

# WALDRIDGE PARISH COUNCIL

## **Facebook Policy**

### **Aims**

- 1 This policy relates to the creation and management of a Facebook Group by the Parish Council.
- 2 The aim of this policy is to set down rules and regulations to ensure proper use of the group.
- 3 The aim is to use the facebook page to interact in a stronger way with the Parish's people, advertising events and other projects of the Parish Council.

### **Management**

- 4 The page will be created and managed by Parish Council Clerk, but will allow 2 Councillors (Cllr Harding and Warren) to have access to the page for administration purposes.
- 5 The page would be set up using the Parish Clerk's email address.
- 6 Only information regarding the Parish Council should be entered as part of the Biography.
- 7 The account should only link to pages of a local government organisation or organisations/causes relating to the Parish.
- 8 No religious or political views should be expressed under the biography.
- 9 Friends will be allowed to post new topics to the wall – however, the 2 named Councillors or the Clerk may remove if they feels inappropriate for whatever reason. No unrelated topics to be included. This will prevent others placing topics ie game requests etc to the Parish Council's account for all to see. Friends would be able to comment on wall topics created by the Parish Council.
- 10 Posts on the page would be available for all uses of Facebook to see.
- 11 The Parish Logo will be the profile picture for everyone to see. This could be changed to allow photos of the Parish to be used.
- 12 Photo Albums will be open for everyone to view.
- 13 Photo's uploaded to the album will not have direct view of any child's face without the prior consent of their guardian.

- 14 The page will be maintained by the 2 named Councillors who will remove messages from the wall which include:
  - a Abusive language content
  - b Which may cause offence to a specific group of people eg comments on a person's sexuality, sexist comments, racial comments etc.
  - c Which contain potentially libellous comments
- 15 If any points raised on the wall are relevant and need to be discussed by the Council then if necessary further information will be sought before bringing it to the Council.
- 16 No Parish Councillor will enter into personal debates around parish policy with group members, if anything needs to be debated, the item will be placed on the next agenda for discussion at a Parish Council Meeting. If group members continue to attempt to create a debate, the post will be removed by the named Councillors or the Clerk.
- 17 Event dates will be created for any Parish Council event taking place.
- 18 Advertising personal businesses will only be allowed if that business is within the Parish Boundary
- 19 If friends are repeatedly abusing the Parish Council's wall then they will be removed from the friends list and unable to post to the wall. Instances which would involve removal from the friends list include repeated:
  - a Posting with abusive language content
  - b Posting comments which may cause offence to a specific group of people eg comments of a person's sexuality, sexist comments, racial comments etc
  - c Posting potential libellous comments
- 20 Private messages will only be sent in response to anyone sending an initial private message to the Parish Council account. The response will ask the person to email the Council with the request for comment and the office email will be provided.

## **Changes**

- 21 This policy will be a living document and will be able to be altered by the Parish Clerk to allow immediate action should the unexpected arise. This will be key to overcoming teething problems that have not already been identified. Changes to the policy will be highlighted at the next Council meeting to keep Members abreast of the changes.