

PURTON PARISH COUNCIL	RECORDING MEETINGS POLICY
APPROVED BY COUNCIL: ...17.../...04.../...23... <i>This policy will be reviewed once every 5 years unless there is a significant change in legislation or staffing requirements</i>	
Signed by Clerk:	Dated:

1. RECORDING MEETINGS

The purpose of this policy is to provide clarity on taping meetings via an audio device and the use of the recordings thereafter.

Purton Parish Council recognises that there are some merits for meetings to be recorded, as a means of providing accurate records of meetings.

Staff will be allowed to record meetings if it is their preferred way of developing Minutes.

Such recordings will be used only for the purpose of developing accurate Minutes of meetings they will not be available for public access.

The tapes will be kept for as long as necessary to prepare the Minutes and have the Minutes approved, after that time the recording will be removed unless staff are specifically instructed by Council to retain them for a specific purpose.

DATE OF REVIEW	REVIEW DETAILS
9 th November 2015	No amendments – review only (Council meeting 9-11-15)
17 th April 2023	No amendments