

# **Stanwick Parish Council**

## **Website Policy**

### **1. Introduction**

1.1 The Parish Council's website is an integral part of the Parish Council. The Parish Council is not subject to the 2015 Local Government Transparency Code. However, Stanwick Parish Council believes in the principle of transparency in all of its activities and publishes free to access information accordingly.

1.2 The purpose of the website is to communicate information to residents, visitors, local clubs, societies and organisations as well as external bodies including North Northamptonshire Council and to provide a communication channel with the parish council and enable individuals to obtain information from partner organisations through links on the website.

1.3 It is a repository for information that members of the council and members of the public may wish to view.

1.4 The Parish Council will aim to ensure that all information within the website is up to date, relevant and accessible.

1.5 This policy forms part of a suite of policies that cover all methods of communications and should be viewed in conjunction with those policies. Council policies are available to download and view on our website [www.stanwickparishcouncil.org.uk](http://www.stanwickparishcouncil.org.uk)

### **2. Information that will be included**

2.1 The following items will be included:

- Parish Council agendas with associated reports and documents
- Parish Council minutes
- Parish Council committees minutes
- Parish Council Financial Information as permitted under the Freedom of Information Act 2000 (as amended) and as required by the Accounts and Audit Regulations
- Parish Council Policies and Procedures
- Parish Council members information
- How to contact the Council
- Information on facilities or services offered by the Parish Council
- News and information published by partner agencies if deemed appropriate by the Clerk

### **3. Information that may be included**

3.1 The following items may be included:

- Other Parish Council information that Council policy or decision requires
- Information on village clubs, societies and organisations and events
- Links to external websites of partner agencies e.g. North Northamptonshire Unitary Council, Northants Police, emergency services etc

3.2 Other items may be included at the Clerk's discretion, and any items for publication on the website should be emailed to the Clerk to the Council at [clerk.stanwickpc@outlook.com](mailto:clerk.stanwickpc@outlook.com) for consideration.

### **4. Items that will not be permitted or included**

4.1 The following will NOT be included:

- Articles affiliated to, or promoting any political organisation
- Commercial advertisements and links to commercial websites
- Publicity for any non-charitable fund-raising event

## **5. Website provider**

5.1 The website is arranged through a third party provider. The Parish Council has an annual support contract to assist as required.

## **6. Webmaster**

6.1 The Clerk is the webmaster and is responsible for uploading relevant content in a timely manner. Members of the Parish Council do not have administrative access to the website. In the event of an emergency, administrative access can be arranged via the website provider.

## **7. Domain name**

7.1 The website domain name [www.stanwickparishcouncil.org](http://www.stanwickparishcouncil.org) is purchased from 123 Reg and has to be renewed. This is invoiced to the Parish Council and an appropriate payment method is set up to ensure automatic renewal.

## **8. Relates policies and procedures**

8.1 These include but are not limited to:

- Freedom of Information Act 2000 (as amended)
- Document retention Policy
- Accessible document Policy
- General Data Protection Regulations 2018 and associated policies
- Communications Policy
- Social Media Policy
- News Media Policy

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1	17.11.22	22.116	