

# Stoke Holy Parish Council

## Recording Meetings Policy

### Purpose

The aim of this Policy is to set out a Code of Practice to provide guidance to the Clerk and the Council regarding recording of meetings when dealing with the press and public.

To enable the clerk to use a hand-held voice recorder to record Parish Council meetings with written consent from the Parish Council.

The Chairman will inform the public that the meeting is being recorded prior to any meeting taking place.

### Aim

- Accurate minutes recorded.
- Can be used in the absence of the Clerk.
- Voice recording to be deleted when minutes are approved
- Compliant and aligned with the council's Standing Orders and GDPR 2018

### Press and Public

Subject to Stoke Holy Cross Parish Council Standing Orders 3 (m), any member of the public or press who attends a meeting is permitted to film, photograph, make an audio recording of the meeting proceedings.

Date policy adopted            7<sup>th</sup> October 2021

Date to be reviewed            7<sup>th</sup> October 2024