

# THE BOURTONS PARISH COUNCIL

## WEBSITE Publication POLICY

### 1. Purpose

- 1.1 To provide a useful, accessible, online resource and information point for the benefit of residents of our Parish and all visitors, in a single location.
- 1.2 To ensure that the Parish Council meets its responsibilities in relation to the Transparency Regulations.
- 1.3 To provide a accessible means of broadcasting Parish Council and District information and notices.
- 1.4 To be the only official approved website supporting the Parish.

### 2. Specifics

- 2.1 The Parish Council content is housed within the Bourtons Parish website which supports the villages of Great & Little Bourton in the Cherwell District of Oxfordshire, and has been created to publish the official notices of the Parish Council including :
  - a) annual calendar of Council meetings & list of Councillors and Officials with contact details.
  - b) meeting agendas and minutes,
  - c) financial information as specified in the Transparency Regulations and the Governance & Accountability for Smaller Authorities Guidance.
  - d) to publicise Parish Council supported and sponsored activities.

### 3. Finance

- 3.1.1 The general operating costs of the website are funded by the Parish Council.

### 4. Management

- 4.1 This site can be found at : [bourtons-cherwell-pc.gov.uk](http://bourtons-cherwell-pc.gov.uk)
- 4.2 Original design and ongoing expert advice is provided by K C Graphics Ltd.
- 4.3 Day-to-day oversight is managed by the Parish Council under the supervision of a Councillor.
- 4.4 The administration of the Parish Council section of the website is supervised by the Clerk to the Council.
- 4.5 People wishing to have Information published on the website should send it to the Chairman of the Council for consideration. Such material should :
  - a) be brief, relevant to the Parish and clearly state the name and contact details of the originator, or originating organisation.
  - b) advertisements for goods and services are not permitted.
  - c) any item that contains photographs, illustrations, extracts from other publications, etc must clearly acknowledge the source and have the written permission of the copyright holder.
  - d) decisions regarding content, and approval, where required, will be administered by the Parish Council, and the decision of the Chairman, on behalf of the Council is final.

### 5. Legal responsibility

- 5.1 A disclaimer should be added to every page as follows :

“Every effort has been made to ensure that the contents of the website are correct at the time of publication. The Council cannot accept responsibility for errors, omissions or changes to information after publication. No part of any information contained on the website may be reproduced or transmitted in any form or by any means without the prior written permission of the Council”.

- 5.2 Any breaches of copyright are the sole responsibility of the originator, and they will be liable for any costs incurred in relation to such breaches.
- 5.3 Where images of children [aged 14 years and under] are included in pictures for publication on the website, the written consent of the parents or guardians must be obtained in advance and be submitted to the Council prior to publication.

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This policy was considered and approved for publication at the Council meeting held in February 2024