**PARISH COUNCIL WEBSITE GUIDELINES**

**Ownership**

The website is paid for and managed by the Parish Council for the benefit of the whole parish.

**Content of Website**

The website is a place for :

1. Facts, information and reference material e.g. bus timetables and diary dates
2. An archive of village documents e.g. photos and newsletters
3. Documents for clubs, societies, parish council and the church e.g. policies, minutes, agendas, membership forms etc.
4. Promotion of events that benefit the parish, e.g. fete, Church services, flower shows, etc.

 The website is NOT a place for advertising or commercial promotion.

Proposals for other content such as village news, opinion pieces, and advertising should be directed towards the Newsletter.

**Webmaster and Editors**

In the first instance, the webmaster and sole editor of the website will be Cllr. Nigel Crisp.

Additional volunteer editors will be sought and added overtime to ensure adequate levels of support.

Editors must demonstrate competence with Wordpress before they are given access allowing them to make changes to the website.

**Data Protection**

No personal data will be uploaded to the website without the prior written consent of the individual concerned. A data consent form will be developed to enable this.

Agreed by the Parish Council 1st July 2019

Revision date: six months - January 2020