



## RECORDING OF COUNCIL/COMMITTEE MEETINGS POLICY

### Purpose

The Council has agreed to introduce the recording of Parish Council meetings to improve minute taking of meetings and provide greater clarity on how decisions are reached.

The minutes of meetings are the only legal record of that meeting and will be the only method used in determining a challenge on the validity of any decision made.

The Council is required to ensure that minutes are an accurate record of the proceedings and the audio recording of meetings will assist this aim.

### Procedures

It will be at the discretion of the Council and/or Committee as to which meetings are recorded.

Prior to commencement of the meeting the Chairman of the meeting will announce that the meeting will be recorded.

Any member or the Clerk may request termination or suspension of the recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This includes:

- Public disturbance or other suspension of the meeting
- Exclusion of the public or press
- Any other reason agreed by the Council or Committee

Exempt and confidential Agenda Items will not be recorded.

Meetings will be recorded onto the Council's digital media recorder. No copies or transcripts of this recording will be provided.

The Council will consider requests for an audio copy of Council minutes for accessibility requirements only.

All recordings of meetings will be deleted once the minutes have been formally approved and signed, unless the data is subject to one of the disclosure reasons noted below.

Disclosure Reasons Data may only be disclosed for the purpose of legal proceedings including prospective legal proceedings, for the purpose of obtaining legal advice, by order of the court, for the detection and prevention of crime or if the disclosure is otherwise necessary for the purposes of establishing, exercising or defending legal rights.

This document was adopted by the council at its meeting held 18<sup>th</sup> May 2023.

Signed \_\_\_\_\_ Chair