

MINSTER LOVELL PARISH COUNCIL

www.minsterlovell-pc.gov.uk

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RECORDING OF MEETINGS POLICY

1. Purpose

Minster Lovell Parish Council is committed to openness, transparency and maintaining accurate records of its meetings. This policy sets out the arrangements for recordings made by the Parish Council for administrative and minute-taking purposes and recognises the rights of members of the public and press to record meetings which are open to the public.

2. Recording by the Parish Council

- 2.1 The Parish Clerk may make an audio recording of a Council meeting for the sole purpose of assisting with the preparation and checking of accurate draft minutes.
- 2.2 The Clerk may use transcription software or other appropriate digital tools to create a transcript from the recording where this assists with minute preparation.
- 2.3 The audio recording and any transcript are administrative aids only.
- 2.4 They do not replace the written minutes and do not form the Council's formal record of the meeting.

3. Use and Storage

- 3.1 A recording or transcript made by the Council for minute-taking purposes will be used only for preparing and checking the minutes.
- 3.2 It will not be published or made publicly available
- 3.3 It will be stored securely and accessed only where necessary
- 3.4 It will not be retained as a permanent record of the meeting

4. Notification

- 4.1 Where the Parish Council intends to audio record a meeting, attendees will be informed that recording is taking place. A notice will be included on the agenda and the Chairman will also remind those present at the start of the meeting.

5. Retention and Deletion

- 5.1 The Council's normal procedure is to retain the audio recording and any associated transcript only for as long as reasonably necessary to prepare and verify the minutes.
- 5.2 The recording and transcript will be securely deleted once the minutes of that meeting have been formally approved by the Council.
- 5.3 Where there is a specific and legitimate reason requiring longer retention, the recording may be retained only for so long as is reasonably necessary with approval from the Council.

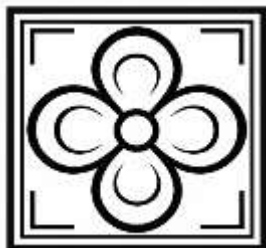
6. Recording by Members of the Public and Press

- 6.1 Members of the public and press may film, photograph, audio record or otherwise report proceedings at meetings which are open to the public, in accordance with the Openness of Local Government Bodies Regulations 2014. Prior permission from the Parish Council is not required.
- 6.2 As a courtesy we would ask any members of the public or press who wish to record the meeting to notify the clerk or Chairman in advance or at the beginning of the meeting.
- 6.3 Recording must not disrupt the conduct of the meeting. The Chairman remains responsible for the orderly conduct of the meeting and may take appropriate action where the manner of recording causes genuine disruption to proceedings.

7. Public Participation

- 7.1 Members of the public attending a Council meeting should be aware that meetings are held in public and may be recorded by the Parish Council, members of the public or press.

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7.2 Members of the public who do not wish to appear in photographs or video should make this known to the Clerk or Chairman before the beginning of the meeting so that reasonable arrangements can be made.

7.3 Where appropriate, particular consideration will be given to vulnerable individuals and circumstances involving sensitive personal information.

8. Confidential or Exempt Business

8.1 Where the Council needs to exclude members of the public and press from a meeting or part of a meeting because of confidential or exempt information public recording rights do not apply.

8.2 The Council will consider whether its own administrative recording should continue during confidential business, taking account of the nature and sensitivity of the information being discussed.

9. Data Protection

9.1 Recordings made by the Parish Council will be handled in accordance with applicable data protection legislation and the Council's data protection policies and privacy information.

9.2 Personal information contained within recordings will only be retained where necessary for the purpose for which the recording was made.

9.3 Recordings and transcripts will be protected against unauthorised access, accidental loss, disclosure or misuse.

10. Requests for Recordings or Transcripts

10.1 Council recordings and transcripts are temporary administrative records and are not intended to provide an alternative permanent record of Council meetings.

10.2 Any request for access received while a recording or transcript is still held will be considered in accordance with the legislation applicable to the request.

10.3 The Council will not retain a recording beyond its normal retention period solely because it might potentially be requested in the future.

11. Responsibility

11.1 The Parish Clerk is responsible for managing recordings made by the Council, ensuring that they are stored securely, used only for legitimate Council purposes and securely deleted in accordance with this policy. The Chairman is responsible for ensuring that recording activity does not cause unreasonable disruption to the conduct of the meeting.

11.2 Members of the public and or press who record are solely responsible for ensuring their recording, storage and subsequent use of the recording complies with all applicable legislations including but not limited to Data protection act 2018, GDPR and the Human rights act 1998.

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