



# NEWICK PARISH COUNCIL

## POLICY STATEMENT – WEBSITE USE

Newick Parish Council provides a website, which is available for use by the community and for the clubs, organisations and societies in Newick.

### **Registration Policy:**

All members of the Newick community and their close relations with an interest in the village are welcomed and encouraged to register with the Newick website and enjoy the many benefits it offers.

### **Administration of Business Section:**

#### **Posting:**

Items that can be posted on the website fall into two distinct, events and news items.

**Events:** applies to events which have a specific date/time/venue and should only be posted on the website as an ‘event’ and not as a news item. These ‘events’ are removed automatically from the website the day after the posted event takes place.

**News items:** applies to items of news or information that a website user wishes to convey to all registered members of the community. When items are posted as a news item it triggers an email alert to all registered members of the website. Website users posting news items must, therefore exercise discretion and consideration for others when using this facility, in order that other website users are not overloaded with unsolicited emails. News items will be removed from the website after 2 months.

#### **Links:**

The Parish Council will ensure that the website’s links to other organisations and resources are kept up to date.

#### **Management and review of the website:**

The website will be reviewed annually by the Clerk, designated parish councillor and the contracted website administrator.

**APPROVED 31<sup>st</sup> January, 2012**

Signed:.....

Chairman

Newick Parish Council