**This policy covers the management of the Sedgwick Parish Council Website**

**Definitions**

Website - Sedgwick Parish Council Website [www.sedgwickparishcouncil.org.uk](http://www.sedgwickparishcouncil.org.uk)

Council - Sedgwick Parish Council

1. **Aim**

The Council aims to provide a secure, manageable, useful and cost-effective website that will enable compliance with the Transparency Code for Parish Councils and will benefit the community.

**2. Website Hosting and Editing Arrangements**

The Website was designed by Treble3, a local 3rd party provider with Trading Standards Approved Accreditation and we use Weebly, a market leader in website platforms. It provides a “Content Management System” whereby the Council has direct control of day-to-day editing and updating.

**3. Website contents**

**3.1** The Council has the right to determine what should or should not be included on the Website, subject to the requirements of the law.

**3.2** The Website shall contain

* factual information about Council and Councillors and the work they carry out
* material that arises from Council business such as agenda, minutes, policies etc
* information required by the Local Government Transparency Code 2015
* emergency contacts and the Community Emergency Plan
* news items and a live feed to the Sedgwick Parish Council facebook page
* material provided to the Council by community groups wishing to benefit from exposure on the website
* links to other useful sites and points of contact for local officials and interest groups
* other items of interest, such as the history and geography of the area or material of a non-controversial nature which is appropriate for the Website on a “custom and practice” basis
* a secure contact form linked to the email address of the Parish Clerk
* recommended cookie consent procedures and policy, privacy notices and other disclaimers

**3.3** The Website shall comply with the Local Government Transparency Code 2015 and the 2018 General Data Protection Regulation.

**3.4** The Website shall, in principle, not contain material of a deliberately contentious, offensive or disputatious nature. However, contentious items discussed at Council meetings are minuted in accordance with the Council’s Standing Orders and published on the website in line with The Transparency Code. It is acknowledged that Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

**3.5** Regardless of what has been voted on by Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

**4. Website Management**

**4.1** TheWebsite Managers are appointed by the Council and are:

Editors - the Parish Clerk and Chairman of Sedgwick Parish Council

Editorial access is password protected via the website providers portal

**4.2** The day-to-day management of the Website will be carried out by the Website Managers, who are empowered by Council to make routine updates to the pages for which they are responsible without prior reference to Council. Examples of routine updates could be:

- Adding notices of meetings, agendas, minutes, reports, policies and newsletters as agreed

- Correcting errors of spelling, syntax or grammar and factual errors

- Repairing and restoring links that have ceased to work properly

- Routine structural changes where this improves the organisation of the Website

- Replacing out of date documents with current versions

**4.3** The Website Managers will keep Council informed of relevant matters and changes made to website via Website Reports submitted to each ordinary Council Meeting.

4.4 The Website Managers must ensure that all relevant consents to use personal data and photographs have been acquired before material is added to the website. A consent proforma is provided as part of the Council GDPR Policy. The Clerk will maintain records of such consent.

**4.5** The Website Managers may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council.

**4.65** Where the Website Managers have managed the Website in a manner contrary to the will of the Council, the Council may require the Webmaster to make good any deficiencies.

**5. Procedure for non-routine changes to the Website**

Council will approve non-routine additions and changes to the website. Any Councillor may submit material for inclusion PROVIDED THAT it is consistent with the general policies in section 3, and also falls within any limits of technical feasibility. The Website Managers are empowered to edit or exclude any material submitted for uploading to the Website, in consultation with the provider.

**6. Archival Material**

It is understood that Archival Material should be preserved without change to the content but can be reorganised or re-structured as required. If the Website Managers consider material to be out of date and no longer relevant, they may consider it for deletion. If the deletions are substantial, it would be advisable to check with Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that Council can approve.

**7. Website Monitoring**

Anonymous statistics are collected by the Website platform providers to track website usage and understand performance. This includes data on visitor numbers, pages visited, search terms used and which websites referred traffic to the Website.

**8. Resolution of Disputes**

If there is a dispute about the Website Managers’ decisions or activities, the Council shall adjudicate.