



Manage Policies and Important Documents (Finance & General)

Policies and Documents to be displayed in the 'Financial Documents' section and at the bottom of the 'Council Members' page can be managed through the new *Policies* tab on <https://htpc.org.uk/pcadmin/>.

Documents Hillesley and Tresham Parish Council (htpc.org.uk) Jake ▾

Policies
Manage current and previous versions of official policies and documents displayed on the Council Members and Finance pages. Policies are automatically displayed in alphabetical order.

All Currently Displayed Policies

Asset List	Co-Option Policy Application Form	Co-Option Policy Eligibility Form
Type: Finance This policy was uploaded on 23rd March 2023.	Type: General This policy was uploaded on 23rd March 2023.	Type: General This policy was uploaded on 23rd March 2023.
View Delete	View Delete	View Delete

Click to delete a specific policy
(It will ask you to confirm as this cannot be undone!)

Adding New Policies

1. At the bottom of the page is the *Add a New Policy* section. The policy title is the publicly displayed name and can be as long as needed (up to a maximum of 255 characters).
2. Select where you would like this new document to be displayed. Choose 'Finance' to put it in the section at the bottom of the 'Finance' page, or choose 'General' to put it in the section at the bottom of the 'Council Members' page. Files are automatically displayed alphabetically.
3. Then upload the file in the field just below that! PDF files are accepted only.
4. Click save! (You should receive a green confirmation message when the page reloads)

At the moment, you can't change details once they are published. If you need to make changes, just delete the policy and created a new one (it will sort alphabetically both on your end and on the public side!)

Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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