



Nutfield Parish Council Website Policy

1. INTRODUCTION

This document is the 'Nutfield Parish Council Website Policy' which reflects the Councils' intentions on how the website will be managed, and how the content and links to external sites will be determined.

2. WEBSITE SCOPE

The Nutfield Parish Council is committed to providing and promoting access to news, history and information relevant to the Parish of Nutfield for public access. One of the ways the Council provides this access is to maintain an Internet website. The website is intended to provide the public with access to a variety of informational resources in electronic format. The website will provide a dynamic collection of links and content on a variety of local community subjects to inform the public of the functions of the Parish Council.

3. WEBSITE URL ADDRESS

The URL for the Nutfield Parish Council website is: www.nutfieldpc.com

4. WEBSITE CONTENT

The Website Committee will evaluate all potential website content to ensure it is appropriate for the Nutfield Parish Council Website. The website is split into six sections,

1. Home (Welcome page)
2. About the Parish
3. News & Events
4. Parish Amenities
5. Parish Council
6. Community Links
7. Contact Us

5. THE PARISH COUNCIL: Councillor's details

No Councillors email address and personal address to be used.

All contact to the Parish Council must be addressed solely through the Parish Council Clerk:
parishcleck@nutfieldpc.com

6. THE PARRISH COUNCIL: Minutes and Agendas

All agendas and minutes of meetings are archived in appropriate year folders and are available on the website in a timely manner. Minutes must have been approved by Council before publishing. Minutes and Agendas must be converted to PDF documents before being uploaded to the website. The content of this section is editable by the Webmaster and Parish Clerk.

7. THE PARISH COUNCIL: Document Archive

The Parish Council documents are stored in folders that are either public or private.

Only the content of public folders is available for downloading from the website. These public folders include Minutes & Agendas, Code of Conduct, Financial Regulations, Freedom of Information Act, Complaints Procedure, H&S, Policies and Prices. For security reasons all public documents must be downloaded to be viewed and will always be PDF documents.

Documents stored in the private folders are only available to the Parish Clerk and the Webmaster and are password protected. These private folders include Parish Council documents and ParishCouncil.net documents.

8. THE PARISH COUNCIL: Roles and Responsibilities

The content of this section only editable by the Webmaster and Parish Clerk are authorised to request any changes to this section agreed by the Website Committee.

9. THE PARISH COUNCIL: Council Meetings

The content of this section is linked to the Events and lists all meetings and events; updating the Events automatically updates this section.

10. PARISH INFORMATION: Local History

The About Nutfield Parish section covers the history of the Nutfield Parish. The content of this section is editable by the Webmaster and Parish Clerk

11. PARISH INFORMATION: Photo Gallery

The photo gallery is used to store and display photographs of interest appropriate to the Nutfeild Parish. The content of this section is editable by the Webmaster and Parish Clerk

12. PHOTOGRAPHS OF CHILDREN

The Nutfield Parish Council will not use photographs of children when a child is identifiable within the photograph because of consent issues. Photographs of children can be used on the website without consent only where individuals cannot be identified (e.g. from a distance). Photographs used must always show children appropriately dressed. Personal details of children such as name, addresses, email addresses and telephone numbers must never be shown in photographs or included in any accompanying text.

13. PHOTOGRAPHS OF ADULTS

Photographs showing adults in group situations or where individuals are unidentifiable are used without seeking consent from those individuals involved. They will be removed however upon request by an individual involved. Images of identifiable individuals are used only where verbal consent has been given. Images will be removed upon request by the individual concerned.

14. COMMUNITY LINKS

- The content of this section is editable by the Webmaster and Parish Clerk, and the
- Local Directory has listings for following headings;
- Government: contains contact details for TDC and Surrey County Council, including relevant councilors. Also contact details for Member of Parliament for East Surrey.
- Dentists: lists the dental surgeries close to Nutfield Parish
- Doctors: lists surgeries and health centres that include Nutfield Parish within their Practice area.
- Local Schools: lists schools that include Nutfield Parish within their catchment area.
- Police: contains contact details for local neighbourhood police team as listed on the Surrey Police website.
- Local Amenities: e.g. Post Offices and Libraries

15. CONTACT US

The Council can be contacted online by emailing the Parish Clerk parishcleck@nutfieldpc.com or by completing the website Contact form.

The Nutfield Parish Council Webmail is accessed and managed online, which is password protected.

All electronic correspondence to the council via the Webmail must be acknowledged within two working days of receipt by the Parish Clerk, or in their absence the Webmaster. The correspondence will be printed prior to discussion at the next Parish Council meeting.

16. WEBSITE LINKS

The Nutfield Parish Council website contains hyperlinks to information created and maintained by other public and private organizations. External links are identified in the link text or an accompanying description. These links add value to the site by providing visitors with additional information about topics and eliminating duplicate content.

Government, non-profit, and commercial websites free from excessive marketing may be included. To be selected, websites must meet the following criteria:

- The primary intent of the website is to educate or inform.
- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not charge for access.
- The site does not promote a specific religious, political, or social agenda.
- The site provides useful information on local services for the community

Since website content may change or disappear entirely without notice, the council cannot be held responsible for the content or accuracy of external websites.

17. WEBSITE MAINTENANCE

The Nutfield Parish Council Webmaster and the Parish Clerk will maintain the website content to ensure it is up to date. This will include;

- All agendas and approved minutes of meetings are archived in appropriate year folders and are available on the website in a timely manner.
- The calendar is up to date, displaying future meetings and events.
- The local news items must be current and appropriate.
- All Councilors Contact details must be kept updated.

All correspondence to the council via the Webmail must be acknowledged within two working days of receipt by the Parish Clerk, or in their absence the Webmaster.

18. PRIVACY STATEMENT

Any personal information sent to the Nutfield Parish Council website via the Contact Us page or by email to the parishcleck@nutfieldpc.com is kept securely and the Council will never divulge personal information to other organisations, unless to satisfy a specific request the sender have made of us.

The website does not create cookies (text files) on computers to track visitor movements.

Any personal information voluntarily sent to us may be kept for up to 1 year to allow us to track the actions the comments may have caused us to take. Any information sent to us via this website is not encrypted.

We do keep a record of which web pages have been visited to monitor overall use of the site but this does not entail collecting any data about visitors, it simply counts how many users have visited a page over a given time.

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