

# **EAST FARDON PARISH COUNCIL – WEBSITE MANAGEMENT POLICY**

## **Introduction**

This policy relates to the management of the Parish Council website at:

<https://eastfardon.org/parish-council/>

## **1. Website Hosting Arrangements**

The Parish Council is committed to operating an informative and accessible website. The present host is The Doodle Cloud. The current system is a Wordpress Content Management System where the Parish Council itself has direct control of day-to-day editing and updating; maintenance of the site is carried out by The Doodle Cloud.

## **2. Who determines what should be on the Website?**

Subject only to the requirements of the law, the Parish Council has the right to determine what should or should not be included on the Website.

## **3. What the Website should contain**

The Website shall contain material that arises from Parish Council business such as agendas, minutes, policies, factual information about the Parish Council and Councillors. It may also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.

The Website may also contain other material, such as the geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Parish Council Website on a “custom and practice” basis. The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by the Parish Council for significant changes.

The Website shall in principle not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Parish Council as a whole. Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally, it can happen that Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

Regardless of what has been voted on by Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Parish Council to legal challenge.

## **4. Website Management**

The day-to-day working of the Website is subject to the control of the Clerk, who is empowered by Council to make routine updates to the Website without prior reference to Council. Other than routine matters, e.g. publishing minutes, the Clerk should seek approval from the Parish Council for any changes to the Website.

## **5. The Webmaster**

A nominated person is the Webmaster, whose details are published on the Website. The function of the Webmaster is to add or delete material, and edit pages, as directed by the Parish Clerk.

The Webmaster may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.

The Webmaster is accountable to the Council as a whole, not to any individual Councillor.

## **6. Procedure for adding new material to the Website**

Anyone may submit material for inclusion on the Website provided that it is consistent with the general policies in section 3, and also falls within any limits of technical feasibility to upload. Such requests should be made to the Parish Clerk, who will obtain prior approval from the Parish Council as necessary.

## **7. What are the specific powers of the Webmaster in determining what can go on the Website or in editing what is already there?**

The Webmaster may make routine updates to the Website without prior reference to the Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Replacing out of date documents with current versions.

The Webmaster should refer any request to upload, edit or remove any material to the Parish Clerk.

If there is a dispute about the Webmaster's decisions or activities, the Parish Council shall adjudicate and whose majority vote shall be considered final.

## **7. Preservation of Archival Material**

It is understood that Archival Material should be preserved without change to the content, but can be reorganised or re-structured as required. If the Webmaster considers other "Non Archival" material to be out of date and no longer relevant, such as advertising an event that no longer takes place, he may consider it for deletion. If the deletions are substantial, it would be advisable to check with Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an "update plan" that the Parish Council can approve.