**BERRY POMEROY PARISH COUNCIL**

**RECORDED MEETING PROTOCOL – Reviewed & Updated: May 2025**

The Clerk of Berry Pomeroy Parish Council has decided to record all Council Meetings to assist with the production of the Minutes.

Once the Minutes have been published and emailed to Cllrs – the recording will be destroyed within 48hrs if there has been no requests to the Clerk for consideration of amendments.

If there is a request for an amendment, the Clerk will check through the recording and either confirm that an amendment is required, or that the Minute is accurate – and will provide a transcript of that part only of the recording to the requester and to the Chair.

If an amendment is required, all Cllrs will be informed and a request for their understanding of the Minute after a written transcript of the Minute has been provided.

Once the amendment is agreed, the Recording will be destroyed within 7 days from the date the amendment was requested.

No Cllr is authorised to be the Custodian of a recording and all Cllrs are reminded, that any recording outside of the Clerk’s recording, must be authorised prior to meeting by The Clerk and all informed at the meeting that there are recordings being made, giving everyone the opportunity to object or request that their comments are not recorded nor their names.

Part II – Confidential Matters – Will not be recorded and only basic details and resolved issues will be kept in written format.

This Policy will be reviewed in 12mths months time prior to the 2026 AGM.