



Saltney Town Council

Policy for Audio Recording of Council Meetings February 2025

Introduction

- 1 Saltney Town Council should have a policy which defines the conduct of the recording of its meetings for audio recording of council and committee meetings.
- 2 The policy has been produced to assist with the conduct of the recording of meetings and ensures that the Council is compliant with its legal obligations.

Purpose of recording meetings

- 3 The recording of meetings may be of use for lengthy meetings where the accuracy of minute taking can become difficult over a long period. Such recordings do NOT replace the Minutes of the meeting which are the formal record of all meetings but may assist with the accuracy of the formal record or if there is dispute over what was said.

Provisions

- 4 The Agenda will indicate that the meeting will be audio recorded. The recording will be made by the Clerk or the person charged with taking the minutes of the meeting.
- 5 The Chairman will include an announcement on the recording of the meeting as part of the opening of the meeting announcements. Attendees not present at the start of the meeting will be informed that a recording is taking place. Signs will also be placed on the tables at the meeting which will state that the meeting is being audio-recorded.
- 6 Any prior correspondence with prospective attendees to a meeting, such as planning applicants, supporters or objectors on planning and other applications, will state that the meeting will be recorded.
- 7 Any member of the public has the right not to be recorded. If any member of the public speaking at the meeting does not wish to be recorded, they must let the Chairman of the meeting or Clerk know at the start of the meeting.
- 8 The Chairman has the discretion to request that the recording is paused if continuing to record would prejudice the proceedings of the meeting. Examples of this are:
 - Public disturbance or any other suspension of the meeting:
 - A member of the public participating in the meeting objects to being recorded and it is not possible to effectively conduct the business on the Agenda whilst respecting the objection. The Chairman will request that the recording be re-started.
- 9 The recording will stop once a resolution to exclude the press and public to consider exempt or confidential items has been passed.
- 10 If the Agenda does not contain a motion to exclude the press and public, the recording will stop after the formal close of the meeting.

- 11 The Council will not provide transcripts of recordings or any extracts from them. The Minutes of the meeting are the official record of proceedings.
- 12 After the meeting, the recording will be retained until after the following meeting at which the minutes are approved as a correct record and then deleted.
- 13 If any councillor disagrees with their accuracy, the approval of the Minutes will be deferred until the Clerk has checked the recording and resolved the councillor's query on their accuracy. However, it should be noted that the Minutes are not a verbatim account of what was said and took place at a meeting. Once resolved, the Minutes will be considered at the next meeting of the Council and after being approved as a correct record, the recording will be deleted. The minutes are the Clerk's responsibility to produce with the council approving them for accuracy.
- 14 Any recordings of meetings will be subject to the Freedom of Information Act and Data Protection Act, where relevant, subject to the standard exemptions from disclosure under such legislation.
- 15 Records are deleted once the minutes have been approved.

