

Date	7 /8 /2024
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Agenda No:	
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Proposed Agenda Item

Title	Live Streaming and Recording of Meetings
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Background	<p>At the two community conversation events and in discussions with parishioners there have been multiple requests to livestream meetings for those that cannot physically attend. This can be due to health, weather or the fact that they have families that they can't leave at home to come to the Parish Hall.</p> <p>After a successful test of live streaming and recording we, as a Council, need to formally agree as to the implementation of streaming/recording at future meetings.</p>
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Considerations	<p>Parishioners have requested and have watched the test streams and, other than comments about the audio quality, they have expressed that they are useful and appreciated. A counsellor who was ill used the live stream to be kept abreast of the proceedings.</p> <p>ICO guidelines permit streaming and/or recording of the meetings. Within the guidelines it states that you should stream and allow access to recordings to the smallest audience that serves the purpose. Their recommendation was that a public link is ok for streaming to facilitate participation, and private links are preferred for recordings.</p> <p>Recordings could be very useful to, for instance, provide context for anything in the minutes of a meeting that is unclear. Any recordings that are kept, regardless of their accessibility (see below), can be subject to FOI requests.</p> <p>A policy will be required to define how and when the meetings will be streamed/recorded and the rights of the public attendees to the meetings. Signage will be required at the entrance to the meetings.</p> <p>YouTube is an acceptable platform for streaming and recording according to the ICO. On YouTube there are two ways that streams and recordings can be accessed. One is public, so the streams and/or recordings can be accessed with a public link to the Parish Council's YouTube channel. The second option is that they can be made private which means they can still be viewed, but there is a unique link for every stream/recording and members of the public who would like to view them would have to request the link before the meeting using the contact form on the website along with the reason behind their request.</p> <p>Recordings can also be kept locally. If they are kept locally there will be some storage considerations (with costs). These recordings would normally only be made available to fulfil FOI requests.</p> <p>If streaming and/or recording is agreed to then the DC&DP group will spec and obtain quotes for the equipment necessary. In the meantime, Cllr Scheps would continue to provide use of his equipment.</p>
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Prop	<p>Note that the meetings can be livestreamed, recorded or both. Neither one requires the other.</p> <ol style="list-style-type: none"> 1) The council to agree to livestream the Parish Council Meetings. 2) If agreed, to choose whether the streams will be accessible by: <ol style="list-style-type: none"> 2a) a public link.
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o s a l s	2b) a private link 3) The council to agree to record the Parish Council meetings. 4) If agreed, to choose whether recordings are archived on: 4a) YouTube with public links. 4b) YouTube with private links. 4c) Archived locally.	
Risk	Low	
Author		
Date	/ /2023	<ul style="list-style-type: none"> ● Updated : 14-08-2023