed in these potential satellite notice boards. Given that the Annual Return & Notice of Electors Rights is displayed in the main notice board; it is suggested that the satellite boards are smaller, possibly only displaying the web address and contact details of the Council, Councillors & Clerk. The display size of 4 x A4 or 6 x A4 sheets should suffice.

4. Type & Cost of Notice Board

- 4.1 **Appendix A** outlines images of notice boards. These vary significantly in quality and price. Prices for a 4 x A4 or a 6 x A4 sheet Display notice board³ are approximately £750-£1,600 (excluding installation).
- 4.2 Councillor Paul Baker is investigating the possibility of seeking grants to part fund these notice boards. He will provide an update at the meeting.

5. Placement & Installation of a Notice Board

- 5.1 Notice Boards can be wall mounted, fence mounted or post mounted. The mounting options are self-explanatory. Given their likely location and the fact that the Council doesn't own any property in these areas, it is suggested that post mounted is the most suitable solution.
- 5.2 The proposed notice boards would have to be placed on the public highway. Swansea Council state that a Street Licence is required to place notice boards on the highway. Street Licences cost approximately £400 each.
- 5.3 Installation costs would be extra. Swansea Council provide a service of installation & Street Licence for £550. It is proposed that this is the best value option.

³ <https://noticeme.org.uk/product/post-mounted-external-notice-board-rounded-header-panel/>
<https://whitehilldirect.co.uk/product/post-mounted-external-notice-board-6a4/>
<https://www.parish-notice-boards.co.uk/product/ventus-post-mounted-notice-board-with-header>

6. Options

6.1 Council is asked to consider the following options:

- 1) **Option 1.** Provide a notice board in the vicinity of Heol Pentre Felen & Bryntywod.
- 2) **Option 2.** Provide a notice board in vicinity of Heol Pentre Felen only.
- 3) **Option 3.** Provide a notice board in vicinity of Bryntywod only.
- 4) **Option 4.** Not to provide any additional notice boards.

6.2 Should Option 1, 2 or 3 be agreed, the Clerk will bring a further report detailing specific types of notice boards and associated branding.

7. **Recommendation.** The views of Council are sought.

Background Papers: None

Appendices:

Appendix A	Examples of Notice Boards
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Huw Evans
Clerk to Llangyfelach Community Council

Examples of Notice Boards

