Normanton on Soar Parish Council
Social Media Policy

1. Purpose

Normanton on Soar Parish Council ("the Council") recognises the importance of social media as a tool for communication, engagement and transparency. This policy establishes a formal governance framework for the creation, management and use of social media to ensure compliance with statutory obligations, protect the Council's reputation, and support effective public communication.

2. Scope

This policy applies to all councillors, employees, contractors, volunteers and any person authorised to act on behalf of the Council in relation to social media activity. It applies to both official Council accounts and personal use where the Council may reasonably be associated with the individual.

3. Definition of Social Media

Social media includes, but is not limited to, social networking platforms, messaging applications, blogs, forums, video sharing sites and any online platform that enables the creation or sharing of content or participation in social networking.

4. Legal and Governance Framework

Use of social media must comply with all relevant legislation and governance requirements, including:

- Data Protection legislation (UK GDPR and Data Protection Act 2018)

- Freedom of Information legislation

- Equality and discrimination legislation

- Copyright and intellectual property law

- The Councillors' Code of Conduct

- Council Standing Orders and policies

Social media content published by the Council may constitute an official record and must be managed accordingly.

5. Roles and Responsibilities

The Council retains overall responsibility for its official social media presence.

The Parish Clerk shall normally be responsible for:

- Day-to-day administration of Council social media accounts

- Ensuring compliance with this policy

- Maintaining account access and security

- Advising members on appropriate use

The Chair may authorise additional administrators where necessary.

6. Official Council Accounts

Official accounts shall only be created with Council approval.

Content published on behalf of the Council must:

- Be accurate, objective and lawful

- Reflect Council decisions or factual information

- Be politically neutral

- Respect confidentiality and data protection requirements

Where content relates to sensitive matters, approval should be obtained from the Parish Clerk or Chair before publication.

7. Councillors' Use of Social Media

Councillors are entitled to use social media in a personal capacity. However, where they identify themselves as councillors, they must:

- Uphold the Councillors' Code of Conduct

- Avoid bringing the Council into disrepute

- Make clear when views are personal and not those of the Council

- Refrain from commenting on confidential or quasi-judicial matters (e.g. planning applications)

Councillors must not use Council branding or imply official authority without permission.

8. Employees' Use of Social Media

Employees must not make public statements on behalf of the Council unless authorised. Employees must follow Council policies and maintain professional standards at all times, including outside working hours where the Council may be associated with them.

9. Personal Social Media Use

Personal use during working hours should be limited and must not interfere with duties. Use of Council equipment for personal purposes may be restricted in accordance with Council IT policies.

Individuals must not disclose confidential information or represent personal opinions as Council positions.

10. Content Standards

The following are prohibited on any social media platform where the Council may be associated:

- Defamatory, abusive, discriminatory or offensive content

- Harassment or bullying

- Disclosure of confidential or personal data

- Comments on live complaints, staffing matters or regulatory decisions

- Political campaigning on Council accounts

Any content that could reasonably damage the Council's reputation must be avoided.

11. Moderation and Public Interaction

The Council reserves the right to moderate comments on its platforms. The Council may remove content that:

- Is unlawful, defamatory or offensive

- Contains personal data

- Is spam or promotional

- Is unrelated to Council business

Persistent misuse may result in users being blocked or reported.

12. Media Enquiries

All media enquiries must be referred to the Parish Clerk or Chair unless an individual is specifically authorised to respond on behalf of the Council.

13. Monitoring

The Council reserves the right, where lawful, to monitor use of its IT systems and social media activity relating to Council business to ensure compliance with policies.

14. Breaches

Breaches of this policy by employees may result in disciplinary action in accordance with the Council's Disciplinary Policy. Breaches by councillors may be considered under the Code of Conduct and standards procedures. Serious breaches may result in legal action.

15. Training

The Council may provide training or guidance to councillors and employees on appropriate use of social media and legal responsibilities.

16. Review

This policy will be reviewed periodically to ensure it remains up to date with legislation, guidance and best practice.

Adoption

Adopted by: Normanton on Soar Parish Council

Chairman

Date: 5/3/25

Review Date:

NORMANTON ON SOAR PARISH COUNCIL

ASSET REGISTER
AS AT 31 MARCH 2026

Date Aquired	Ref			Valuation Method	Cost	Value 2025	Note
		Comunity Assets					
18/10/2006		Playing Field - Main Street	5.88 Acres Land Land Reg Ref NT428388	PP	9388.00	58800	Value of new site at the time of land swap (Oct 2006 Val
		Common Land					
1894		Soar Lane		CA	1.00		As Registered with Commom Land Register V.G.32
1894		Village Road		CA	1.00		As Registered with Commom Land Register V.G.32
1968		Village Green		CA	1.00		As Registered with Commom Land Register V.G.32
		Office Equipment					
12/03/2019		Dell Laptop	Ser No 17452570646	PP	315.83	0	Scrap 25/26
18/03/2019		Segate Back Up		PP	39.99	0	
31/10/2025		Dell Laptop		PP	399.18	300	For Clerk
		Children Play Area Equipment					
Mar-02		Single Arch Swing		PP	1027.00	1027.00	
Mar-02		Double Arch Swing		PP	1248.00	1248.00	
Mar-02		2 x Spring Mobiles		PP	1151.00	1151.00	
Mar-02		Cransley Metal Seat		PP	437.00	437.00	
Mar-02		Rainbow Multiplay		PP	5667.00	5667.00	
		Enviromental Equipment					
N/K		Wooden Seat		PP	531.00	150	Corner Moor Lane/Main Street
N/K		Wooden Seat		PP	531.00	150	Main Street (By School)
N/K		Wooden Seat		PP	531.00	150	Moor Lane (by retirement homes)
Mar-81		Ferry Boat & Chain		PP	1943.00	1900	
Jan-86		Grit Bin		PP	152.00	150	Far Lane
Jul-95		Centenary Seat		PP	242.00	200	?
Jul-95		Ferry Sign & Lifebuoy		PP	382.00	200	
Jul-02		Village Golden Jubilee Sign		PP	999.00	999	Main St - Opp Plough
Jul-02		Trough		PP	178.00	175	Main St - Opp Plough
Mar-01		Street Lights		PP	1260.00	1260	Far Lane - LC1
Mar-04		Parish Paths Notice Board		PP	233.75	230	Main St - Opp Plough
Jul-07		Community Shop Fixtures & Computer		PP	10000.00	1000	
Sep-07		Dog Litter Bin		PP	50.00	0	Main St - Playing Field Entrance
May-08		Dog litter Bin		CA	1.00	0	Moor Lane - A6006 Junction
Feb-10		Bench Seat		PP	995.00	500	Playing Field (on Field)
Sep-10		Cycle Rack		PP	123.00	123	By Playing Field Gate
Feb-11		Telephone Kiosk		PP	1.00	1	Main Street
Feb-17		Wooden Chalet - Ferry Field		PP	8269.00	8269	At Ferry - This is before grant of £6K
08/03/2019		Round Picnic Table		PP	379.17	300	In Playing Field at Hall
01/04/2019		Defribrillator		PP	2120.00	2120	At Village Hall

31/10/2019	Notice Board (Moor Lane)	PP	399.50	399	On Moor Lane, By Bus Garage
19/11/2020	Xmas Lights & Installation	PP	2542.20	2500	Conker Tree
01/12/2020	Xmas Lights & Installation	PP	1267.50	1250	Outside Village Hall
05/01/2021	2 Village Gateway Signs	PP	5650.00	5650	Village Entrance Signs
13/05/2021	Gate - Soar Lane	PP	200.00	200	Soar Lane Security Gate
15/06/2021	Flag Pole & Installation	PP	560.90	500	Flag Pole (at Village Hall)
21/10/2021	New Ferry Notice Board	PP	1385.00	1385	Lecturn at Ferry Hill
18/07/2022	Bench Seat	PP	200.00	100	In Play Area
15/06/2023	Coronation Bench	PP	487.50	400	Main Street (Under Conker Tree)
07/09/2023	Radar Gun / Hi Viz / Bag	PP	486.87	400	Shared with East Leake
21/09/2023	Unknown Solder Statue x 2	PP	291.67	250	Display for Rememberance Day (kept by Glen Martin)
30/09/2023	Defribrillator	PP	1520.00	1000	In old telephone Kiosk
05/12/2023	Goal Post	PP	185.75	175	on Playing Field
31/12/2023	Isolation Transformer for xmas lights	PP	145.00	145	in Store in hall
30/04/2024	Store Shed	PP	1789.97	1780	Rear of Village Hall
28/02/2025	Trolley of Flood Equipment	PP	59.99	50	In Flood Store
30/04/2025	Mobile Phone (Ferry)	PP	125.00	0	With DS
22/05/2025	Sum up M/c	PP	39.00	0	With DS
			65932.77	102691	

NORMANTON ON SOAR PARISH COUNCIL

Financial Risk Assessment

Budget and Precept
Annual budget prepared and approved by Council. Precept set based on forecast expenditure. Budget monitoring undertaken during the year. Reserves reviewed annually.

Income
All income recorded and banked promptly. VAT reclaimed where applicable. Regular bank reconciliations completed.

Payments
All payments approved by Council and recorded in minutes. Invoices verified before payment. Two authorised signatories/approvals required.

Banking and Accounting
Bank reconciliations completed regularly and reported to Council. Financial records maintained by the Clerk/RFO. Online banking access controlled.

Payroll
Payroll calculated correctly with HMRC requirements met. Salary payments approved by Council.

Assets and Insurance
Asset register maintained and reviewed annually. Insurance cover reviewed each year. Physical assets inspected periodically.

Reserves
General reserves maintained at an appropriate level. Earmarked reserves identified for future expenditure.

Governance and Review
Financial Regulations and Standing Orders adopted. Internal Auditor appointed and annual report received. Risk assessment reviewed annually.

Fraud and Cyber Risk
Payment details verified before transfers. Approval processes in place for payments. Councillors and officers remain alert to fraud risks.

Conclusion:

The Council is satisfied that the financial controls in place are adequate and effective for a council of this size.

Signed: _____ Position: Chairman

Date: 5/3/26