

Notes of a meeting of a Working Group of Upton Bishop Parish Council, concerning a review of the current Parish Web Site arrangements

Date of meeting: Tuesday 10<sup>th</sup> December, 6pm

Present: Councillors Paul Newman, Hazel Strange, Robert Cornwall, Michael Robins  
Web site volunteer Claire Newman

Discussion

Claire Newman demonstrated the workings of the current Parish Council web site and associated communications via Twitter and Facebook.

Possible improvements/developments to the website and associated digital communications were discussed, with a view to making recommendations to the Parish Council for discussion/decision at a future meeting of the full Council (provisionally proposed for inclusion on the agenda for February 2020).

Conclusions

It was noted that the Upton Bishop parish website ([uptonbishop.org](http://uptonbishop.org)) is owned and managed by Upton Bishop Parish Council. To make this clearer, it was recommended that a statement to this effect be added to the text on the website (this was done straight away by the volunteer present at the meeting – see current home page).

It was noted that it may be possible to convert the current website .org registration to a .gov extension. This would improve visibility of the website as a parish council resource and add security (only public sector organisations such as parish councils can operate with a .gov extension). The volunteer was asked to explore this opportunity (and any associated costs) and to liaise with the Clerk who would have to action any formalities if agreed by the Parish Council.

It was noted that the Parish Council website can potentially host email addresses for the Clerk/councillors, e.g. [clerk@uptonbishop.org](mailto:clerk@uptonbishop.org), in either .org or .gov format. It was agreed that adding contact details could improve accessibility for the public and the volunteer was asked to explore this possibility (and any associated costs) and to liaise with the Clerk who would have to action any formalities if agreed by the Parish Council. It was agreed that a review of a .gov extension for the website (see above), should be finalised before any decision on adding in email addresses, to minimise the number of changes for the public to make note of.

It was agreed that the existence of the website should be publicised as any and all opportunities present themselves, and that the Chimes magazine in particular should be asked to publicise the website details in each issue.

A draft website policy was discussed, referring to a draft policy as circulated to the members of the Working Group in advance of the meeting. It was noted that the text of the circulated draft policy reflected the draft policy as agreed between the volunteer and Clerk in November 2019. It was agreed

that the draft policy as circulated should be recommended for discussion/agreement by the full Parish Council at a future meeting (provisionally proposed for inclusion on the agenda for February 2020), with the following additions noted:

- a) The point stating that the website should contain copies of agendas and minutes should be amended to include historic agendas and minutes.
- b) The need to add “volunteering opportunities” should be included.

It was agreed that the draft policy, amended as recommended by the Working Group, should be forwarded to the Clerk in good time for circulation to Parish Councillors for any relevant meeting (assumed to be February 2020).

It was noted that website details from Lynda of HALC had been circulated by the Clerk to Parish Councillors in advance of the December Parish Council meeting. It was agreed that the Working Group should recommend to the Parish Council that the Clerk be asked to send an email to HALC to acknowledge receipt of the information provided, clearly pointing out that Upton Bishop Parish Council is compliant with the recommendation as stated in the first sentence “HALC recommends that all parish councils have and manage their own websites, as this gives certainty of access and control over the type of information on the site”, confirming that an additional website and associated costs as offered by HALC is not currently needed (in line with the draft policy).

Cllr Newman offered to draft a record of discussions (formal minutes not being required) and to co-ordinate communications with Parish Councillors and the Clerk on behalf of the Working Group.

Paul Newman

31/12/19

# **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.

### **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

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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			
Date for next review			

DRAFT