BOXFORD PARISH COUNCIL

Website Use & Accessibility Policy – Approved March 2021

Key Principles of Use

The key principles of Boxford Parish Council's use of a Parish Website is to:

- provide a valuable service to our parishioners
- share timely relevant information
- encourage open dialogue
- be honest and transparent
- display accounts information in line with the Local Audit & Accountability Act 2014 and the Accounts and Audit Regulations 2015

Boxford Parish Council is committed to making the Parish website – www.boxford.org.uk as accessible and usable by as many people as possible, regardless of ability or disability.

We are continuously improving this website to ensure that it meets The Public Sector Bodies (Websites & Mobile Applications) (No. 2) Accessibilities Regulations 2018, which came into force on the 23rd September 2018.

Our website allows you to:

- Use your web browser to change the size of the text,
- Use read aloud software,
- Magnify the page.

We have designed the site to be simple to navigate using a professional platform, and we believe the text is clear and concise. The colours chosen provide contrast on the page.

Limitations

While we've done a lot to ensure this site's accessibility, you may find some limitations:

- Whilst the site has been created using a well coded, professional platform, the site has not been user-tested with disabled people.
- Where reasonable we have added text tags on images so that read aloud software can give the title of the image. However, this is not possible within some images in the news pages.
- The social link icons at the foot of the news blogs cannot not be picked up by the screen readers.

Downloadable files

Files have been made available to download in a variety of formats – the most common are Adobe Acrobat (.pdf), Microsoft Word (.doc and .docx) and Microsoft Excel (.xls and .xlsx). Reasonable adjustments have been made to ensure that digital publications available on our website are as accessible as possible. If you need any document in a different format, please contact us using the details below.

You may need to download **Adobe Reader** to view files in PDF format - the latest version of Adobe Acrobat Reader has incorporated accessibility features. For example, you can hear a PDF document read aloud or scroll a PDF document automatically. You can access these features in the Edit Preferences menu.

Please let us know if you have difficulties using this site or need information provided in an alternative format:

Boxford Parish Council Clerk – Sarah Youldon
Email: parishcouncil@boxford.org.uk
Telephone: 07811 322994

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Constructive feedback regarding the accessibility or usability of this website is welcome and will be carefully considered.

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