

Neyland Town Council

Policy for the Audio Recording of Meetings

April 2017

PURPOSE AND SCOPE

The Council has agreed to introduce the recording of council meetings as the minutes of meetings are the **only legal record** of that meeting. The Council is required to ensure that minutes are an accurate record of the decisions made and the audio recording of meetings could assist this aim.

GENERAL REGULATIONS

Each meeting (of all types) will be recorded from the date of delivery of the Audio equipment. Any meetings recorded before the adoption of this policy shall retrospectively become subject to this policy on its adoption by Neyland Town Council.

The chairman of the meeting shall indicate at the beginning of the meeting that recording has begun. The chairman shall also inform any persons present at the meeting that they are to be recorded. The Chairman should start the meeting by stating clearly the date and time of the commencement of the meeting.

Recording can only take place during meeting times. Recording will begin when the chairman formally opens the meeting and will cease when the chairman closes the meeting.

The Town Clerk shall be responsible for the commencement, pausing and ceasing of recordings at the relevant times.

Recordings cannot be edited, manipulated or cropped by any persons at any time.

ACCESS TO AUDIO RECORDINGS

When scrutinising previous minutes or clarifying previous points made in Council (outside of Council meetings) council members may make a request to the Clerk to listen to previous recordings.

The Town Clerk will keep a record of access requests. This record will detail the name, date and which recordings.

The Town Clerk will have full access to the audio recordings in order to create thorough, representative minutes.

The Council shall consider access to audio recordings by members of the public for accessibility requirements only. Members of the public should place their request in writing which shall be considered by council.

STORAGE OF AUDIO RECORDINGS

Recordings shall be stored securely for five years. Recordings which may be needed in legal proceedings (present, or future) should be stored securely for ten years.

EXEMPTION OF RECORDINGS

Recording will cease when the council is discussing sensitive items from which the public and press would usually be excluded as set down in standing orders.