

GD15 - WEBSITE - TERMS OF REFERENCE

- 1 Newport Town council website is run by one of the Councillors.
- 2 The council controls an area which contains a range of information that is available for the public to view and is published under the Freedom of Information Act.
- 3 This information includes contact details of councillors, minutes of meetings of the council and various committees, various council documents and some archived material. The information is also available from the Town Clerk in hard copy on request.
- 4 The site is maintained by an administrator and a nominated councillor whose task is to:
 - a. Upload the minutes of meetings provided by the Town Clerk and any other documents pertaining to the running of the council on a monthly basis.
 - b. Liase with the system administrator when required.
 - c. Review old documents and replace when needed with the approval of the Town Council.
- 5 These tasks are usually undertaken by one councillor working from home at their convenience following a meeting and receipt of minutes from various committees.