



ST LEONARDS & ST IVES PARISH COUNCIL

Recording of Meetings by the Clerk Policy

Policy No: 15

The purpose of recording meetings of this Parish Council is to assist the Clerk in the compilation of the Minutes only and not for any other purpose. Minutes are not required to be a verbatim record and should be kept as concise as possible.

1. A recording of a meeting of the Parish Council may be made by the Clerk and for the Clerk's exclusive use only.
2. The Council does not have the resources or facilities to copy and distribute recordings. Copies of any recording will not be made or released to any other party whether a Councillor or Member of the Public.
3. A recording will only be made if a sign warning that recording is in progress is erected in the room
4. Recordings will only be kept until the date of despatch of the next summons, and they will then be deleted by the Clerk.