



Morwenstow Parish Council

Guidelines for posting on Morwenstow Parish Council's Facebook page AND Website

Morwenstow Parish Council (Known throughout these guidelines as MPC) acknowledge that websites, social media, and other networking sites are now a part of many of our parishioners everyday lives and are therefore vital in disseminating information from MPC to raise awareness of any work or activities the Parish Council undertake.

Purpose

MPC operates a Facebook account alongside an Official Website for the promotion of activities and events and as a communication and broadcast tool. These guidelines set out and explain MPC's approach to the Facebook Page and the Website.

Scope

MPC's Facebook account and Website are managed by the Clerk/RFO and are accessed by an official email address and different passwords. These passwords are changed at regular intervals to ensure security.

All members of the Council AND members of the Public can present items to the Clerk with a request for inclusion, but they cannot post on the Facebook Page, nor the website, of their own accord. Please contact the clerk at clerk@morwenstowparish.gov.uk

There is no guarantee that any item presented will be posted unless it has the full approval of the council and meets relevant guidelines.

Although this list is not exhaustive, examples of relevant, acceptable content may include:

- Parish Issues
- Consultation documents
- Streetwork notifications affecting parishioners
- Rail notifications affecting parishioners
- News feeds & emergency information
- Key dates

- Useful links
- Reports on public decisions made by MPC and/or any sub-committees
- Information on events attended by MPC, by individual councillors, or by the Clerk when said person is acting as a representative of MPC and/or at the request of MPC
- Promotion of any charity fundraising events the council, as a whole, may support
- Promotion and endorsement of suitable third parties may happen **only** with full council approval and **only** if relevant to Morwenstow parishioners (for example, '*Warm Spaces, Cultural and/or historical Events, National Events such as Remembrance Day, etc*)
- Notifications and redirection links will appear on the Facebook Page linking to relevant information on MPC's official website.

Images/Photographs

Any photographs or other images posted on the Facebook page and/or the Website will be either copyright free, be copyright of MPC, or will have written permission from the owner of the image, and from anyone in the image/photograph - permitting use by MPC.

Facebook Moderation

Although MPC's Facebook page is reactively and regularly moderated, MPC cannot accept responsibility for the content of any comment. However, MPC does reserve the right to remove the following,

- Comments received on Facebook containing abusive, obscene, indecent, or offensive language, or links to obscene or offensive material. This includes abusive language towards an individual involved in the thread, towards other organisations or towards the page administrator.
- Comments which contain swear words or other sorts of profanity.
- Comments completely removed from the topic of conversation, or not relevant to the item posted.
- Comments which constitute spam, or promote, or advertise products, except where it is for an event, publication or similar item that has direct relevance to the subject of original posts discussion. Information about locations, and the sharing of knowledge and expertise is welcomed but must remain within the specific focus of the discussion.

PLEASE NOTE: For serious and/or persistent breaches of the moderation policy, MPC reserve the right to prevent users from posting further comments.

These Guidelines should be read in conjunction with the following MPC policies.

- a) *IT Policy*
- b) *General Privacy Notice*
- c) *Data protection Policy*
- d) *Website privacy and Terms of Use Policy*
- e) *Community Centre Wi-Fi Policy*

Review

These Guidelines will be reviewed annually to ensure relevance and effectiveness. Updates may be made in line with emerging technology trends and security measures.

Guidelines formally adopted by Morwenstow parish Council on 21st January 2026

Signed by Chair Cllr. Jonathan Hobbs

Minute Reference 21.01.2026.10.2