

WEBSITE ACCESS TERMS & CONDITIONS

This document forms a formal agreement between the parties signed herein. A copy to be provided to the applicant, the original to be retained by Thatcham Vision.

- I. Organisation Name.....
- II. Chairpersons name.....
- III. When started.....
- IV. Contact name.....
- V. Email.....tele.....
- VI. Website URL.....Facebook.....
- VII. Names of persons for training.....
- VIII. Aims & Partners.....

When training is provided, please add dates / persons /(Thatcham Vision to complete.)
names

These terms are not variable; your signature indicates complete acceptance of these terms:

I / We oforganisation accept the conditions and guidelines indicated and agree to abide by the spirit of these terms.

Date.....

For Thatcham Visiondate.....

Witnessed.....date.....

1. The website relies on a self administered system, moderated by members of Thatcham Vision. I fully accept that this system is final arbiter of what may be published on the website.
2. CMS training is offered for up to 2 members of your group, any other training may be charged.
3. No lewd, derogatory remarks, comments or comments may be included in content. The group or individual carries all responsibility for slander, liable or any action taken, from content included and indemnifies Thatcham Vision from all subsequent responsibility.
4. No pictorial representation of children of less than 16 years can be carried and not less than 18 years for vulnerable persons. Any inclusion must be supported with written permissions from parent or guardian, copies given to Thatcham Vision when content is constructed.
5. All terms / permissions to include use of the content in Social Media.
6. All content to follow Guidance as shown below.
7. Consequences of the failure to comply with our terms will be, a warning notice being issued to the contact person for that group or individual; taking down all disputed material pending revision; denial of service for the individual / group from any access to the site and any action deemed appropriate.

Guidance Notes for Thatcham Vision Website.

In order for the **website to flourish** we need to encourage all Thatcham Vision activists and Community Groups to whom we offer 'free pages' to place more content on the website. It is not difficult, but like most things the more you use the system the easier it becomes.

This is accomplished via a Content Management System (CMS) designed for us by our super developer Dr Nick Young. He uses the Drupal platform for us but the way the system works and the breadth of flexibility we have is down to Nick's skills.

We have a system of control on content, since all 'publishers (that is all authorized users)' have to have clearance from a moderator before an item is allowed to 'go live'. The process is: Get Trained Up, Take Pictures and develop your item, Decide if the item is An Event / Feature / News / Blog or changes to a basic page then Simply write up the item having logged in to the CMS saving it as you develop it. The saving action notifies the Moderator who will then look at it to see if it meets the following criteria.

Article / Events / Features - Guidelines:

Remember your target audience, all ages access the website and all educational levels, so don't overly complicate it or use jargon.

Consider, what would be of concern / interest to our community of 42,000+ who live or work in Thatcham or the surrounding areas. We don't need to appeal to them all, as long as we interest some.

News should be timely, accurate & NOT defamatory.

Use your own pictures or use a library where there is no copyright issue (Unsplash.com).

Remember the ethos of Thatcham Vision; No party politics, No Religious Groups or Sects, Avoid unsubstantiated stories, we don't recommend suppliers / destinations where we have had unsatisfactory experience.

We do encourage local businesses, so whilst we don't currently have advertising we will help our sponsors, where we can.

We do NOT want to compete with or undercut commercial enterprise, so we shall not be carrying small ads, job vacancies, house sales etc.. But there is loads of stuff happening now or tomorrow and we can help ourselves by reporting on what happened, what is scheduled and what we plan for the future. Any material that is wrong or incomplete is bounced back to the publisher to correct and once it is approved the moderator releases it for live use on the website.

Good luck with your writing, it is fun and rewarding to see you material published on line.

For more advice on local journalism go to [Centre For Community Journalism](#) at Cardiff University. Or the [BBC site](#) which has a lot of material. If you need CMS training or advice or want to become an approved user then just contact us.

THATCHAM VISION

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