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|             | <b>Full Council</b>      |
| Date        | <b>14 September 2026</b> |
| Agenda Item | <b>15</b>                |

### **To consider recording Full Council and committee meetings**

It has been legal for 12 years for members of the public to record council meetings if they wish, and they do not have to tell the council that they are doing so, although it is always courteous to do so.

Many councils are now considering recording their own meetings, strictly for the purpose of improving the accuracy of minute-taking. The recording can also be transcribed using AI, and then used to prepare conventional minutes.

As it is not always possible for those who have not attended the meeting to interpret the Minutes correctly, if they do not contain background information, and also, it is not always clear who has said what in a heated debate, it would be advisable to have a recording on which to base the Minutes.

The recording would be kept for up to 30 days before deletion and this be phased in as soon as possible with the introduction of remote access to meetings by Councillors as already agreed followed by subsequent public broadcast when experience and resources permit

Prior to commencement it will be a requirement that users of this system incorporating the use of AI must have completed relevant training,

**Recommendation:** that HTC agrees that all council meetings should in future be recorded, for ease of writing accurate minutes.

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Sarah Greateorex Town Clerk