



COLDINGHAM COMMUNITY COUNCIL

POLICY ON RECORDING PUBLIC MEETINGS

DOCUMENT HISTORY

VERSION	DATE	AUTHOR	DESCRIPTION
0.1	02/06/2024	RT	Draft – Issued to CC members for review

APPROVALS

VERSION	APPROVED BY	DATE
1.0	CCC members	18/06/2024

1 PURPOSE

This note sets out Coldingham Community Council's (CCC) policy on the recording of public meetings by the Community Council (CC), and has two elements:

- Recording of meetings by CCC
- Recording of meetings by other attendees.

2 RECORDING BY COLDINGHAM COMMUNITY COUNCIL

In the interests of accuracy, accountability and transparency, CCC has determined that a temporary audio recording of public meetings will be taken. Recordings will be used for the purpose of ensuring that meetings are accurately minuted. To this end the following protocol will be applied:

(i) Recording

- The Agenda for each meeting will state that an audio recording is to be made for minute taking purposes.
- A notice to this effect will be displayed at the entrance to the meeting venue.
- Prior to the start of each meeting, a statement to this effect will be made.

(ii) Permissions

- Attendees will thereafter be deemed to have given their permission for the recording of the meeting.
- Notwithstanding the above, members of the public who wish to speak without being recorded may indicate this when called by the Chair, in which case the recording will be temporarily paused.

(iii) Use of the recording

- The audio recording will be used as an aid to drafting an accurate minute of the meeting. It will be retained until the draft minute is agreed and adopted, usually at the subsequent meeting.
- The audio recording will be deleted within 5 working days of the draft minute being agreed and adopted.
- The official record of the meeting will be the agreed written minute.

3 RECORDING BY OTHER ATTENDEES

Members of the public wishing to record exclusively for personal use are entitled to do so, though they are encouraged as a matter of courtesy to inform the Chair before the start of the meeting. Any such recordings may not be shared, published or otherwise distributed without the permission of the individuals recorded.

Any party wishing to record a meeting for other purposes – e.g. journalistic - should seek prior permission from CCC. If granted, an additional announcement to this effect will be made prior to the relevant meeting/s.