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## Website Management Policy

This policy relates to the management of the Parish Council website at: [Moulton Parish Council \(moultonnorthants-pc.gov.uk\)](http://Moulton Parish Council (moultonnorthants-pc.gov.uk))

### 1. Legal Responsibility & Policy Support

[Data Protection Act \(1998\) \(legislation.gov.uk\)](http://legislation.gov.uk)  
[Malicious Communications Act 1988 \(legislation.gov.uk\)](http://legislation.gov.uk)  
[Communications Act 2003 \(legislation.gov.uk\)](http://legislation.gov.uk)  
[UK General Data Protection Regulation](http://legislation.gov.uk)  
[The Local Government Audit and Accountability Act 2014](http://legislation.gov.uk)  
[Obscene Publications Acts \(1959 & 1964\)](http://legislation.gov.uk)

### 2. Website Hosting Arrangements

The Parish Council is committed to operating an informative, up to date and accessible website. The present host is 2Commune, who are responsible for maintenance of the site and manage some of the content i.e.

- A-Z of Local Services.
- Accessibility Statement and Testing.

### 3. Day to Day Management

Council staff have direct control of day-to-day editing and updating.

#### Who determines what should be on the Website?

Subject only to the requirements of the law, the parish council has the right to determine what should or should not be included on the website.

#### What the Website should contain

The website shall contain material that arises from parish council business such as agendas, minutes, policies, factual information about the parish 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.

The website may also contain other material, such as the geography of the parish, news of local events, or any other material of a non-controversial nature which is appropriate for the Parish Council Website on a "custom and practice" basis.

The footprint of the website may change from time to time according to requirements and circumstances, subject to approval by the parish council for significant changes.

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 parish 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.

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 parish council to legal challenge.

#### **4. Webmasters**

Council staff issued with website access passwords can upload and amend material on the website as required and the collective group is known as Webmasters.

#### **5. Website Management**

Routine updates to the website without prior reference to council.

Other than routine matters, e.g., publishing minutes, events etc, parish staff should seek approval from the Executive Officer before any changes are made to the website.

Parish Staff may add or delete material, and edit pages, as directed by the Executive Officer.

#### **6. Preservation of Archival Material**

It is understood that Archival Material should be preserved without change to the content but can be reorganised or re-structured as required. If the Executive Officer considers other “non-Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, they may consider it for deletion.

#### **7. Related Policies**

- Communication and Community Engagement Policy
- Social Media, Digital and Electronic Communication Policy

**This policy is reviewed annually by the Executive Officer and submitted to the full council for approval.**

**Last Reviewed: January 2024**

**Review Due: January 2025**