



# **CHAILEY PARISH COUNCIL**

## **Recording of Council/Committee Meetings Policy**

### **Purpose**

To introduce and regulate the audio recording of Parish Council meetings to assist with accuracy and efficiency of minute taking & production thereof.

The written minutes of meetings will continue to be the only legal record of that meeting and will be the only recourse used in determining the outcome of any challenge to the validity of any decision made, subject to paragraphs 9 and 10 below.

The Council is required to ensure that written minutes are an accurate record of the proceedings, and the audio recording of meetings will assist in achieving this aim.

### **Procedures**

It will be at the discretion of the Council and/or Committee as to which meetings are audio recorded.

Prior to commencement a meeting to be audio recorded, the Chair of the meeting will announce that an audio recording is to be made.

Any member or the Clerk may request termination or suspension of the audio recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This includes:

- Public disturbance or other suspension of the meeting
- Exclusion of the public or press; or
- Any other reason agreed by the Council or Committee.

Exempt and confidential Agenda Items will not be audio recorded.

Audio recordings of meetings will be made onto the Council's digital media recorder. No copies or transcripts of this recording will be provided.

All audio recordings of meetings will be deleted once the minutes have been formally approved and signed, unless the data is 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: Tuesday 17<sup>th</sup> March 2026