

UPTON BISHOP PARISH COUNCIL

Website Policy

Policy Statement

The Parish Council will have a website which will be paid for by the Council through money raised as part of the Parish precept.

The website will contain all Parish Council business including, but not limited to:

- Council events/diary
- Agendas and minutes (including historic)
- Council elections
- Councillors
- Committees and working groups
- Policies and Procedures
- Freedom of Information and GDPR
- Finance
- Staffing
- Highways/local issues
- Planning
- Grants
- Volunteering opportunities
- Footpaths
- Lengthsman

In addition, it will contain information related to the village of Upton Bishop including, but not limited to:

- Parish maps
- Travel information
- Church and places of worship
- Village events
- Millennium Hall
- Local businesses
- Allotment
- The Chimes
- Village clubs, societies and groups
- Schools
- Sports and social activities

Website Hosting Arrangements

The Council is committed to operating a website hosted by a 3rd party provider, having no other connection with the Upton Bishop Parish Council. The present host is UK2. The current system is a "Content Management System" where the Council itself has direct control of day-to-day editing and updating.

Maintenance of the website

The Parish Council clerk will be responsible for maintaining all Parish Council pages on the website, supported by the volunteer web editor if needed. All other pages and the Village's Social Media presence will be maintained by the volunteer web editor.

The Parish Council will take out a maintenance contract with a professional company to support the clerk and the volunteer with routine maintenance including back-ups, page redesign and compliance with any new regulations.

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Content

The website will contain material which is pertinent to Upton Bishop and its residents.

The Website shall in principle not 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. Additionally, it can happen that Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

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.

Document control

Revision number	1.1	Written by	Website working group
Last approved by the Parish Council	4 February 2020		
Date for next review	May 2021		