

# Fairlight Parish Council

## WEBSITE POLICY

This policy covers the management of the Fairlight Parish Council website.

### Definitions

Parish - Fairlight Parish

Parish Clerk - Parish Clerk to Fairlight Parish Council

Council - Fairlight Parish Council

Councillor - Councillor on Fairlight Parish Council

Website - Fairlight Parish Council [www.fairlightparishcouncil.org.uk](http://www.fairlightparishcouncil.org.uk)

Webmasters – Two Parish Councillors

### 1. Website Hosting Arrangements

1.1 The Council is committed to operating a website hosted by a 3rd party provider, having no other connection with the Fairlight Parish Council. The present host is Fasthosts

### 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, factual information about the Council and Councillors. It may also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.

3.2 The Website may also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Website on a “custom and practice” basis. The Website may also possess interactive functionality, customary for such local authority websites, (such as questionnaires, visitor response facilities, links to other sites etc.). 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 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 Councilors 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.

3.4 Regardless of what has been voted on by Council, the Website shall not contain any material that is libelous or defamatory or in any way against the law or which could expose the Council to legal challenge.

#### **4. Website Working Party, composition and main function**

4.1 The day-to-day working of the Website is subject to the control of the two Councillors who are empowered by Council to make routine updates to the Website without prior reference to Council.

#### **5. The Webmasters**

5.1 The designated Councillor(s) are the Webmasters and retains overall control of the layout of the website, subject to guidance and requirements from the Council.

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

5.3 Other than for totally routine matters, (like uploading minutes), the Webmasters should keep the Chair/Vice Chair and Clerk informed of activities they may have conducted on the Website.

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

5.5 The Webmasters are accountable to the Council as a whole, not to any individual Councillor.

5.6 Where the Webmasters has managed the Website in a manner contrary to the will of the Council, the Council may require the Webmasters to make good any deficiencies.

#### **6. Procedure for adding new material to the Website**

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

#### **7. What are the specific powers of the Webmaster in determining what can go on the Website or in editing what is already there?**

##### **7.1 Routine updates**

The Webmasters 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 where this improves the organisation of the Website.
- Replacing out of date documents with current versions.

##### **7.2 Responding to requests to upload material**

The Webmasters are 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 Webmasters to attempt to explain outright refusal to upload or major editing actions, and, in order to retain the confidence of the Council, the Webmasters must be prepared to answer for their actions in a full Council meeting.

### **7.3 Preservation of Archival Material**

It is understood that “Archival” material should be preserved without change to the content, but can be reorganized or re-structured as required. If the Webmasters considers other “Non- Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, he may consider it for deletion. 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 the full Council can approve.

### **7.4 Webmasters uploading material**

The Webmasters may upload material to the Website subject to the provisions of section 3 above. However, the Webmasters should be prepared to answer for their actions in Council and be prepared to delete the material should Council pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Webmasters to obtain the prior approval of full Council.

### **7.5 Resolution of Disputes**

If there is a dispute about the Webmasters decisions or activities, the Council shall adjudicate and whose majority vote shall be considered final.

### **8. Village Website & Parish Council Website**

Th Parish Council Website is not a replacement for the Village Website and will, when required, post links for Village events on the Parish Council Website pointing to the Village Website for further information. The Parish Council Website is not in competition with the Village Website and both sites have an important role to play for residents of the Village.

Reviewed: January 2021

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