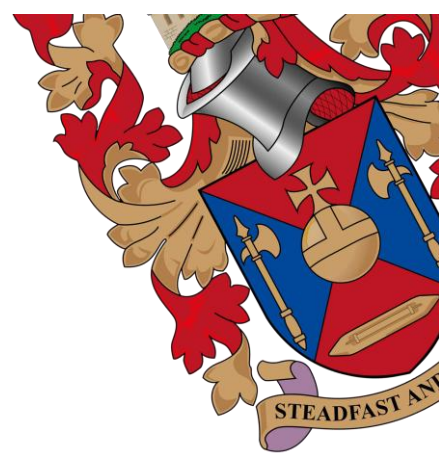


Axminster Town Council

Website Policy



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1. Website Hosting Arrangements

1.1 The Council is committed to operating a website hosted by a 3rd party provider, having no other connection with Axminster Town Council. The current system is a “Content Management System” where the Council itself has direct control of day-to-day editing, updating and maintenance.

2. Who determines what should be on the Website?

2.1 Subject only to the requirements of the law, Council has the right to determine what should or should not be included on the Website. The role of is part of the duties of the Deputy Town Clerk, which includes day-to-day editing, updating and maintenance.

3. What the Website should contain

3.1 The Website shall contain material that arises from Council business such as agendas and minutes, policies, factual information about the 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.

3.2 The Website may also contain other material, such as history and geography of Axminster, news of local events, or any other material of a non-controversial nature which is appropriate for the Website. The Website may also possess interactive functionality, customary for such local authority websites, (such as questionnaires, forms or links to other Local Authority reporting functions etc.) The footprint of the Website may change from time to time according to requirements and circumstances, subject to approval by Council for significant changes.

3.3 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 member or particular groups of the public, individual Councillors, groups of Councillors or the Council as a whole. However, 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.

3.4 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 Council to legal challenge.

4. Website Working Party, composition and main function

4.1 The day-to-day working of the Website is subject to the control of the WADL. However, the overall framework, constitution and structure of the Website will be overseen by the Website Working Party, which should be in permanent session. The Working Party shall contain a minimum of two councillors, neither of whom may be associated with a business or group that

might be seen to have a conflicting interest. The Website Working Party is empowered by the Council to decide upon routine updates to the Website without prior reference to Council, subject to a quarterly report to full Council; material changes to content must be pre-agreed.

5. The Website Administrator /Digital Leader's (WADL) function

5.1 The WADL will adhere to this policy and it is important that they enjoy the confidence of the Council, either explicitly with a motion, or implicitly from the nature of the proceedings.

5.2 The function of the WADL, working as part of the Website Working Party, is to manage the Website, adding or deleting material, and editing pages as required. The WADL shall be empowered to update the Website in line with Section 3 of this policy and without prior reference to Council and subject to section 7 below.

5.3 Other than for totally routine matters, the WADL should keep the Website Working Party informed of major navigating or framework alterations he/she may have made on the Website. This is in order that Working Party Councillors attending Council meetings can explain what the WADL has been doing regarding alterations on the Website, if the WADL is unable to attend.

5.4 The WADL may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.

6. Procedure for adding new material to the Website

6.1 Any Councillor may submit material for inclusion on the website provided that it is consistent with the general policies in section 3 and also falls within any limits of technical feasibility to upload, and in the case of images, are of sufficient resolution.

7. What are the specific powers of the WADL in determining what can go on the Website or in editing what is already there?

7.1 Routine updates

The WADL may make routine updates to the Website without prior reference to Council.

Examples

of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes where this improves the organisation of the Website.
- Replacing out of date documents with current versions.

7.2 Responding to requests to upload material

The WADL is empowered to edit or exclude any material submitted for uploading to the Website, without explanation to any Councillor or to the person submitting the material. Nevertheless, it would be normal for the WADL to attempt to explain outright refusal to upload or any major editing actions, and, in order to retain the confidence of the Council, the WADL must be prepared to answer for their actions in a full Council meeting.

7.3 Preservation of Archival Material

It is understood that Archival Material (material that is a record of Council business), subject to legislation, should be preserved without change to the content, but can be reorganised or re-structured as required. If the WADL considers other “Non-Archival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, he/she may consider it for deletion. The Administrator is required to check with the Website Working Party and/or the Council prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that Council can approve.

Revision Schedule

First Adopted	Review Schedule	Current version	Last Adopted	Minute Reference	Date of Next Review
04/03/2016	Annually	Version 1	04/03/2016		May 2026