

## Protocol for Audio Recording of Council and Committee meetings

### **Purpose and Scope**

The Town Council agreed to introduce the recording of Town Council and Committee meetings at the Town Council meeting on 16 January 2018.

The minutes of the meeting 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 audio recordings are for the purpose of accuracy of minutes only and retain the property of Alsager Town Council.

### **Procedures**

The Council will have the final decision as to which meetings are recorded.

Prior to commencement of the meeting the Chairman of the meeting will announce that the meeting will be recorded.

Any member or the Town Clerk may request termination or suspension of the recording if continuation 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

Any confidential agenda items will not be recorded.

Meetings will be recorded onto the digital media recorder.

All recordings of meetings will be deleted once the minutes have been approved by the Town Council.

Adopted by Alsager Town Council

Chairman of the Council.....

Date.....2018