

Magor with Undy Community Council

Audio Recording of Meetings Policy

Introduction

The Council has agreed to introduce the recording of its council meetings to assist the Clerk in the preparation of minutes.

The minutes of meetings are the only legal record of that meeting and will be the only method used in determining a challenge on the validity of any decision made.

Procedures

All Council Meetings will be recorded.

Prior to commencement of the meeting the Chairman of the meeting will announce that the meeting will be recorded.

Any member or the Clerk may request termination or suspension of the recording of a meeting if continuing the recording would prejudice the proceedings of the meeting. This includes:-

- Public disturbance or other suspension of the meeting
- Exclusion of the public or press
- Any other reason agreed by the Council

Exempt and confidential Agenda Items will not be recorded.

Meetings will be recorded onto the Council's digital media recorder.

Following a resolution which confirms the accuracy of the minutes of a meeting, the recording of the meeting for which approved minutes exist shall be destroyed.