

Great Blakenham Parish Council

Social Media Policy

1. The aim of this Policy is to set out procedures for Great Blakenham Parish Council in the use of online communications (collectively referred to as social media).
2. The social media used by the Council at present are Facebook and Twitter. The use of any other social medium shall only take place after approval at a full Meeting of the Parish Council.
3. Any social media postings from the Parish Council will meet the following criteria:
 - a. Be polite and relevant.
 - b. Not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
 - c. Not contain any personal information, other than necessary basic contact details.
 - d. Social media will not be used for any political advertising or canvassing.
4. Equally, we expect any communications to the Parish Council to meet the following criteria:
 - a. Be polite and relevant.
 - b. Not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive.
 - c. Not sending large volumes of the same message (spamming).
 - d. Not to contain anyone's personal information, other than necessary basic contact details.

Any posts that breach these rules will be hidden or deleted without notice. Persistent offenders may be blocked from further access to Great Blakenham Parish Council social media without notice.

5. Content

Social media may be used to:

- Post Council related information about agendas, minutes and dates of meetings
- "Good news" stories about the Parish Council/village.
- Vacancies for Councillors/volunteers e.g. Tree Warden.
- Retweeting or 'share' information from partners e.g. Police, other local Councils, Highways, local companies etc.
- Announcing new information relevant to the village. e.g. SnOasis Reserved Matters and other large scale planning applications.
- Post or share information from other Parish based community groups/clubs/associations/bodies e.g. Schools, sports clubs and community groups.

- Post or share information from other local community groups/clubs/associations/ bodies e.g. schools, sports clubs and community groups.

Any other content to be used at the discretion of the Chairman or Clerk.

6. Management

Admin access to be only given to Chairman and Clerk.

Councillors to only post on Council social media in their role of Councillor, with due regard to the Council's policies and decisions and adhering to the Code of Conduct for Councillors.

Facebook 'likes' / Twitter 'follows' to be used at the discretion of the Chairman or Clerk.

Facebook 'friends' – the Council will not accept or issue 'friend' requests.

Approved by Great Blakenham Parish Council 14th June 2017. Review date June 2018.