



Guidelines for the use of Facebook

1. This Guideline is in line with and subordinate to the Ripponden Parish Council Media Policy, all actions must be in line with both documents.
2. The Ripponden Parish Council Facebook account will, through timely, outward dissemination of information
 - 2.1. promote and raise awareness of the work and activities of the Parish Council
 - 2.2. report on decisions approved by the Parish Council
 - 2.3. report on events attended by the Parish Council and Councillors representing the Parish Council
 - 2.4. promote the Chairman's charity fundraising events
 - 2.5. promote the office window display and associated events
 - 2.6. will promote and endorse suitable Third Parties
 - 2.7. will have links to relevant Facebook pages
3. The Facebook account will be managed by the Clerk/Deputy Clerk and will be accessed by use of the Parish Council's official email address together with a password.
4. The Chairman, Vice Chairman and all Communication Cttee Members will designated as editors able to post or share posts of suitable content.
5. The Facebook account will provide information on forthcoming approved Civic and Parish Council events using posts video and images approved by Comms Cttee.
6. The Facebook account will report on Parish Council business and publicise approved and authorised minutes with a link to drive traffic to the Parish Council's website.
7. The Facebook account will report on Parish Council events, and events attended by Councillors representing the Parish Council, using factual narrative and photographs where appropriate. Information relating to these events should be forwarded to the Clerk in a timely manner to ensure that the Facebook page is current. Photographs must either be copyright of the Parish Council or have written permission from the owner permitting use by the Parish Council.
8. The Facebook account will be monitored by members of the Communication Committeee and a review will be held three months from initiation.

Adopted 7th November 2019