

# Wincham Parish Council Website Policy

This policy was last updated on: **20 March 2019**

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## 1. Introduction

1. Wincham Parish Council is committed to providing and promoting access to local news and information relevant to the Wincham Parish. One of the ways in which Wincham Parish Council provides public access to this information is through Parish Council maintained website.

## 2. Purpose

- The purpose of this Policy is to ensure that:
- There is understanding around the aims of Wincham Parish Council's Website
- Responsibilities for maintaining the Council's website are clearly set out
- There is clarity around the type of content appropriate for the website

### Scope

0. This Policy applies to the Wincham Parish Council maintained website,; <http://www.winchamvillage.co.uk>.

### Aims of the Parish Council Website

0. Wincham Parish Council's website exists with the following aims
1. To provide information useful to residents of the Parish, focused on services and events within the Parish.
2. To provide information in a timely, accurate, fair and objective manner.
3. To assist visibility of Parish Council matters to residents of the Parish, including agendas, minutes, directory of council members, and any other relevant Parish Council documents.
4. To support engagement of residents of the Parish with the Parish Council – including providing contact details for members of the Parish to raise concerns or questions with the Parish Council, and providing a mechanism to promote surveys and/or consultations where appropriate.

### Responsibility for Maintaining Parish Council Website

0. Wincham Parish Council has ultimate decision making authority over the content, and indeed the continued existence of its website.
1. The Council's Clerk will be responsible for maintaining the Council's website and ensuring that content remains up-to-date. This includes;
  - All agendas and approved minutes of meetings
  - Dates of future meetings and events
  - Local news items and consultations
  - All Councillor contact details

### Website Content

0. Wincham Parish Council's website and associated content shall meet the following criteria;
  - Content provided on the website shall be factual.
  - Content will not generally express opinions, except where these are correctly approved opinions of the Parish Council, or where these opinions form a part of Parish Council business.
  - There shall be no open access ability for the public directly to publish content on the website. All content published to the websites must be done so by a person authorised to do so by the Parish Council.

1. Wincham Parish Council will evaluate all potential content to ensure that it is appropriate for its website.

**Website Links**

0. Wincham Parish Council’s website contains links to information created and maintained by other public sector and private organisations. These links add value to the site by providing visitors with additional information about topics and eliminating duplicate content.
1. Since website content may change or disappear entirely without notice, the Council cannot be held responsible for the content or accuracy of external websites.

**Policy Review**

0. Wincham Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.
- 1.

Approved by Council on 20 March 2019 (Item 28(v) of the Agenda)

**Ian Parr**

Chairman of Wincham Parish Council

**Naomi Morris**

Clerk of Wincham Parish Council

Dated

.....20 March 2019.....