

Wilbarston Parish Council

WEBSITE POLICY

1. Introduction

This document reflects the Councils' intentions on how the Wilbarston Parish Council website will be managed, and how the content and links to external sites will be determined.

2. Website Responsibility

The website will be the responsibility of the Parish Council.

The Clerk and any other person, directed by council vote, is authorised to make changes to the website.

2. Webmaster

The Parish Council will appoint a Webmaster at the Annual General Meeting each year. The Webmaster can make changes to the website as authorised by the Parish Council.

3. Website Content

The Parish Council is responsible for the structure and type of information on the website. The website is split into a number of sections, which includes:

Council members, meeting dates, agendas & minutes, local events, strategic documents, community information, Wilbarston chronicle, planning, useful contacts, contact us, Diamond Jubilee Celebrations and village information

Additional pages may be added to the website by the Clerk as appropriate and reported back to the Parish Council.

3. Parish Council Contact Details

The Parish Council 'registered' address, telephone number and email details should be available on the website. The names, telephone numbers and email addresses of the Chairman and Parish Councillors should be available on the website.

4. Parish Council Minutes and Agendas

The minutes of the meetings are to be uploaded, in a PDF format, by the Clerk, once approved and signed. Agendas (for the current year) are to be uploaded, in pdf format, including associated reports.

5. Documents /Archives

Various documents may be available for downloading including Minutes & Agendas, Annual Report, Annual Accounts, Policies & Procedures and Publication Scheme.

6. Planning

All planning applications received by the Parish Council to comment on will be uploaded (on a monthly basis) to the website highlighting the deadline for comments to be returned to Kettering Borough Council. The Parish Councils' comments will be uploaded onto the website.

7. Diary

Wilbarston Parish Council makes use of the diary to publicise meeting dates, agendas & minutes, local events, strategic documents and any dates relevant to the residents of Wilbarston.

8. Photographs

Photographs displayed on the website will be of interest and appropriate to Wilbarston Parish Council.

9. Events

Wilbarston Parish Council makes use of the local events page to inform members of the public of events and information relevant to the residents of Wilbarston.

10. Links

Since website contents may change or disappear entirely without notice, the council cannot be held responsible for the content or accuracy of external websites.

11. Website Maintenance

The Clerk will maintain the website content to ensure it is up to date. This will include;

- All agendas and approved minutes of meetings are archived in appropriate year folders and are available on the website in a timely manner.
- The events items must be current and appropriate.
- All Councillor contact details must be kept updated.

All correspondence to the council via the Webmail must be acknowledged within five working days of receipt by the Clerk.

The Parish Council retain overall responsibility for the control of the website and retain the right to amend and remove inappropriate items or material from the self-managed pages.

12. Business Advertising

The feasibility of advertising for Local Businesses/Organisations will be reviewed at a later date.

13. Privacy Statement

Any personal information sent to Wilbarston Parish Council website via the Contact Us page or by email to the Clerk at clerk@wilbarstonparishcouncil.gov.uk is processed securely and in line with the Council Data Protection Policy and Privacy Statements. The website does not create cookies (text files) on computers to track visitor movements. Any information sent via this website is not encrypted.

Adopted by Full Council on 14th March 2013

Readopted 10th September 2020 - Minute Reference 20/527

Readopted 10th June 2021 - Minute Reference 21/100