

SIPC Website – Re-Design **DRAFT**

Aim: Update appearance; be easier to add articles & photos; more user friendly & attract more users

Headings & Sub-headings

Home	Your Council	Meetings & Minutes	Finance
<i>Photos</i>	<i>What is a PC</i>	<i>Meeting Dates</i>	<i>SIPC Accounts</i>
<i>Brief History</i>	<i>Names of Councillors</i>	<i>Minutes</i>	<i>Grants Awarded</i>
<i>Parish Map</i>	<i>Clerk/RFO Role</i>		
	<i>Policies & Procedures</i>		
	<i>Documents (Fin reg etc)</i>		

Planning	Neighbourhood Plan	Devolution	Winter Resilience Plan
<i>Planning Map</i>			
<i>SDNP Local Plan</i>			

News & Events	Useful Links	Contact Us	
<i>Newsletters</i>	<i>Stedham Graveyard Map</i>	<i>Email Addresses</i>	
<i>Local Activities</i>	<i>Local Community Contacts & Services</i>		

Retention of Data

Minutes:

Current & previous Council Year(Starts 1st May) – all documents referenced at the meeting

Previous meetings – Minutes only - previous 6 Years

Older minutes archived – not available from website – copies kept off-line

All paper copies retained – archived to WSCC Records Office as required

Accounts:

7 years in full

Older Accounts archived – not available from website – copies kept off-line

All paper copies retained – archived to WSCC Records Office as required (TBC)

Other Information:

Retain a rolling 6month archive available from Website, older data deleted

Event Postings – PC Meetings, APM, other events – deleted 7 days after event