



Recording of Meetings Protocol

1. Announcement:
 - a. 'Meeting being recorded' to be stated on each Agenda
 - b. Chairman to make announcement at the start of the meeting
 - c. Placing a reminder notice on the meeting table to aid Councillors
2. Councillors to:
 - a. Give their name before speaking
 - b. Speak clearly and audibly
 - c. Wait for a fellow Councillor to complete his/her comment before speaking
 - d. Have respect for each other
 - e. Refrain from making inappropriate and inflammatory comments which are irrelevant to proceedings
3. Members of the Public:
 - a. When speaking to give their name clearly and use the microphone provided
4. Who can pause or stop the recording?
 - a. The Chairman whose role it is to chair the meeting
 - b. The Clerk may give guidance to the Chairman to pause or stop the recording
5. When can the recording be paused?
 - a. In accordance with the Public Bodies (Admissions to Meetings) Act 1960 when business is of a confidential nature
 - b. A parishioner wished to address the Council or Committee in confidence
 - c. The Chairman pre-empted a sensitive topic or comment about to be made
6. When can the recording be stopped?
 - a. At the conclusion of the meeting
 - b. If the last Agenda item is confidential
7. When the recording is resumed the Chairman will:
 - a. For the record give an explanation as to why the recording was paused or stopped
8. Under no circumstances may the recordings be edited
9. Where are the recordings stored?
 - a. The recordings will be stored on the Galleywood Parish Council shared 365 drive for Councillors and Staff only
 - b. The agreed retention period is the same for paper Minutes i.e. indefinite

Date effective from:	6 February 2017
Review date:	22 September 2020 As part of Standing Orders
Next review:	September 2021