

FREETHORPE PARISH COUNCIL
serving Freethorpe and Wickhampton
freethorpe-pc.gov.uk

WEBSITE ACCESSIBILITY STATEMENT

Document History

May 2026 Unchanged

*Aug 2025 Tested against new website using webaim and PAC July 2025
Reviewed and applied to new website, tested using webaim and PAC
and corrective actions taken.*

May 2023 Reviewed with new accessibility test run

Jul 2020 Initial document with accessibility test.

This document applies to the website <https://freethorpe-pc.gov.uk/>. Freethorpe Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Accessibility

This website has been created and is maintained by Freethorpe Parish Council. We endeavour to make our website as accessible to as many people as possible. Some of the ways we strive to achieve this are as following:

- The ability to listen to most of the website with a screen reader;
- The ability to navigate most of the website using just a keyboard;
- The ability to navigate most of the website using speech recognition software;
- Good colour contrast between the text and the background.
- An Accessibility option at the top right of screen allows accessibility features, font size and colour inversion to be selected.

We've also made the website text as simple as possible to understand.

This website is compliant with the [Web Content Accessibility Guidelines \(WCAG\) 2.2](#) AA standard. Where the website links to pdf and Word documents, these are now being prepared with accessibility in mind, using accessibility checkers as part of their production. Older documents may not be accessible, as updating these would place a disproportionate burden on the Council.

If You Can't Access Parts of this Website

If you need information on this website in a different format, please contact us so that we can consider your request. Our contact details are below.

Reporting Accessibility Problems

If you find any problems with the accessibility of this website you can email us at clerk@freethorpe-pc.gov.uk or call us on 07979096892.

Our address is:

Rose Cottage, Squires Road, Halvergate, NORWICH, NR13 3PZ

Monitoring

The Parish Council will test accessibility using <https://wave.webaim.org>.

We will test all pages on the website and will fix or report errors that have been highlighted, raising them with the website supplier if necessary.

Our website also holds a number of documents. The standard for this is PDF which makes them readable without the need for proprietary software. These are created in two ways:

- (a) Documents created from Word documents, e.g. agendas, policies. These can be made compliant by manual actions – running Word Accessibility Checker, adding alt-text to images and screen tips to hyperlinks, avoiding tables, embedding fonts, and thoughtful layout of the contents. We also need to EXPORT the documents to PDF rather than SAVE AS. In some cases it is necessary to run the PDF through a fixer PDFIX.IO. In some cases the 'Tab Order' and 'XMP metadata title missing' errors cannot be solved other than using PDFIX.IO. We have downloaded the PAC software to check PDFs. By our processes we can eliminate most errors and make them WCAG 2.2 AA compliant, checked by PAC.
- (b) Documents scanned, because they have signatures etc., such as minutes. Even if run through pdf.io there is still a problem highlighted by PAC that the alt-text is missing for each page. At the moment we don't have a way round this. Going forward, we will include unsigned original Word documents on the website so that these are compliant, but this does not make items such as the Accounting Statement accessible.

Enforcement

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint,

[contact the Equality Advisory and Support Service \(EASS\)](#).

Non-Accessible Content

The content listed below is non-accessible for the following reasons.

Agendas prior to May 2020
Minutes prior to May 2020
Freedom of Information Guide
Annual Returns and Finance

Archive document
Archive document
Presented in tabular format
Some scanned images to PDF

APPENDIX TESTING August 2025

SUMMARY OF TESTING

- (a) All web pages are compliant with no errors.
- (b) The webaim checker highlighted a number of alerts. These are all links to pdf or Word documents, that are outside its remit.
- (c) PDFs present a number of non-compliances. These will be addressed going forwards as per the policy statement.

Contrast errors were identified in the first pass of testing. These were corrected by the NALC Web service and passed in the second pass of testing

Website (webaim testing) (2nd pass)

Home	0 errors
News	0 errors
Council	0 errors
Meetings	0 errors
Finance	0 errors
Policy	0 errors
Community	0 errors
Heritage	0 errors

Sample documents (PAC testing)

Agenda	WCAG 2.2 compliant
Minutes	WCAG 2.2 compliant after removing signature table
IT Policy	WCAG 2.2 compliant
File retention policy	WCAG 2.2 compliant after converting all table content to text and adding the Title metadata
Accounting Statement	NOT WCAG 2.2 compliant – scanned copy of signed accounting statement – see notes above.