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Bottesford Town Council



TOWN CLERK

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Bottesford, Scunthorpe,
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BOTTESFORD TOWN COUNCIL WEB SITE POLICY

Adopted at the Full Council meeting held on 1 October 2018

Aims of the Parish Council Website

- To provide information useful to residents of the town, focusing on Council services and events;
- To provide information in a timely, accurate, fair and objective manner;
- To promote transparency in Council matters by publishing agendas, minutes and any other relevant Council documents;
- To support engagement of residents of the town with the Council by providing contact details for the Council and its members to enable concerns or questions to be raised;
- To provide a mechanism for surveys and/or consultations where appropriate;
- And
- To encourage usage of the website as a communication method within the Town.

Management of the website

The website exists for the benefit of the residents of the Town. The Council has ultimate decision-making authority over the content, albeit that operational responsibility is substantially devolved to the Town Clerk.

Website content policy

- The website will focus on providing factual content;
- The website will generally not contain opinions, except those of the Council or where any opinions form part of Council business (for example, as part of sharing views during a consultation);
- All content on the website shall be published by the person or persons authorised by the Council to do so. There will be no open access ability for the public to directly publish content on the website other than commentary as part of a consultation exercise;
- Members of the public, local organisations and businesses may request that information about them is published on the website. The Town Clerk will inform the person, group or business if this is possible and advise of the date on which any accepted information will be posted on the site;
- In the interests of efficient and timely publication of information, the Town Clerk shall also have delegated authority to publish content that fits one or more of the following criteria:
 - Council documents where there is a statutory obligation in place for such information to be published, including (but not exclusively)

agendas, minutes of meetings, the Register of Councillors' Interests, the Notice of Audit, the Annual Return, the Scheme of Publication, Notice of Election or Co-option;

- Any Council magazine, newsletter or the Chairman's Annual Report;
 - Any notice sent to the Council which is intended for public circulation and where that publication is in the public interest (for example Police notices, road closures);
 - Details of any public event held within the town which is substantially operated on a not-for-profit or charitable basis (it is recognised that events of a not-for-profit or charity nature may contain peripheral commercial activities (for example catering facilities may be provided on a commercial basis. This should not prevent the inclusion of such events where it does not form a material part of the event);
 - Details of any clubs, societies or public services based within (or which primarily target residents of) the town;
 - Content which is likely to encourage hits on the website without materially impeding its primary purpose of informing residents of Council matters – for example, local news and weather feeds, or photographs of recent village events (with permission of the copyright holder).
- The website will not carry "paid for" advertising nor publish notices which are primarily of a commercial nature without approval of the Council.
 - Other content and/or functionality can be implemented as instructed by and approved by the Council.

Information about businesses

The website is not a business directory but the Council recognises that the local nature of some businesses may warrant their inclusion on the website.

Website Links policy

The website may contain links to other third party sites where these fit one or more of the following criteria:

- Links to websites that provide further information on an event, club, society, public service or other permitted body within the website content policy;
- Links to mainstream news and weather sites covering the local area;
- Links to other local council, government or government agency websites.
- Links approved by the Town Council for inclusion.

Complaints process

In the event of an objection by a member of the public to content on the site, or where it is alleged it does not comply with this policy, the Council will deal with such under its already adopted Complaints Procedure. The Town Clerk will have the authority to remove from the website any material which is the subject of the complaint if, to do so, prevents the complaint from escalating.

Cookies

The Council will include on the website homepage information about the use of cookies.

Disclaimer

The Council shall apply a disclaimer to the effect that:

"Information held on this website is intended for your general information, and as such should only be treated as a guide. We have used all reasonable endeavours to ensure the accuracy and completeness of this website however we cannot accept responsibility for any loss or damage which may arise from the use of the information provided.

We do not approve or endorse any information contained in external websites that we link to and accept no liability in connection with their services or information.

We may change these terms if necessary and without notice at any time, so you should revisit these, and any other relevant pages, from time to time to ascertain what terms of use you are agreeing to".

Copyright

The website shall assert its copyright over the website by use of the accepted symbol and by informing users that the material contents of this website are the copyright of BOTTESFORD TOWN COUNCIL. Users should be advised that they should seek appropriate professional advice before taking any action based on any information held on this website.

Signed by Mayor: 

Signed by Town Clerk: 

Date: 