

Croydon Parish Council Website Policy

This policy covers the management of the Croydon Parish Council Website

www.croydon-village.co.uk

1. Website Hosting Arrangements

1.1 The Council owns the website and domain name and uses a "Content Management System" where the Council itself has direct control of day-to-day editing and updating. Hosting and technical maintenance is currently provided by sandersandjay.com

2. Who determines what should be on the Website?

2.1 Subject only to the requirements of the law, Council has the right to determine what should or should not be included on the Website.

3. What the Website should contain

3.1 The Website shall contain material that arises from Council business such as agenda, minutes, policies, finance, factual information about the Council and Councillors. It may also include any material that has been commissioned by the Council, such as reports, surveys or material that is directly derived from these.

3.2 The Website may also contain other material relevant to Croydon, such as history and geography of the Parish, news of local events, Parish Church and local information or any other material of a non-controversial nature which is appropriate for the Website. The Website may on occasion also possess interactive functionality, customary for such local authority websites, (such as questionnaires, visitor response facilities) The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by Council for significant changes.

3.3 The website may contain links to other sites. Such links will only be direct to relevant organisations, information or businesses and will not include general search or sites offering redirection to public services. Political, Action Groups or campaign websites are prohibited, and will be neither detailed nor linked.

3.4 Local information is provided to be helpful to the community and is checked for accuracy at the time of publication. It does not imply any endorsement or recommendation by the Council. Your use of any information or materials on this website is entirely at your own risk, for which Council shall not be liable.

3.5 The Website shall not, in principle, contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the Public, individual Councillors, groups of Councillors or the Council as a whole. Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. It is possible that Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

3.6 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.

3.7 The use of given names in minutes or on the website will be used only with permission and comply with GDPR regulations.

4. Website Management

4.1 The day-to-day working of the Website is managed by the Clerk, who is empowered by Council to make routine updates to the Website without prior reference to Council. The

Clerk will be supported by at least one other named, trained person who will work with the clerk to keep the site up to date and make amendments as required and cover during Clerk absence.

5. The Webmaster

5.1 The Parish Clerk will act as the Webmaster.

5.2 The function of the Webmaster is to manage the Website, adding or deleting material, and editing pages as required. The Webmaster shall be empowered to update the Website as is fit without prior reference to Council and subject to section 7 below.

5.3 The Webmaster may ask for professional help as necessary, subject to reasonable cost limits. Such expenditure should normally be planned and budgeted for the year ahead with prior agreement of the Council.

5.4 The Webmaster is accountable to the Council as a whole, not to any individual Councillor.

5.5 The Parish Council is responsible for the content of the website and can request the webmaster to amend the website if deemed necessary.

6. Procedure for adding new material to the Website

6.1 Any Councillor or member of the community may submit material for inclusion on the website, PROVIDED THAT it is consistent with the general policies in section 3, and falls within any limits of technical feasibility to upload.

6.2 The copyright of material submitted in an official capacity by a councillor would reside with the council.

6.3 The copyright of wording or images that are submitted may reside with the original author, but by submitting them they give permission in perpetuity for them to be reproduced on the site (or until specifically requested to be removed) and by submission they give permission for them to be edited for publishing.

7. What are the specific powers of the Webmaster in determining Website Content

7.1 Routine updates

The Webmaster may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes which improve the organisation of the Website.
- Replacing or deleting out of date documents or news items.

7.2 Responding to requests to upload material

The Webmaster is empowered to edit or exclude any material submitted for uploading to the Website, without explanation to any Councillor or to the person submitting the material. Nevertheless, it would be normal for the Webmaster to attempt to explain outright refusal to upload or any major editing actions.

7.3 Resolution of Disputes

Councillors or parishioners may raise concerns about the content of the website or a refusal to include material by requesting the item be added to agenda of the next meeting. The Council shall adjudicate and its majority vote shall be considered final.

7.4 Preservation of Archival Material

Archival Material should be preserved without change to the content but can be reorganised or re-structured as required. If the Webmaster considers other "Non-

Archival" material to be out of date and no longer relevant, such as advertising an event that no longer takes place, it will be deleted. 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.

Approved At PC meeting dated21/7/2021

Signed.....SCS [Signature] .