

Bersted Parish Council Website Publishing Policy

Bersted Parish Council

03 January 2018

Version 2

SUMMARY

This document is the Bersted Parish Council Website Publishing Policy which reflects the Councils' intentions on how the website will be managed, and how the content and links to external sites will be determined.

WEBSITE SCOPE

Bersted Parish Council is committed to promoting commerce and wellbeing within the Parish. We endeavour to provide access to: news, history and any information we feel relevant to the Parish of Bersted for public access.

One of the ways the Council provides this access is by maintaining an Internet website. The website is intended to provide the public with access to a variety of information resources in electronic format.

WEBSITE URL ADDRESS

The URL for the Bersted Parish Council website is: <http://www.bersted-pc.gov.uk/>

WEBSITE CONTENT

The website is split into six main pages some having 'child' pages.

1. Home (Welcome page)
 - a. About the Website
2. The Council
 - a. Councillor Details
 - b. Full Council Meetings
 - c. Community Resources Committee
 - d. Finance and General Purposes Committee
 - e. Planning, Amenities and Environment Committee
 - f. Grant Applications
3. The Parish
 - a. History
 - b. Bersted News
 - c. Listed Buildings
 - d. Parish Notice Boards
 - e. Parish Festival
 - f. Report It
4. Neighbourhood Plan
5. Around the Parish
 - a. Jubilee Hall
 - b. Local Directory
 - c. Local Vacancies
 - d. Wellbeing Resources
 - e. What's On
6. Statutory Information
 - a. Byelaws

THE COUNCIL: Councillor's details

This will show the Councillor's postal addresses but not personal email addresses or telephone numbers. Other representatives of the parish will also have their details shown.

THE COUNCIL: Minutes and Agendas

All agendas and minutes of meetings are displayed in appropriate year folders and will be available on the website in a timely manner. Minutes must be approved by Council before publishing. Minutes and Agendas must be converted to PDF documents before being uploaded to the website. The website is not a document archive and will only show the current and preceding two years documentation. FOI requests must be made to the Clerk's Office.

THE COUNCIL: Grant Applications

The content of this page is to provide information for Charitable causes to obtain financial support from the Council and to provide supporting links to other funding bodies.

THE PARISH

The content of this page and it's 'child' pages reflects the history and life of the Parish past and present.

NEIGHBOURHOOD PLAN

The contents of this page is the Council's vision for the neighbourhood

AROUND THE PARISH

The content of this page and it's 'child' pages reflects the present life of the Parish supporting residents and businesses within the parish to prosper.

STATUTORY INFORMATION

The content of this page and it's 'child' page is to make easily available the statutory information and regulations of the Councils business.

PHOTOGRAPHS OF CHILDREN

The Bersted Parish Council will avoid using photographs of children on the website. For a picture containing images of children to be considered the image(s) must be unidentifiable

PHOTOGRAPHS OF ADULTS

Photographs showing adults in group situations will only be used with documented approval of those adults. They will be removed however upon request by an individual involved who may wish to revise their approval.

WEBSITE LINKS

All links to external websites are made in good faith and the council does not accept responsibility for the content of those sites

CONTACT US

The details of the Councils postal address, telephone number and email address are on every page of the website and the Council can be contacted online by emailing the Parish Clerk. clerk@bersted-pc.gov.uk

WEBSITE MAINTENANCE

The Bersted Parish Council Parish Clerk and the current Webmaster will maintain the website content to ensure it is up to date.

New content for the website can be submitted to the Clerk's Office for approval. Website content submitted to the Clerk's Office can be accepted from external sources and must give 'benefit' to the parish and its residents. The Council reserves the right to decline content it considers does not support their goals.

Content approval in the first instance is by the Parish Clerk. In the event of dispute the final authorisation is by the Council Chairman and/or the current Data Protection Officer.

The website should be an ever-evolving body of work representing the Parish of Bersted.

DATA PROTECTION

All information displayed or available via the website is subject to the provisions of the current Data Protection Regulations.