

Future of the Village Website – discussion paper

WPC – September 2026

- **Background:**

- Kay Ungless created the website in 2009 when the then Parish Council wished to become a “Quality Council”; they could tick all the boxes except for website.
- The village website is currently hosted by Community Action Suffolk and paid for by the Parish Council, so is technically “owned” by the Parish Council
- The Parish Council is legally required to have a website that is compliant with the relevant legislation so it is in the interest of WPC to own the website
- There have been three administrators for a number of years: Kay Ungless, Claire Whittenbury & Andrew Lewis
- There are currently 12 editors covering all the major groups within the village, including WPC, WCLC, Church, Village Hall, History Group, Scroll, Heritage Hut & Horticulture, etc.
- Current WPC editors are Mark & Rebecca (all WPC pages) and Simon (Finance pages). Andrew has editorial rights on all village website pages as an administrator

- **Current situation:**

- Kay is stepping down completely as webmaster and website administrator but will remain as an editor for the Scroll and Walberswick Open Studios
- Claire & Andrew are happy to continue as administrators and will propose to WPC at a later date whether a third administrator is required or not
- The work Kay used to do is now either split between Claire & Andrew or will no longer continue unless an editor comes forward (e.g. “Calendar”)

- **Proposed way forward:**

- The Parish Council (& indeed the whole village) owe a huge debt of gratitude to Kay for all she has done for the village website and for the parish council in particular as for many years she acted as editor for WPC and administrator for PAG and this should be formally recognised by the Parish Council.
- Andrew will become webmaster and provide training/technical support for all editors and be the key contact for Community Action Suffolk regarding the website
- Claire will oversee all website content and “tone”
- Andrew & Claire together will draft policies for the website and present these for approval to the Parish Council as required
- PAG will continue to exist as now, but PAG reports will now be directly delivered to the Parish Council for publishing and consideration as part of the WPC meeting agendas, and not published separately
- Andrew will provide ongoing support for the parish council regarding the website, whether a councillor or not, as everything published is by its nature publicly available material

- In May 2027 the Parish Council should appoint a councillor to have accountability for the website & associated issues (e.g. GDPR) so there is a formal point of contact for Andrew and the WPC internal and external auditors
- Claire & Andrew will undertake an annual review of the website in time for reporting to both the village APM and the Annual meeting of the Council