

## HEMYOCK PARISH COUNCIL SOCIAL MEDIA POLICY

This policy provides guidance to parish councillors and the clerk in the use of online communications, including social media.

Social media is a collective term used to describe methods of publishing on the internet. The policy covers parish council emails and all forms of social media and social networking sites.

The parish council page of the village website [www.hemyock.org](http://www.hemyock.org) is the main medium for the purpose of communicating information about the parish council.

The parish website [www.hemyock.org](http://www.hemyock.org) includes the following information:

- Dates, agendas and minutes of meetings
- Councillor/Clerk contact details
- Councillor responsibilities
- Register of Members' interests
- Newsletter
- End of year accounts
- Policies & Procedures
- Finance
- Commons information
- Other useful information

The council produces a newsletter twice-yearly.

Agendas and minutes are posted on the two parish council noticeboards in the village (by the Spar and village car park).

The parish council has a Facebook page.

### Responsibilities

The parish clerk is the designated owner of the parish council social media channels agreed by the council and will be responsible for posting and monitoring content and updating information. The parish clerk is the moderator, overseeing comments made by the public, with the authority to remove any posts which are deemed to be of a defamatory or libellous nature, or inappropriate in content. It is understood that social media platforms are always 'live', however it is not expected that they will be monitored continuously and not all messages or comments will receive a response.

Views expressed by others are not necessarily endorsed by Hemyock Parish Council and the parish council is not responsible for the accuracy of content posted by others, nor does it accept any responsibility or liability for any injury, loss or damage incurred as a result of reliance upon information posted on social media.