

# Adopted at Parish Council Meeting 30<sup>th</sup> January 2006

## St Peter's Parish Council Web Site

### Policy for Management and Governance

#### Web Site

The web site shall form part of St Peter's Parish Council strategy for communication with residents. Its aim is to improve the link between the Parish Council and the residents of St Peters Parish by effecting a 2 way flow of information relevant to the business of the Parish Council or to further the interests of the community as a whole.

The web site is a public document, freely accessible by any member of the public via the internet and as such its contents will reflect on the Council and shall be subject to this policy<sup>1</sup>.

#### Hosting

The web site may be hosted and administered by a competent 3<sup>rd</sup> party as the council may determine from time to time. The Copyright in the web site and decisions over content shall at all times remain with St Peters Parish Council.

#### Content

The web site may include any public domain formal Council documents, for example; up to date agenda and minutes, policy & procedure, consultations, and name, portfolio and proxy email link for the elected and co-opted councillors. Additional personal information relating to a Councillor (for example photo, address and telephone number) may additionally be included only with the councillor's written consent. The web site shall include a mechanism for the public to formally contact the council via the Clerk and Chairman.

The web site may additionally include other information that is relevant and of interest to St Peter's Parish residents, including news, opinion pieces, articles and links. Any such content shall be clearly marked according to its status, including the statement '***This article does not reflect the formal position, or necessarily the views, of St Peter's Parish Council***', unless and until a decision has been taken by the Council that the article may be published with a different caveat. Content shall only be uploaded with the permission of the originator.

The web site shall not be used for commercial purposes, including commercial advertising. It may include information regarding local events and local community groups.

The web site shall not be used for party political purposes, including canvassing.

The web site shall not contain material that is illegal, offensive, obscene, defamatory, detrimentally affects the reputation of St Peters Parish Council or infringes the copyright of any 3<sup>rd</sup> party.

#### Web Site Administration

The Parish Council will appoint a Councillor or Officer to act as 'Webmaster' who will administer the web site on behalf of the council and in accordance with this policy.

#### Webmaster Terms of Reference

The Webmaster shall:

- Act ensure that the contents of the web site are in accordance with Council decisions and this policy.
- Liase with any 3<sup>rd</sup> party appointed by the Council to administer or host the web site.
- Report to the Council regarding the status of the web site.

The Webmaster may routinely upload or remove content that clearly conforms to this policy without further reference to the Council. The Webmaster shall refer any content that in his/her judgement may be controversial or risk detrimentally affecting the reputation of the Council to the Council prior to uploading that content.

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<sup>1</sup> In its final version, subject to adoption at a formal meeting of the Parish Council.