



Whitchurch Town Council
PROTOCOL FOR AUDIO RECORDING COUNCIL MEETINGS
Adopted on 20th September 2018

Introduction

At the full Council meeting on 19th July 2018, Council agreed to purchase a recording system so that it can comply with resolutions that meetings should be recorded (WTC/58/1819).

This Protocol has been produced to assist the conduct of the recording of meetings and to ensure that the Council is compliant with its legal obligations.

The minutes of the meeting 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. ⁽¹⁾

The audio recordings are for accuracy of minutes only and retain the property of Whitchurch Town Council.

Procedures

1. The agenda will indicate that the meeting will be audio recorded.
2. The Council will have the final decision as to which meetings are recorded.
3. Prior to commencement of the meeting the Chairman of the meeting will announce that the meeting will be recorded.
4. Councillors are requested to switch their microphone on to speak and state their name prior to speaking. Councillors must be sure to switch the microphone off when they have finished speaking.
5. The Town Clerk and members of the public to also say their name when speaking into a microphone.
6. The Chairman has an override button on their microphone and may use this as they deem appropriate.
7. The Chairman, any Councillor or the Town Clerk may request termination or suspension of the recording if continuation would prejudice the proceedings of the meeting. Examples include:
 - a. Public disturbance or other suspension of the meeting;
 - b. Exclusion of the public and press;
 - c. Any other reason agreed by the Council or Committee agreed by resolution.
8. Any confidential agenda items will NOT be recorded, therefore recording will stop once a motion has been passed to exclude the public and press to deal with exempt or confidential items.
9. Meetings will be recorded on a digital media recorder.
10. The Council will NOT provide transcripts of the recordings or any extracts from them. The Minutes of the meeting are the official record of proceedings.
11. All recordings of the meetings will be deleted once the minutes have been approved by the Council.

Chairman of the Council:

Date:

(1) LGA 1972, schedule 12, paragraphs 41(1) and 44