

# **Fringford Parish Council**

## **Website Policy**

### **Purpose**

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

### **To include**

1. To provide timely information about upcoming events within the village.
2. To display Parish Council contact details and Member List.
3. To display statutory documents and notices, including Agenda, Minutes, associated meeting papers and annual accounts.
4. To provide news and articles to promote the activities of the Parish Council and other formal village groups.
5. To provide contact information and links to other regional and national government organisations.
6. To provide pages, on request, with information from formal village groups.
7. To provide a photo gallery of Fringford, including current and past events/ projects.
8. Whilst promoting fundraising events for formal village groups or charities will be posted on the site, no commercial events would be promoted.
9. No form of commercial advertising / public relations materials will be posted on the site.

### **Finance**

1. All costs of website hosting, domain name & management to be met by the Parish Council.
2. All entries are free to formal Fringford Clubs and Organisations.

### **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 Committee (see point 11) and the Parish Clerk who will be the WebEditor.
4. Input and website administration to be provided by Navitas Design as WebMaster.
5. Two members of the Parish Council to review the content on the website every three months and report to the Parish Council.

6. To comply with best practice on public websites the policy is to generally avoid presenting any names of individuals or businesses on the site itself. If for any reason it is considered necessary or appropriate to do so then the explicit permission of the individuals concerned will be acquired in advance of any posting, ideally in writing.

Should it be deemed appropriate to make announcements regarding any recently deceased individuals then the permission of the next of kin or family will be acquired, ideally in writing.

7. Information published on pages provided free of charge to local groups are the responsibility of those individual groups.
8. 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.
9. When information is updated, previous pages to be archived.
10. The website will be backed up monthly and maintenance carried out to ensure the latest updates are installed.
11. Navitas Design will refer all requests to become a contributor to the Parish Clerk for verification.
12. A committee comprising of one member of the Parish Council and two other villagers would consider requests from the Clerk from villagers who would like to be given an editor role in order to be able to update a specific section of the website.

### **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. 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.

### **Operational**

1. All users will be invited to workshop / given guidance on how to update their area of the website.
2. All users will be trained and given a handout on the process and the details of the policy which affects them.
3. All users will be given a generic style email address for viewers to contact if necessary.
4. The Webmaster will keep a record of email addresses and usernames and add/ delete as necessary as individuals change.

Adopted by Fringford Parish Council at its meeting on 18 April 2016