

Charney Bassett Parish Council

Publications Policy

The Parish Council communicates with residents, businesses and others via its website and its regular newsletter 'Charney Chatter'. This policy sets how these channels of communication are to be managed.

Website

The Parish Council is required by law to have a website and has elected to provide this on a .gov.uk domain. This means that the website has to be managed in accordance with [certain requirements](#)¹.

Transparency Code

The Transparency Code (2015) confirms that the website should contain certain information. With an annual turnover of less than £25,000, Charney Bassett PC is classified as a 'Smaller Authority' and is therefore required to publish the following:

- All items of expenditure above £100 to include:
 - o The date the expenditure was incurred:
 - o The purpose of the expenditure:
 - o The amount of the expenditure:
 - o The amount of VAT that cannot be recovered.
- End of year accounts
 - o This will be in the form of the Annual Return Form as provided to the External Auditor.
- Annual governance statement (5 years of historical statements are recommended)
 - o This will be in the form of the Annual Return Form as provided to the External Auditor.
- Internal Audit report
 - o This will be in the form of the Annual Return Form as provided to the External Auditor.
- List of councillor or member responsibilities and their register or declaration of interest
 - o The names of all elected councillors
 - o The function of each, including if appointed to any committee
 - o Any appointment to external local public bodies

¹ See Government website

- The details of public land and building assets (as listed in an Asset Register) to include:
 - o Description of the land (including acreage)
 - o Location
 - o Clarification of the extent of ownership e.g. as custodian trustee or leaseholder
 - o Date of acquisition
 - o Cost of acquisition
 - o Present use
- Minutes, agendas and meeting papers of formal meetings to include for
 - o Draft minutes of meetings to be published within one month of the meeting
 - o Agendas and papers to be published at least 3 clear days before a meeting.

The Parish Council will ensure that as a minimum this information is provided on its website. Arrangements for the management of the website will be confirmed annually at the Parish Council's Annual General Meeting in May via the Councillors' and Others' Responsibilities List.

Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

Commonly referred to as the WCAG standard, this seeks to ensure that information on a website is provided in a way that considers the needs of users with disabilities. These include (but are not necessarily limited to) those with:

- impaired vision
- motor difficulties
- cognitive impairments
- learning disabilities
- deafness or impaired hearing

The Government keeps the WCAG under review and the standard and its requirements will change² over time. The Parish Council will ensure that as a minimum, the information it is required to publish (above) will meet WCAG required standards.

Other information

There is a lot going on in Charney Bassett other than Parish Council business! The Parish Council will therefore make its website available to other organisations that are linked to the village so that all information relevant to the village can be accessed from one place. This includes information about the Village Hall and Playing Field (Charney Field) that is managed by the Charney Hall and Field Trust (CHAFT).

Some of the other Village Organisations have links to the Parish Council (e.g. Charney Army; History Group) whilst others are completely independent (e.g. Vale Islanders). The Parish Council will agree with all organisations the information that is displayed about their activities and will keep this up to date when provided with fresh information. CHAFT is an independent charity with its own resources and

² At the time of publication the standard was WCAG 2.1AA.

although the Parish Council is its custodian trustee, it plays no part in its management and the CHAFT webpages may therefore be separately edited by one of its trustees³.

The Village History and Archaeology Group is linked to the Parish Council and has accumulated a significant amount of information about the village past. Most of this is published on-line but because of its volume, the information is uploaded to a separate website <https://history.charneybasset.org.uk>. The Parish Council is responsible for the website but it may be edited separately by one of its members⁴. This website is not fully WCAG compliant, the reason being that Charney Bassett is only a small village with a very modest income stream and the History Group is run by volunteers. The Accessibility Statement attached explains this further.

Newsletter (Charney Chatter)

The Parish Council recognises the benefit of producing a regular newsletter to disseminate information about its activities, promote the activities of other village groups and news from other local authorities (County and District) that is of relevance to the village. This monthly newsletter – Charney Chatter – was first produced in hard copy in 2004 and distributed by hand to village households.

In 2014 the publication moved to a digital format and is now distributed by email to households that register to receive it by providing an email address. The aim is to publish this a few days before the coming month. Any residents who do not have an on-line presence may still ask to receive a hardcopy.

Charney Chatter is supplemented by occasional 'one-off' bulletins between publications where urgent information needs to be disseminated. These bulletins are sent to all those who have provided an email address in order to receive the regular newsletter. This personal information is contained in a central database held on behalf of the Parish Council by a named member of the Communications Team⁵.

As long as the great majority of households in the village elect to be part of this distribution system, the Parish Council will endeavour to find volunteers to keep this newsletter going as it is believed to be an efficient and effective way of supplementing information published on its website. The Newsletters also represents a valuable historic resource and an archive is maintained that can be accessed on request.

The editorial policy for Charney Chatter has remained fairly consistent and is commonly reviewed as volunteers on the Village Communications Team changes⁶. Content can be submitted for consideration by the Team. The general aim is for content to be predominantly related to Charney Bassett and of general interest to residents (from time to time this may include content relating to nearby villages/towns). As a rule, Charney Chatter will not carry advertisements, except for events that benefit the village e.g. events in the Chequers PH.

The Parish Council does not engage with social media e.g. Facebook, Instagram, X (Twitter) etc. Parish Council Meetings are open to the public and the agenda allows for residents to speak on any matter they

³ If so, these arrangements are confirmed at the PC's AGM (in the Councillors' and Others' Responsibilities list).

⁴ As above

⁵ As 1 and 2 above

⁶ As above

wish. This is felt to be by far the most appropriate way for matters of common interest to be openly discussed. The village has a Facebook page that is independently operated by village residents and this usefully provides a means of exchanging information for those who favour this form of communication. But it is evident that this is not an outlet favoured by all and unless/until this changes the communication database maintained by the Parish Council and used to disseminate Charney Chatter and emergency bulletins will remain the Parish Council's trusted means of disseminating information. Of equal importance, content disseminated in this way remains under the direct control of the Parish Council. Also, the Council does not have the means to constantly monitor social media and consider responding to content, accurate or otherwise.

Trevor Brown

Parish Clerk

Approved at the meeting of Charney Bassett Parish Council on 12th November 2025

(minute CBPC/25/95)

Accessibility Statement (History Website)

Charney Bassett Parish Council is committed to making the History and Archaeology website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website has been assembled by volunteers on behalf of Charney Bassett Parish Council and the intention is that as many people as possible should be able to use it (accessibility continues to be a work in progress). For example, that means you should be able to:

- change colours, contrast levels and fonts;
- zoom in up to 300% without the text spilling off the screen;
- navigate most of the website using just a keyboard;
- listen to most of the website using a screen reader.

Every attempt has been made to make the website text as simple as possible to understand. AbilityNet has advice on making your device easier to use if you have a disability.

Disproportionate burden

But the website can only be made partially compliant with the Web Content Accessibility Guidelines (Currently Version 2.1 AA standard). Some issues may arise in the following areas:

- unable to confirm fully navigation of most of the website using speech recognition software or confirm ability to listen to most of the website using all screen readers (including the most recent versions of JAWS, NVDA and VoiceOver);
- some archived material, old PDF files and maps on the site may fail WCAG 2.1 AA success criteria;

A full accessibility audit of the site and rectifying any issues raised by the audit is not viable due to limited funds. The Parish Council serves a community of little more than 100 properties. Auditing and undertaking any further amendments to the website at present would be a disproportionate burden within the meaning of the accessibility regulations. A further assessment will be taken in the event of changes in circumstances.

What to do if you cannot access parts of this website

If you need information on this website in a different format like large print or audio recording:

- email – parishclerk@charneybassett.org.uk

We shall consider your request and try to get back to you within 10 days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems or think we are not meeting accessibility requirements, contact the Parish Clerk – parishclerk@charneybassett.org.uk.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Charney Bassett Parish Council
in liaison with the Communications Group
8 July 2020