



Ongar Town Council

Website Accessibility Statement

This website is run and maintained by Ongar Town Council. Our aim is to make the website as accessible as possible to all users regardless of ability. We want to ensure our website is compliant with guidelines and rules laid down by The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 and the guidelines laid out by Web Content Accessibility Guidelines (WCAG) 2.2 AA.

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- 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
- 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.

How accessible this website is:

We know some content uploaded to this website is not fully accessible. For example, some older PDF documents are not fully accessible to screen reader software. In addition, some documents or PDFs created by outside bodies but published on our website may not be fully accessible.

What to do if you cannot access parts of this website

If you need information on this website in a different accessible format, please contact:

- email: Clerk@Ongartowncouncil.gov.uk
- call: 01277 365348
- write to us or visit us at Basons, Basons Way, Ongar, Essex CM5 9AS
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We'll consider your request and get back to you in 5 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact the clerk:

- email: Clerk@ongartowncouncil.gov.uk
- call: 01277 365348
- write to us or visit us at Basons, Basons Way, Ongar, Essex CM5 9AS

Enforcement procedure

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 \(EASS\)](#).

Contacting us by phone or visiting us in person

If you would like to contact the Town Council, please use one of the methods above. Alternatively, you can visit our Town Council Office during opening times, Tuesday and Thursday between 9:00 to 14:00.

Technical information about this website's accessibility

Ongar Town 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 framework is compliant with the [Web Content Accessibility Guidelines version 2.2AA](#) standard. Some content is partially compliant, due to the non-compliant items listed below.

Non accessible content

Some pages may contain attachments which are not currently compliant, such as:

Older PDF files (Meeting Minutes and Agendas published before 28th April 2026).

- Documents provided by 3rd parties.
- Councillors' Declarations of Interests
- AGAR – Annual Governance Accountability documents (currently exempt from accessibility compliance)

Non compliance with the accessibility regulations

We will do all we can to identify content that is non-compliant and where possible provide an alternative format upon request.

When we publish new content we will make sure our use of images meets accessibility standards and our website is regularly reviewed to ensure all the pages are compliant. If you find a page that you are having difficulty accessing its content, please contact us at the above details and we will assist you in gaining access to the content where possible.

Disproportionate burden

At present, we have taken the decision not to reissue agendas and minutes prior to 28th April 2026, due to the disproportionate burden it would place on the Council to convert these documents. However, we are happy to provide you with these documents on request.

Content that's not within the scope of the accessibility regulations - PDFs and other documents

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.2AA 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 meeting agendas or minutes for meetings as stated in the earlier paragraph. However, all new PDFs or Word documents we publish will meet accessibility standards.

How we tested this website

This website was last tested in April 2026. Tests were carried out by using the WAVE website accessibility tool. We tested all pages using software that highlights WCAG 2.2AA errors and alerts. Some pages continue to have alerts, however none have normal or contrast errors.

What we're doing to improve accessibility

We plan to improve accessibility by providing staff and council members with training to ensure that all new content added meets accessibility criteria. We also run checks on all new pages and any new content prior to uploading it.

This statement was prepared in April 2026