



# ECCLESFIELD PARISH COUNCIL

*Serving the Community since 1894*

## WEBSITE POLICY

### **Website Hosting Arrangements**

The Parish Council is committed to operating a website hosted by a third party provider, having no other connection with the Parish Council. The host company is Netwise UK. The current website design is Word Press and the Parish Council has direct control of the day-to-day editing updating and maintenance of the site.

What should be on the website

Subject only to the requirement of law including the Accessibility Regulations 2018, the Transparency Code 2015, Accounts and Audit Regulations 2015, Council has the right to determine what should or should not be included on the website.

The website shall contain:

- Information about Ecclesfield Parish Council;
- Details of the Council and Committee meetings; public notice, agendas and minutes;
- Councillor details including contact details and declarations of interest;
- Policies and Procedures;
- Reports; surveys and consultations;
- Planning Applications;
- Annual Governance and Accountability Return;
- Budgets and lists of Expenditure over £500;
- Grants Policy, application form and successful grant applicants;
- Job Vacancies;
- Local News and Event; and
- Parish History

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 Council as a whole. Council meetings can be disputatious, and this is recorded in the minutes and, once approved, this material may appear on the website in the minutes or otherwise.

The website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

The day-to-day management of the website is delegated to the Admin Officer and Clerk and they have the delegated power to administer and update the website accordingly.

It is the responsibility of the Clerk to ensure the website complies with the law at all times.

Routine updates include:

- Correcting errors of spelling, grammar or factual inaccuracies;
- Repairing and/or restoring links that have ceased to work properly;
- Replacing out of date documents with current versions;
- Agendas, minutes and public reports;
- Replacing draft policies with adopted policies as and when required; and
- To update events and add photographs of events and councillor activities and to remove out of date events and information

Should professional assistance be required the Clerk or Admin Officer would update the Council for any costs associated with the professional assistance which would need to be approved by Council before the assistance is confirmed.

Links to other organisations websites will be limited and approved by Council. The links would be checked that they work properly before being added to the Parish Councils website.

The Parish Council will endeavour to ensure the website is up to date and accurate however there may be occasions when the information is out of date due to workload of officers of the Council. Officers will complete the updates within 1 month of new information being received.

**Adopted by Council 9.1.2020**

**Review date: July 2022**