



Lytham Town Council

Audio Recording of Public Meetings

Policy

(Adopted: 29/10/2025, Review due: 29/10/2027)

1. Introduction

This policy governs the short-term audio recording of Town Council public meetings for the sole purpose of ensuring accurate minute-taking. The recordings are not an official record and will not be retained once minutes are approved.

2. Purpose and Scope

The Council may record audio at its public meetings solely to assist the Proper Officer, the Clerk, in preparing accurate minutes. This applies to full Council, committees, and sub-committees.

3. Legal Basis and Compliance

Recordings will be made under the lawful basis of 'public task' under Article 6(1)(e) UK GDPR.

Any special-category data will be processed in line with the Data Protection Act 2018.

The Local Government Act 1972 requires minutes to be kept, and the Openness of Local Government Bodies Regulations 2014 permit recording of public meetings.

4. Notice and Transparency

Public notice must be given that recording is taking place. Signage shall be displayed, and the Chair shall announce that recording is for minute-taking purposes only.

The Public Notice shown at Appendix A will be included at the start on the Agenda of the meeting.

5. Roles and Responsibilities

The Town Council is the data controller.

The Proper Officer/Clerk is responsible for starting, storing, and securely deleting recordings.

Access is restricted to authorised officers only.

6. Storage, Retention, and Deletion

Recordings will be stored securely on Council systems and deleted once minutes are approved at the next meeting, subject to a retention period where recordings will be retained to allow for any questions, queries or complaints to be raised.

A maximum retention period of six (6) months after approval of minutes will apply to allow for queries.

If a legal or regulatory hold exists (e.g., complaint, FOI, SAR), the recording will be retained until the matter is resolved.

7. Data Subject Rights

Individuals have the right to request access to their personal data while recordings exist.

Once deleted, the Council will confirm that no recording is retained.

8. Review

This policy will be reviewed every two years or earlier if legislation or ICO guidance changes.

9. Record Keeping

The Clerk will maintain a Register of recordings, including date recorded, duration, where the audio file is stored within the Council's directory and date of deletion.

This register is reviewed annually and published on the Council's website.

Version Control

Version	Date	Description of Change	Author
V1	29/10/2025	Policy approved and adopted	Luke Russell C/RFO

Appendix A: Meeting Room Signage

Sample wording for meeting notice:

● NOTICE: AUDIO RECORDING IN PROGRESS ●

This meeting is being audio recorded by the Town Council for the sole purpose of assisting the Clerk in preparing accurate minutes. The recording will be deleted once minutes are formally approved, unless retention is required for legal reasons.

Members of the public may make their own recordings in accordance with the Openness of Local Government Bodies Regulations 2014.

Appendix B: Audio Recording Log Template

Meeting Name/Date	Operator	File Name/Location	Accessed By (and Date)	Minutes Approved On	Deletion Date/Method
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Each recording should have a corresponding log entry. When deletion is completed, record the date and method of deletion (e.g., secure erase, system deletion). Logs should be retained for audit purposes.