

# **BRIXWORTH PARISH COUNCIL WEBSITE POLICY**



## **1. Introduction**

This document is the 'Brixworth Parish Council Website Policy' which reflects the Councils' intentions on how the 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 Finance and Administration Committee.

The Parish Clerk 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, Finance and Administration Committee and the Clerk.

## **3. Website Content**

The Finance and Administration Committee is responsible for the structure and type of information on the website. The website is split into eleven sections,

Brixworth PC, News, Council Contacts, Calendar, Council Meetings, Library, Links, Newsletters, Feedback, Guestbook and Gallery

## **3. Parish Council Contact Details**

The Chairman and the Parish Clerk's address, telephone and email details should be available on the website. The names and email addresses of 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 are to be uploaded, in a word format, and removed once the minutes have been uploaded, by the Parish Clerk.

## **5. Documents /Archives**

Various documents are available for downloading including Newsletters, Minutes & Agendas, Annual Report, Annual Accounts, Policies and Publication Scheme.

## **6. Calendar**

The Parish Clerk will be responsible for maintaining the calendar.

## **7. Photo Gallery**

The photo gallery is used to store and display photographs of interest appropriate to Brixworth Parish.

## **8. Local News**

Brixworth Parish Council makes use of the 'News' function to inform members of the public of non-commercial events and information relevant to the residents of Brixworth Parish.

## **9. 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.

## **10. Website Maintenance**

The Parish 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 calendar is up to date, displaying future meetings and events.
- The local news 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 three working days of receipt by the Parish Clerk.

## **11. Privacy Statement**

Any personal information sent to Brixworth Parish Council website via the Contact Us page or by email to the Parish Clerk at [clerk@brixworthpc.org.uk](mailto:clerk@brixworthpc.org.uk) is kept securely and the Council will never divulge personal information to other organisations, unless to satisfy a specific request the sender has made. The website does not create cookies (text files) on computers to track visitor movements. Any personal information voluntarily sent to the website may be kept for up to one year to allow the Parish Council to track the actions the comments may have caused it to take. Any information sent via this website is not encrypted.