

RPPC Policy for recording public Parish Council Meetings

- All public meetings will be recorded, unless agreed by majority vote at the meeting.
- Recordings are made for the sole purpose of accurate minute taking.
- At the beginning of each meeting the Chair must announce that the meeting is being recorded and why.
- Agendas should all explain that the meeting will be recorded
- Recordings should be held by the clerk, and destroyed when the minutes are approved – usually at the next meeting.
- Where the Council receives a requests for a copy of the recording under Freedom of Information, the Council will comply by making the recording available for a period of one month for the requester to listen to at a certain convenient time and place, bearing in mind the request is limited to parts of the meeting.
In this situation the recording will be destroyed at the end of the one month period that the recording is made available (ie not necessarily when the minutes are approved) or longer if requested to do so by the requestor and agreed by Council.

Signed

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Date 8th February 2016