COWES TOWN COUNCIL

Policy for the Audio Recording of Town Council and Committee Meetings

PURPOSE AND SCOPE

- The Council has agreed to record Town Council meetings & Committee meetings to improve the minute taking of meetings and 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 with this aim.

PROCEDURES

- Prior to commencement of the meeting the Chairman of the meeting will announce that the meeting will be recorded.
- Exempt and confidential Agenda Items may not be recorded, at the discretion of the Chairman, in consultation with the Town Clerk.
- 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 the minutes have been approved at the next Full Council meeting, or relevant Committee meeting, unless the draft minutes are 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.

ADOPTED – March 2016 (Minute No 7229 refers)
Reviewed March 2017 (Minute No 7451 refers)
Reviewed June 2018 (Minute No. 7750 refers)
Reviewed July 2019 (Minute No. 7983 refers)
Reviewed 15 July 2021 (Minute No 8333 refers)
Reviewed 14 July 2022 (Minute No 8534 refers)
Reviewed 2 November 2023 (Minute No 8830 refers)
Reviewed 7 November 2024 (Minute No 9057 refers)
Reviewed 7 November 2024 (Minute No 9276 refers)