



NEWENT TOWN COUNCIL and BURIAL AUTHORITY

PROCEDURES OF RECORDING OF COUNCIL MEETINGS BY NEWENT TOWN COUNCIL

(Adopted on 9th December 2019; to be reviewed annually)

Reviewed on 23rd January 2023 & 22nd January 2024

1. These procedures relate to the recording (recording means any form of audio, visual or electronic recording) of Newent Town Council's own Council meetings.
2. Where the Council records its own meetings, this will not prevent any other person or persons from also recording.
3. Where the press and public are excluded from a meeting owing to the confidential nature of the business to be transacted, that part of the meeting will not be recorded.
4. Following the draft minutes of a Council meeting being received by Council Members, if they wish to challenge the accuracy of their content by way of verification of the audio recording of that meeting, they must take this up with the Clerk prior to the following meeting taking place when the minutes are formally approved.
5. Whilst the recordings are still on file, before minutes are approved, they shall be made available to any members of the public who request them. If copies are requested then a brand new, sealed Memory Stick, USB, or Flash Drive, will be provided to the Clerk to upload the file on to.
6. Following approval of the minutes of a meeting of the Council, the audio recording of the meeting to which those minutes refer, will be deleted by the Clerk.
7. The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.