

RECORDING OF MEETINGS POLICY

Recording of meetings

Under the Freedom of Information Act any person has the right to film or audio record a meeting provided that they have given notification of their intention to record all or part of the meeting.

If a council records a meeting the same procedure should be applied.

It should also resolve how long such recordings will be kept and how members of the public may obtain copies and include advertising that availability in a public document (Standing Orders of Council) For example ‘ The Parish Council will delete all recordings taken at a meeting of the council immediately after the minutes of that recorded meeting have been approved as a true record by the Parish Council’.

Information on this item can be adopted from a document called ‘ The Effective Management of Recording Local Council and Parish meetings.