

The Charltons Parish Council Website Policy

Purpose

1. To provide a useful, accessible, online resource and information point for the benefit of all as a statutory duty in relation to the Transparency Regulations.
2. To raise awareness of the Parish Council.
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 The Charltons.

To include

1. To provide accessible timely information about forthcoming 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.

Finance

1. All costs of website hosting, domain name and management to be met by the Parish Council.

Management

1. The domain name of the website to be www.thecharltonsparishcouncil.gov.uk
2. The Charltons 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 Web Editor.
4. Input and website administration to be provided by Parish Council Websites.
5. 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.
6. Business advertisements will not be included on the website, nor will articles which promote businesses. This rule may be suspended if agreed at a full Parish Council meeting. Applications to suspend the rule shall be considered on an individual basis.

Legal responsibility

1. General photographs of events in the Parish may be included, provided notices warn that photographs are being taken and may be included on the website.

2. Where images of children (14 years and under) are taken that are easily identifiable, then written parental consent should be obtained.