

34 Communication of Parish Council Business

- a The parish council shall maintain a website dedicated to the three villages for the purpose of publishing public notices, notices of meetings, publication of matters necessary under the Freedom Of Information Act 2000, and community news specifically pertaining to the three parishes of Flyford Flavell, Grafton Flyford and North Piddle.
- b In accordance with paragraph 3bi of the council's standing orders it is resolved that the proper officer shall electronically summons councilors to meetings confirming the time, date and venue and agenda at least three working days before the meeting.
- c In accordance with paragraph 3bii of the council's standing orders it is resolved that the proper officer will post public notices of meetings on the council website, notice boards and circulate to e-mail groups, confirming the time, date and venue and agenda at least three working days before meetings.
- d The proper officer will be responsible for maintaining the function and content of the website and will have powers to engage professional assistance as required and to delegate responsibility for some or all of the content as he/she sees fit.
- e The website will not carry commercial advertisements, adverts for political or religious parties or groups unless expressly authorized by resolution of the parish council.
- f Similarly no political or religious group will be promoted on the parish council notice boards with the exception of the name and contact details of the elected representatives for the area.
- g Notwithstanding paragraph e and f a link will be maintained from the parish council website to the Flyford Group of Churches website, Wychavon District Council and The Three Villages Hall.
- h For the purposes of the Freedom of Information Act 2000, agendas, minutes and annual reports will be filed on the parish council website and sent to e-mail groups. Accounts and other parish council correspondence will be available as stated in the appropriate standing order.
- I Where a planning application appears on an agenda a link will be given to the Wychavon District Council Planning Applications Website.
- J The parish council shall be at liberty to appoint a community author to prepare articles and notices concerning events and matters of interest in the three villages which will be posted on the website. If this author is employed by the PC the employment will be subject to the standard NALC contract of employment.

K In accordance with paragraph 28 the proper officer and chairman shall from time to time place updates of parish council matters in the local newssheet. (Currently the Flyford Family News).