



BODMIN TOWN COUNCIL
POLICY: INTERNAL USE OF RECORDING EQUIPMENT

APPROVAL:

	Date	Minute Reference
Approved by Policy & Resources Committee:	26/08/2021	PR/2021/111
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REVISION SUMMARY:

Revision Date	New Version Number	Summary of Changes



BODMIN TOWN COUNCIL INTERNAL USE OF RECORDING EQUIPMENT POLICY

1. GENERAL PROVISIONS OF POLICY

1.1 This policy is designed to clarify Bodmin Town Council's position in terms of the internal use of recording equipment. Specifically, the policy is concerned with issues surrounding the recording of Full Council and Committee meetings for the purposes of completing the writing of minutes. The policy applies both to face-to-face meetings and those held over digital platforms such as Zoom and Microsoft Teams etc.

1.2 The Council may itself make recordings of meetings and can retain, use, or dispose of such material in accordance with its Data Protection policy and the terms of this policy.

1.3 However, the written minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

1.4 The Chair or, in his/her absence, the Vice-Chair of any relevant meeting will make an announcement at the beginning of the meeting to ensure all those present understand that the meeting will be recorded.

1.5 People seated in the public seating area will not be recorded without the consent of the individuals concerned.

1.6 The Chair or, in his/her absence, the Vice-Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would be inappropriate or would prejudice the proceedings of the meeting. Examples of such a situation could include:

- i. Public disturbance, disruption, or suspension of the meeting.
- ii. The meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed, in accordance with statutory procedures.
- iii. Where it is considered that continued recording may infringe the rights or privacy of any individual (including staff members) or intimidate them.
- iv. For any other reason which the Chair or, in his/her absence, the Vice-Chair considers reasonable in the circumstances.

1.7 Where the Council records its own meetings, it does not prevent any other person or persons from also recording.

1.8 Recordings made by the Council of any Council meetings will only be retained for as such time as is required for the minute-taking staff member to complete the draft minutes of the meeting (it is anticipated that, in most cases, this will be less than a week). Once the draft minutes have been completed, any recordings will be permanently deleted.

1.9 Unless given permission by the Chair or, in his/her absence, the Vice-Chair, councillors should not record, photograph, or film other councillors, staff or members of the public during a meeting.