



Website Management Policy

1. Overview

This policy covers the management of the Shawbury Parish Council Website, in particular its scope, management and the criteria and procedures for making amendments to the site.

2. Website Hosting Arrangements

The Council website is hosted by a third-party provider, having no other connection with Shawbury Parish Council. The current host, Parish Online, provides website hosting services to other local councils. The system is a 'Content Management System' (CMS) where the Parish Clerk has direct control of day-to-day editing and updating. Website accessibility requirements are managed through Parish Online who supply the web domain.

The Clerk is responsible for ensuring that the website is at all times compliant with best practice and national guidance and with ensuring best value from providers.

3. Who determines what should be on the Website

Subject only to the requirements of the law, the Council has the right to determine what should or should not be included on its website. These decisions are delegated to the Clerk who has delegated authority to manage the website without prior reference to the Council, but is responsible to the Council as a whole.

4. Content

- a. The Website will contain material that arises from Council business such as agendas and minutes, policies, factual information about the Council and Councillors. It should also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly derived from these.
- b. The Website will also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature that is appropriate for the Website on a 'custom and practice' basis.
- c. The Website will, in principle, not contain material of a deliberately contentious or offensive nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole. However, Council minutes, which will be published on the website, may occasionally include contentious items. Additionally, the Council may approve material for inclusion on the Website with which some residents may not necessarily agree.
- d. 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.

5. Adding new material to the Website.

Any Councillor may submit material for inclusion on the website provided that it is consistent with the general content policies in Section 4, and also falls within any limits of technical feasibility to upload.

6. Role of the Clerk in managing the website

a. Routine updates

The Clerk 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.

Uploading of agendas, minutes and other parish documents as required.

b. Preservation of Archival Material

Archival material should be preserved without change to the content but can be reorganised or restructured as required.

c. Deletion of Material

If other 'non-archival' material is considered to be out of date and irrelevant, they may consider it for deletion. If the deletions are substantial, the Clerk should consider the need for an update plan for Council to approve

d. Uploading New Material

The Clerk may upload material to the Website, subject to the provisions of Section 4 above. Where it is anticipated that there might be disagreement, it is advisable for the Clerk to obtain the prior approval of the Council.

7. Specific Web Management Tasks	
Task	Frequency
Update calendar of meetings	Annually (May)
Upload meeting papers	Prior to meetings
Upload draft minutes	Within a week of meetings
Upload approved minutes	Within a week of approval
Update Councillor Details	As required
General updates	As required
Casual Vacancy information	As required
Upload policies	Within a month of approval
Upload Transparency Act information	Annually (June)
Upload Annual Return Information	June & September
Clerk Vacancy information	As required
Details of Grants Paid	Annually (June)

Reviewed	May 2026
Review Frequency	Annually
Next Review Date	May 2027