
Definitions

Committee	Any Committee, Sub-Committee or Advisory Committee appointed by Penkrige Parish Council
Council Members	Penkrige Parish Council All Councillors of Penkrige Parish Council
Officers	All employees of the Parish Council
Proper Officer	The Clerk to the Council
RFO	Responsible Financial Officer

1. **Purpose And Scope**

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

The written 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 the written minutes are an accurate record of the proceedings and the audio recording of meetings could assist this aim.

Procedures

The agenda will indicate that the meeting will be 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

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

All recordings of meetings will be deleted after a period of 6 months from the date of the meeting 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.

1. The agenda will indicate that the meeting will be recorded.
2. The Chair will include an announcement on the recording of the meeting as part of the opening of the meeting announcements.
3. The Chair has the discretion to request that recording is paused if continuing to record would prejudice the proceedings of the meeting. An example of circumstances when this might be done is public disturbance or any other suspension of the meeting.
4. The Council will not provide transcripts of the recordings or any extracts from them. The written minutes of the meeting are the official record of proceedings.