

# HILTON PARISH COUNCIL

## Policy for the Management of the Parish Council Website

Adopted 7<sup>th</sup> October 2013

### 1. Website Administration

- a) The website will be administered and managed by a councillor or by a member of the public appointed by the Council.

*(Note: Councillor Perez was appointed to this position at the Parish Council's meeting of September 2<sup>nd</sup>, 2013.)*

- b) Passwords for editing the site will also be held by the two members of the editorial team and by the Clerk.
- c) In the event that the website administrator is absent, updates to the site will be made by either member of the editorial team.

### 2. Editorial Approval

- a) All content posted to the site will be approved by the Chairman and one other councillor to be appointed by the Parish Council.
- b) Should the Chairman be absent or unavailable for a period, the Vice Chairman will step into the role. Should the other, appointed councillor be absent or unavailable for a period, he or she will ask another member of council to stand in for them and will inform the Chairman of that fact.
- c) The Chairman will keep the website administrator informed of any temporary changes to the editorial approval team.
- d) During a period when the website administrator is absent and content is being posted by one of the two editorial team members, approval for posting any new content will be gained from the other member of the team.

### 3. Editorial Principles & Content Guidelines

- a) There are three broad areas of content that will be included in the site:
  - i. Information relating to Parish Council business, matters directly related to Council business, any communication issued to the village from the Council, all relevant and appropriate Council documentation and relevant contact details for the Parish Council.

Documents will include but not be limited to agendas, minutes, policies and standing orders.

- ii. News and updates on community events and activities felt to be of general interest to parishioners.

- iii. Information about other matters that affect or may affect residents of the village.

This could, for example, include street lighting, Speedwatch, Hilton Action on Traffic, Environment Agency issues, Huntingdonshire District Council matters and A14 issues.

- b) What will not be posted on the site are:

- i. The personal views of individual members of the Council or of any other person.
- ii. Advertising or anything that could be construed to be of commercial advantage to a business.
- iii. Any kind of discussion forum or any mechanism for people to post their personal views and opinions.

- c) A 'contact' page will be included providing the facility for parishioners to email the Clerk.