



## **HORWICH TOWN COUNCIL POLICY FOR RECORDING OF COUNCIL MEETINGS**

### Recording by the Council

1. The Council has agreed to introduce the audio recording of town council meetings to aid minute taking of meetings to 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 assists this aim.
2. It will be at the discretion of the Council and/or Committee as to which meetings are recorded.
3. Prior to commencement of the meeting the Chair of the meeting will announce that the meeting will be recorded.
4. 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
5. Confidential items will not be recorded.
6. As the recordings are not public documents or information covered by the FOI Act 2000, copies do not have to be made available and they will be deleted after the minutes have been approved by Council

### Recording by Members of the Public and Press

1. The Council acknowledges that it required by legislation to allow any member of the public or press to take photographs, film and audio record the proceedings at public meetings.
2. The Council acknowledges that no prior permission is required but asks that any person wishing to film or audio record a public meeting let Council staff know before the start of the meeting.
3. It is not permitted to provide a running verbal commentary when filming or recording.
4. Those undertaking recording must not act in a disruptive manner including any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film the proceedings.

5. Any member of the press or public acting in a disruptive manner will be excluded from the meeting.
6. Persons filming meetings are likely to record personal data of individuals. These persons must take care to ensure that personal data is used in accordance with the Data Protection Act 1998.

Adopted: September 2017

