

Policy for Audio Recording of Tuxford Town Council Meetings

(Adopted by the Council May 2019)

The Council is committed to being open and transparent in the way decisions are made.

Recording is permitted at certain Council meeting's but restrictions apply to protect confidential information and those individuals who do not wish to be recorded.

The following protocol sets out how recordings are permitted and managed.

Main Provisions

1 A Recording will be made by the Council for the following meetings:

- a. Full Council
- b. Finance and Services Committee
- c. Planning Committee

where these recordings are held in the Main Hall of the Registered Address for Tuxford Town Council, currently The Beeches Community Centre, Birch Court, Tuxford, Nottinghamshire, NG22 0NF.

At the start of the meeting, the Chairman will remind all present that a recording is being made for the purpose of accurate Minute recording. Press representatives, members of the public and elected Councillors are permitted to make their own audio recordings of these meetings from the public area, subject to the provisions of this protocol, but must notify the Chairman of their intent to record prior to the start of the meeting.

- 2 Recording will not be made by the Council, or any elected Member or any other individual for any part of the meeting where the public and press are excluded.
- 3 Visual recording with audio, and photography, at all meetings is prohibited.
- 4 All agendas for the meetings listed in 1. Above will contain information about recordings, both the Council's recordings and that individuals can record. Signs will be displayed at the meetings listed in 1. outlining this information.
- 5 The Chairman of the meeting has the absolute discretion to stop recording if, in their opinion, continuing to do so would prejudice proceedings. This could include but not restricted to:
 - a. Public disturbance or other suspension of the meeting
 - b. Exclusion of the public and/or press being moved and supported
 - c. Recording by an individual or individuals considered to be disrupting the proceedings of the meeting

- d. Recording by an individual or individuals considered to be preventing any other individual from viewing and listening to the meeting
 - e. Recording may inhibit a member of the public's contribution to matters, such as planning
- 6 It is anticipated that the need to edit content will only occur on an exceptional basis, such as Data Protection and Human Rights legislation, or libel and defamation laws or where there is inappropriate language. If this occurs a transcript will be retained by the Town Clerk
- 7 Press representatives, members of the public or individual officers or elected Members making their own full or partial recordings of meetings must respect the law, including Human Rights and Data Protection legislation and intellectual property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to Tuxford Town Council meetings on the basis that they accept this responsibility
- 8 The Council takes no responsibility for any recording made by a third party or its subsequent use. Any third party making a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making of that recording

Audio Recording Notice Wording


This meeting may be recorded for the purpose of accurate minute taking. At the start of the meeting, the Chairman will confirm if all or part of the meeting will be recorded.

The Council is a Data Controller under the Data Protection Act. Data collected during this meeting will be erased once the meeting Minutes are publicised.

28. Policy History and Review

This policy was approved by Tuxford Town Council on 23 May 2019 and took effect from 01 June 2019.

In the event of any significant change to the legal position on Audio Recordings, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by May 2021.

Approved:  Chairman of the Council

Date: 23, May, 2019

Folio Reference: EO 002/19