

# LAPC Website Publishing Policy

v1, 8th July 2015

1. The Parish Clerk will be the Website Manager, and will place material for publication on the LAPC website in accordance with this policy.
2. If any councillor expresses concern that a particular document or documents do not fall within the scope of documents permitted to be published on the website under this policy, then the document or documents concerned will be discussed at the next available parish council meeting, where councillors will determine whether such documents will be published or not.
3. In addition to the Parish Clerk, LAPC may appoint one or more councillors to support the Clerk and manage the website content in accordance with the provisions of this policy.
4. Unless urgency dictates otherwise, any information or material which is intended for publication on the LAPC website should, normally, be publicised on the website before it is publicised through other digital mediums (e.g. 'Community Matters email, social media etc).
5. To increase website use and adoption, where appropriate, publishing through other digital channels should refer the reader to the content on the website, rather than distribute additional copies of the content.
6. There is no policy to systematically remove content from the website, though content will be removed expeditiously if it is inaccurate, out of date, or there is another good or legal reason to do so. The Clerk will review the website content on a regular basis to ensure that all content is relevant, accurate and current.
7. Content that is personally sensitive, e.g. telephone numbers and addresses in correspondence, **must** be redacted before publication on the site.
8. Certain content must be published to meet the requirements of the Transparency Code For Smaller Authorities (<https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities>). The following table specifies the content required and when it should be published.

Item	What	When	Where
1	Draft minutes of all formal meetings of the full council, and of any committees or subcommittees	No later than one month following the meeting	1. Posted to the relevant page within the Meetings, Agendas &

			Minutes section. 2. An entry made in the News section with a link to the relevant page in the Meetings, Agendas & Minutes section.
2	Agendas <u>and</u> associated papers of all formal meetings of the full council, and of any committees or subcommittees. This includes, but is not limited to <ul style="list-style-type: none"> <li>• correspondence</li> <li>• proposals to be adopted that change LAPC policy*</li> </ul> * For clarification - proposal documents "in development" will not be published; proposals "in draft" may be published; final proposals to be adopted must be published.	No later than 3 days prior to the meeting	As above.
3	Complete list of expenditure transactions to include: <ul style="list-style-type: none"> <li>• Transaction date</li> <li>• Purpose of the expenditure</li> <li>• Net amount</li> <li>• Value of VAT that cannot be recovered</li> </ul>	No later than 1 <sup>st</sup> July following the accounting year in which the expenditure was made	TBD
4	The statement of accounts from the Annual Return, signed by the Financial Officer and by the Chairman of the meeting at which the statement of accounts was approved	As above	TBD
5	A copy of the bank reconciliation for the financial year	As above	TBD
6	An explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year	As above	TBD
7	An explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable	As above	TBD
8	The annual governance statement from the Annual Return, signed by the Chairman and Parish Clerk.	As above	TBD

9	Where the governance statement contains any negative responses, these should be explained fully, including how any weaknesses will be addressed.	As above	TBD
10	List of councillor responsibilities to include: <ul style="list-style-type: none"> <li>• Names of all councillors</li> <li>• Committee/subcommittee membership and function, e.g. Chairman, Vice-Chairman, etc</li> <li>• Representation on external local bodies when representing LAPC</li> </ul>	As above	TBD
11	Details of public land & building assets: <ul style="list-style-type: none"> <li>• description (what it is, including size/acreage)</li> <li>• location (address or description of location)</li> <li>• owner/custodian</li> <li>• date of acquisition (if known)</li> <li>• cost of acquisition (or proxy value)</li> <li>• present use</li> </ul>	As above	TBD
12	Copies of commercial contracts entered into, provided that the contract contains the appropriate clause stating that the contract will be made public by LAPC via its website or other means, in accordance with the Transparency Code for Smaller Authorities (2015). See Note 1.	As soon as contract agreed	Posted to the relevant page on the website, e.g. grass cutting contract on the Grass Cutting page in the Services section.
13	All policies which have been adopted by the LAPC	As soon as the policy has been agreed or amended	TBD

**Note 1** All LAPC contracts, with effect from 1.5.2015, will include a clause stating that the contract will be made public by LAPC, via its website or other means, in accordance with the 'Transparency Code for Smaller Authorities (2015).