



Desborough Town Council

WEBSITE POLICY

1. Introduction

This document reflects the Councils' intentions on how the Desborough Town Council website will be managed, and how the content and links to external sites will be determined.

2. Website Responsibility

The website will be the responsibility of the Town Council.

The Clerk is authorised to make changes to the website or to instruct Vision ICT Ltd to make changes on the Council's behalf. Vision ICT Ltd will also provide on-going development and support to the website.

Any organisation that has a website page assigned to them and has requested to up-date the page themselves will be given their own user name and password to access this page in the website. No other access to the website will be granted.

2. Webmaster

The Town Council will appoint a Webmaster at the Annual General Meeting each year. The Webmaster can make changes to the website as authorised by the Town Council and the Clerk.

3. Website Content

The Town Council is responsible for the structure and type of information on the website. The website is split into a number of sections, which includes:

Desborough Town Council, Contact Us, Councillors, Meeting Dates/Agendas & Minutes, Planning, Annual Reports & Accounts, Strategic Documents, Freedom of Information, Desborough Town Plan, Community Engagement (*Instant Voting, Questionnaire and Diary*) and Useful Information (*Gallery, Events, Civic Society, Town Centre Partnership, Youth, Twinning, Pocket Park and Local Businesses*)

Additional pages may be added to the website by the Clerk as appropriate and reported back to the Town Council.

3. Town Council Contact Details

The Town Council office address, telephone number and email details should be available on the website. The names, telephone numbers and email addresses of the Chairman and Town Councillors should be available on the website.

4. Town Council Minutes and Agendas

The minutes of the meetings are to be uploaded, in a PDF format, by the Clerk, once approved and signed. Agendas (for the current year) are to be uploaded, in a word format, including associated reports (*Clerk, Finance and Planning*).

5. Documents /Archives

Various documents are available for downloading including Minutes & Agendas, Annual Report, Annual Accounts, Policies & Procedures and Publication Scheme.

6. Planning

All planning applications received by the Town Council to comment on will be uploaded (on a monthly basis) to the website. The Town Councils' comments will be uploaded onto the website.

7. Diary

The Clerk will be responsible for maintaining the diary.

8. Photo Gallery

The photo gallery is used to store and display photographs of interest appropriate to Desborough Town Council.

9. Events

Desborough Town Council makes use of the 'Events' function to inform members of the public of events and information relevant to the residents of Desborough.

10. Links

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

11. Website Maintenance

The 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 diary is up to date, displaying future meetings and events.
- The events items must be current and appropriate.
- All Councillor Contact details must be kept updated.

All correspondence to the council via the Webmail must be acknowledged within three working days of receipt by the Clerk.

Organisations identified in the Useful Information section (for example; *Civic Society, Town Centre Partnership, Youth, Twinning and Pocket Park*) will be offered access to self-manage their own dedicated pages without being able to edit other elements of the site. The Town Council retain overall responsibility for the control of the website and retain the right to amend and remove inappropriate items or material from the self-managed pages.

12. Business Advertising

Local Businesses/Organisations are able to provide information to advertise on the website under the ‘Useful Information – Local Business’ section. An annual advertising charge will apply details of which can be obtained from the Clerk to the Town Council. Advertising charges will be reviewed by the Town Council on an annual basis.

13. Privacy Statement

Any personal information sent to Desborough Town Council website via the Contact Us page or by email to the Clerk at clerk@desboroughtowncouncil.gov.uk is kept securely and the Council will never divulge personal information to other organisations, unless to satisfy a specific request the sender has made. The website does not create cookies (text files) on computers to track visitor movements. Any personal information voluntarily sent to the website may be kept to allow the Town Council to track the actions the comments may have caused it to take. Any information sent via this website is not encrypted.

The original document was adopted by Desborough Town Council by resolution on 15th September 2011.

This document was reviewed by Desborough Town Council on 16th February 2017

Signed:

Cllr A Matthews, Chairman