**Coleford Town Council and**

**Coleford Tourist Information Centre**

**Policy for the Acceptance of:**

1. Posters for Display
2. Leaflets and Publications

**Introduction**

The Tourist Information Centre is a focal point for information about the community and attracts a large number of requests to display posters and leaflets. Space and relevance have helped determine these criteria for displaying material in the centre.

The following criteria were agreed by the Town Council and have been drawn up to protect the Tourist Information Centre’s standing in the community as an unbiased source of public information to which all users have access. They have also been designed to help staff both to make a judgement on what is acceptable and to explain that judgement to members of the public.

**General**

* No guarantee will be made to display or return the material supplied, or to return any surplus.
* No guarantee will be made about the length of time material will be displayed, or the site for the display of material. Space permitting, posters and leaflets advertising a specific event will be displayed at least one week before the event. Posters will be displayed for a maximum of one month. Legal notices will be displayed for the appropriate legally required period.
* Posters and leaflets that are poorly produced, handwritten, contain unclear, ambiguous or out of date information, will not be displayed.
* Priority will be given to local material and items known to the Tourist Information Centre Coordinator to be of local interest and according to the "Priorities for display" and unacceptable categories as listed below
* The decision of the Information Centre Coordinator is final. No ensuing discussion or correspondence will be entered into.
* Material is displayed on the clear understanding that Coleford Town Council does not endorse or recommend any non-Coleford Town Council services, events or products displayed in the Information Centre.

**Priorities for display**

Posters and leaflets will be displayed according to the following set of priorities:

* Information we are legally obliged to display.
* Local events, groups and services (including local support groups and membership recruitment leaflets, volunteer recruitment).
* Brochures for theatres.
* Information on tourist attractions.
* Any other material that can be accommodated - providing it does not fall into the categories noted below as being not acceptable.
* Material from faith organisations can be accepted provided that it represents a local organisation, and that the material seeks to inform, but not to lobby or pressure sections of government, Coleford Town Council, or the population.

**Not acceptable**

The following will not be accepted for display:

* Material from any political party. This is a legal requirement under the Local Government Act 1986 which prevents local authorities from displaying any material designed to "affect support for a political party".
* Material which seeks to lobby or pressure sections of government, Coleford Town Council, or the population. This includes any events designed to raise support, or funds, for political campaigns. The only exception will be material and areas supported by Coleford Town Council.
* Material from any charitable or other organisation which asks directly for money to support that charity/organisation such as raffle tickets, collection boxes or sponsorship forms. The sole exception Coleford Town Council makes to this is the annual Royal British Legion Poppy Appeal in November and charities supported by the Mayor of Coleford.
* Material from organisations seeking non-monetary donations for example body organ donations, unless there is a specific local activity like blood donation session at a local hall.
* Material aimed at recruiting paid employees.

**Date of policy effective from:** 30th June 2025

**Version: 1**  
**Approving committee:** Full Council  
**Date of review meeting:** 30th June 2025  
**Date for next review:** Year commencing 1st of April 2026 / 2027

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coleford Town Council Making a Difference**