

## **Fringford Parish Council**

### **DRAFT Website Policy**

#### **Purpose**

1. To raise awareness of the Parish Council and other formal village groups.
2. To disseminate Parish Council and other Regional Government information and notices.
3. To ensure all website entries are co-ordinated.
4. To provide a single reference point for residents of, and visitors to, Fringford.

#### **To include**

1. To display Parish Council contact details and Member List.
2. To display statutory documents and notices, including Agenda, Minutes, associated meeting papers and annual accounts.
3. To provide news and articles to promote the activities of the Parish Council and other formal village groups.
4. To provide contact information and links to other regional and national government organisations.
5. To provide pages, on request, with information from formal village groups.
6. [To provide information of local businesses and services.]
7. To provide a photo gallery of Fringford, including current and past events/projects.

#### **Finance**

1. All costs of website hosting, domain name & management to be met by the Parish Council.
2. All entries are free to Fringford Clubs and Organisations.
3. [All entries are free to businesses providing local services.]

#### **Management**

1. The domain name of the website to be [www.fringford.info](http://www.fringford.info)
2. Fringford Parish Council to retain overall responsibility for the content of the website.
3. Day to day management, monitoring and approval of content (where necessary) to be delegated to the Parish Clerk who will be the Webmaster.
4. Input and website administration to be provided by Navitas Design.
5. Two members of the Parish Council to review the content on the website every [three months / regularly] and report to the Parish Council.
6. Information published on pages provided free of charge to local groups and businesses are the responsibility of those individual groups and businesses.
7. This information should be reviewed and updated every three months (if necessary). The Parish Clerk should be informed that this review has been carried out.

8. When information is updated, previous pages to be archived [probably need to have a backup procedure]
9. The website will be backed up monthly and maintenance carried out to ensure the latest updates are installed.

### **Legal responsibility**

1. A Disclaimer to be added to each page as follows:

#### **'Disclaimer**

The view and opinions expressed on the Fringford.info Website do not necessarily represent the views of the Council or the editor. Neither the editor nor the Parish Council can be held responsible for the failure of advertisers to provide services or products as advertised. Every effort has been made to ensure that the contents of this Website are correct at time of publication. The Council or editor cannot accept responsibility for errors, omissions and changes to information subsequent to publication. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means unless with the permission of the publisher beforehand.

2. All photographs published should have the permission of the copyright holder
3. General photographs of village events may be included, provided notices warn that photographs are being taken and may be included on the website.
4. Where images of children (14 years and under) are taken that are easily identifiable, then written parental consent should be obtained.

Adopted by Fringford Parish Council at its meeting on

Draft 25 June 2015