

## **Accessibility Statement**

### **Accessibility statement for Melbourn Parish Council website**

This website is run by [Meldreth-Melbourn](#) Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- Change colours, contrast levels and fonts
- Zoom in up to 300% without the text spilling off the screen
- Navigate most of the website using just a keyboard
- Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

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

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

This includes how to:

- make text larger
- magnify the screen
- change fonts and colours
- make your mouse pointer easier to see
- using your keyboard instead of a mouse
- making your device talk to you

You can translate this website to your preferred language by changing the settings in your browser (such as Internet Explorer, Chrome or Safari).

### **Enabling the Accessibility Menu**

We have made available a Free Website Accessibility Widget that is powered by a dedicated accessibility server. This software allows us to improve compliance with the Web Content Accessibility Guidelines (WCAG 2.1 AA standard).

Our website accessibility menu can be enabled by clicking the accessibility menu icon.

This appears in the bottom left of each page. After triggering the accessibility menu, please wait a moment for the accessibility menu to load in its entirety.

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please let us know. We'll consider your request and get back to you as soon as we can.

#### **How accessible this website is:**

Melbourn 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.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) [Web Content Accessibility Guidelines version 2.2](#) AA standard due to the non-compliances listed below.

#### **Non-compliance with the accessibility regulations**

- Audio files – there are no transcripts of the audio recordings of recent meetings. The full minutes can be found linked next to the audio link and should you require a transcript then your request will be considered and we will get back to you as soon as possible.
- We are working to make PDFs of Agendas, Minutes, Policies, Reports, etc. published after 23rd September 2018 accessible.

#### **Content that's not within the scope of the accessibility regulation**

##### **PDFs and other documents**

Many of our older PDFs and Word documents don't meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. ~~This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value). The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix old Agendas and Minutes or Reports. We are working to make Agendas, Minutes, Policies, Reports, etc. published after 23rd September 2018 accessible.~~

Any new PDFs or Word documents we publish will meet accessibility standards.

#### **What to do if you can't access parts of this website:**

If you need information on this website in a different format:

- Email [parishclerk@melbournpc.co.uk](mailto:parishclerk@melbournpc.co.uk) [parishclerk@melbournparishcouncil.gov.uk](mailto:parishclerk@melbournparishcouncil.gov.uk)
- Call 01763 263303 (option 3)

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- Please let us know the web address (URL) of the content, your name and email address, the format you need, for example, audio CD, braille, BSL or large print, accessible PDF

We'll consider your request and get back to you in 14 days.

#### **How we tested this site**

This website was tested in ~~September 2020~~ ~~March 2026~~ using a combination of online testing software and manual testing.

#### **Disclaimer**

We continue our efforts to constantly improve the accessibility of this website and services in the belief that it is our collective moral obligation to allow seamless accessible and unhindered use including those with disabilities.

Despite our efforts to make all pages and content on this website fully accessible, some content may not be fully adapted to the strictest accessibility standards. This may be a result of us not having found or identified the most appropriate technological solution or being issues which are out of our control.

We have undertaken to achieve maximum accessibility within the scope of the available technologies at our disposal, our knowledge of the required subject areas and the time/budget available to us. We are continually seeking out solutions that will bring all areas of the site up to the same level of overall web accessibility.

This statement was prepared on ~~23rd September 2020~~ ~~25 March 2026~~. It was last updated on ~~23rd September 2020~~ ~~25 March 2026~~.