

## **LISKEARD TOWN COUNCIL**

**AT A MEETING** of the **COMMUNICATION AND ENGAGEMENT COMMITTEE** held in the Council Chamber at 7.30 pm on Tuesday 7 October 2014 there were present:

Councillor Rachel Brooks - in the Chair

Councillors: Roger Holmes, Sue Pike, Anne Purdon, James Shrubsole, Lorna Shrubsole and Hella Tovar

In attendance: Councillor Sally Hawken

Town Clerk: Mr Steve Vinson

Minute Clerk: Mr Stuart Houghton

Member of the Public: None

The Chairman advised of Housekeeping matters

### **333/14 APOLOGIES**

Apologies were received from the Mayor, Councillor Phil Seeva and the Deputy Mayor, Councillor Jane Pascoe.

### **334/14 DECLARATIONS OF INTEREST**

No declarations of interest were made either Registerable or Non Registerable.

### **335/14 MINUTES OF THE MEETING HELD ON TUESDAY 2 SEPTEMBER 2014**

The Chairman proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** that the Minutes of the meeting held on the 2 September 2014 were approved

### **336/14 CLERKS REPORT**

The Town Clerks report on actions since the last meeting had been circulated. Comments made by Councillors included

- Councillors Brooks, Pike and L. Shrubsole would visit Tartendown Nursery to arrange for a co-ordinated colour scheme for planting throughout the Town.

### **337/14 BUDGET TO 30 SEPTEMBER 2014**

The budget to the 30 September 2014 was noted.

The expenditure on the TIC budget that was in excess of the projected figure was due to the restocking of items sold, using monies received from the sale of the goods.

## 338/14      SIGNAGE

The Town Clerks report summarised the actions taken in the last month, Members discussed the detail of these actions.

### a. Granite Plinths and Map Panels

Members had been unhappy about the appearance of the plinths that were to be placed on the Parade, the Town Clerk and Chair of the Committee had visited the quarry and enquired if the two plinths for the Parade could be trimmed and dressed to give them a similar appearance to the granite items already on the Parade. This was possible at a cost of just under £1000.

The Chair proposed, Councillor Pike seconded and the Committee **RESOLVED** that the two plinths for the Parade be reworked and dressed, to match existing granite items on the Parade, up to a maximum cost of £1000.

### b. Walks Leaflet

Some of the walks have yet to be proven; this should be completed by the end of October 2014 so that the leaflets could be produced to coincide with the installation of the plinths.

### c. Finger Signs

It had been confirmed that the finger signs would be delivered to Cormac on the 27 October 2014, it was anticipated that they would be in place before the end of November 2014 and the existing signs would be refurbished at that time. The installation and addition of additional fingers would be checked by the Council and the fingers would be locked in position.

There had been an oversight by Cormac as the Council had not been given the opportunity to vet the designs before manufacture.

### d. Other Signage

The sign audit had been forwarded to Cormac, this and their reply had been circulated. It was felt that Cormac had not answered all the points raised and had not commented on the need for additional Town Centre signs for people approaching from the station. The Town Council would contact Cormac about these points. Other comments included

- Councillor J. Shrubsole had commented at the Looe Valley Railway Forum that there was a lack of signs to the Town. It was suggested that information could be placed on the station notice board
- It might be possible to display advertisements on the platform at Liskeard station to make travellers aware of the Heritage Trail and other attractions.
- If asked the railway might contribute to the cost for the signage. A brief should be prepared and quotations received before requesting financial assistance
- Residents had commented that there were no car park signs to direct motorists to the Cattle Market Car Park. This had been included in the list of new signs required.

### **339/14      PARKING CONSULTATION**

#### **1.      On Street Parking in Well Lane and Market Street**

The Chair reported that she and Councillor L. Shrubsole had consulted with businesses in Fore Street, Market Street and Church Street about the proposals. Details had been circulated. No particular problems had been highlighted and support for the scheme was indicated.

Councillor Hawken wanted to make Members aware that Cornwall Council were proposing to charge for some on street parking, it might be embarrassing if the Town Council paid for free on street parking that would be taken over by charges. Currently this was only a proposal and it could be a few years before it was implemented. It was unlikely that this would apply to small towns such as Liskeard.

Following discussion, Members agreed to implement the free on street parking as soon as possible.

Councillor Pike proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that Cornwall Council were requested to make a Parking Order, for two spaces in each of Market Street and Well Lane as set out in Cormac's drawing, and that funds be drawn from reserves to pay the cost, which at present were estimated to be around £5.5k.

### **340/14      TIC REPORT**

The report as circulated was discussed; it was noted that there had been a significant increase in sales.

### **341/14      TIC AND MUSEUM OPENING TIMES 2015**

A meeting had been held between the Chair, Town Clerk, Councillors Goldsworthy and Tovar with the TIC staff and Museum Curator. A summary of proposals had been circulated.

The TIC staff had provided a report showing comparisons with local TIC opening times. They recommended that the Liskeard TIC opening times was similar to the Bodmin TIC, which had seasonal variations, shorter opening times during the winter months, and provided a breakdown of costs with options for extended opening times and staff overlap.

Comments made included;

- This information should be used for setting the next budget
- If seasonal opening was taken up it was suggested that it should start during the winter period
- Councillors supported the earlier opening time for mornings
- Advice should be sought from SECTA
- Was closing at Christmas a problem
- Members thought that there was not a need to open between Christmas and the new Year

- An advantage of having two staff on duty on Wednesdays would allow more overlap and time for back office work
- It was preferred to establish finance for overtime as necessary

Councillor Purdon proposed, Councillor Tovar seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that the opening times for the TIC be changed to those proposed by the TIC and to open on every Saturday, at a total additional cost of £705, and to include for this in the 2015/16 Precept.

Councillor Pike proposed, Councillor J. Shrubsole seconded and it was **RESOLVED** that that the Committee would include in its submission for the 2015/16 Precept, finance for a maximum of 80 hours overtime to be worked by the TIC staff.

### **342/14 OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014**

The information provided by CALC had been circulated prior to the meeting.

The Chair introduced the item stating that there were three elements to consider, the Councils Policy, the CALC guidelines and the purchase of the equipment. Comments included;

- We should look at what other councils were doing
- We should consider putting the recordings onto the website, not all Members were happy to do this, anyone who wished to listen to a recording could come to the office
- Some Members thought that edited highlights should not be used
- Recordings should be kept for at least one year, duration to be agreed
- Recording equipment could cost around £200 plus installation

#### **Draft Policy Statement**

The draft Policy Statement was discussed, it was agreed to change the second sentence in the first paragraph to “We want to engage with local people and to let them know about our debates and decisions”.

The Chair proposed, Councillor L. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** to the Council that they adopt the Draft Policy Statement with the above amendment.

#### **CALC Guidelines for Broadcasting or using Social Media at Council Meetings**

The CALC guidelines were discussed and no amendments were recommended.

#### **Standing Orders**

CALC’s recommended amendments to NALC’s 2013 Model Standing Orders were discussed. The following changes to the amendments were suggested

- Section b, delete reporting and broadcasting for the item to read “Oral commentary is not permitted during any part of a meeting of the council, its committees and sub committees”

- Section c, end this section at the end of the first sentence and make the second sentence item d and renumber subsequent paragraphs.
- Section d, renumber as “e”. At the end of item 1, after meeting add “or using social media” to read“ No filming, photographing or audio recording of a meeting, or using social media, should be carried out in such a way as to disrupt the proceedings of the meeting”
- Section e, renumber to as “f”

The Chair proposed, Councillor J. Shrubsole seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council adopt the amended Standing Order with the above amendment.

**343/14**      **CORRESPONDENCE**

None.

**344/14**      **DATE OF NEXT MEETING**

The next Communication and Engagement Committee meeting would be at 7.30 pm on Tuesday 4 November 2014. This date will be confirmed.

**Communication and Engagement Committee – 7<sup>th</sup> October 2014 –  
Additional Information**

**Clerk's Report Agenda Item 4 – update on actions and works**

Meeting	Action	Update	Who responsible	When
C & E April	Audit of Signs	Fingerposts – ordered by Cormac.	TC	Oct C & E
C & E April	Management of TIC leave & opening times	Options being drafted for submission to C & E	TC and relevant staff	Oct C & E
C & E June	Unauthorised banners	Three roundabouts checked 32 banners. Cornwall Council advised of legal situation but need for a business friendly approach. Alternative scheme to be considered.	Town Forum, CC and TC	Nov C & E
C & E June	Meeting Voice Group Chair, TC and Minute Clerk.	Training Day TC and Minute Clerk 2 <sup>nd</sup> October.	TC and relevant staff	Meeting with Voice Group mid October
C & E July	Budget headings to be altered to standardise with TIC	Implemented from October meeting onwards	TC and relevant staff	Oct C & E
C & C Sept.	Use suitably revised map artwork for the production of a set of town walks leaflets in accordance with the quotes supplied.	Producers of the town Insert is being contacted regarding leaflets  .6.	TC	Oct C & E  139/14

C & E Sept.	Granite plinths and insets.	Planning consent received for all locations. Inserts delivered. Discussion regarding revised design for the two Parade plinths	TC	Oct  C & E
C & E Sept.	Flower Planting Programming	Tartendown discussed red planting at Parade war service memorial location for the autumn planting. Indicated that for early planning purposes for next spring and summers planting we should meet and discuss with them from now Oct 2014 and certainly before Christmas 2014	TC – Councillors Brooks, L Shrubsole and Pike to plan next years' planting and visit Tartendown	Nov  C & E

## **Agenda Item 6 – Signage**

### **a) To update on the granite plinths and insets and the walks leaflets**

#### **Granite Plinths and Inserts**

Planning consent has been granted for all locations. Inserts have been delivered to the Council and taken to the stone mason. The granite plinths and insets for the majority of sites should be completed by mid-October.

The design of the two granite plinths for the Parade is being modified to take better account of the current range of granite items on the Parade. This will result in a better fit within the townscape at that location.

Advice from the Cornwall Council Planning Service is that the modified designs for the Parade location would require a new planning application.

### Walks Leaflets

Steve Carreck has made the necessary amendments to the format to make them suitable for use as a series of leaflets. He has sent them back to the original walk proposers to have final confirmation of the accuracy of the artwork/walk. Once confirmed this will enable the artwork to be used for printing.

### **b). To update on the fingerposts and other signage**

#### Finger posts

Cormac has placed the contract to manufacture the finger posts with Furnitubes. We have asked to be involved in checking the signage to ensure accuracy and to be involved in the placement of the signage on site. We have also asked for the scrap value sum of the old fingerposts that are being removed.

#### Other Signage

Signage Audit Points of Interest – (Our Comments – please refer to the Highways Direction and Other Signs Attachment)

### **1 Replacement highways signs**

Thank you for undertaking to look into the replacement of the sign which has blown down at location 3. Is there any news on this? Could you also look at the replacement signs needed at locations 16 and 16a?

### **2 Additional highways signs and decluttering**

You said you would put forward a request as part of the next Local Transport Scheme implementation plan for signage in Liskeard to be reviewed to try



and get some funding and I think you were referring to the signs listed at locations 8, 10 and 11. Is this still an option given the Cornwall Council's current financial plans and, if so, when could we expect to hear the outcome? (I know you said it would be several months from July).

### **3 What is on the public highway**

Thanks for the useful clarification about what we would need to do about signs in car parks and those on the public highway. In most cases we're now clear about which falls into which category. Could I ask about two specific sites?

Location 11 is in Fairpark Road which leads into the Cattle Market. Am I right in thinking that this would count as on the public highway?

Location 18 is at the entrance to the pedestrian alley off Dean Street which leads to Westbourne Car park. Does this count as the public highway?

We would really appreciate responses to these questions to enable us to make progress on signage.

### **Cormac Response**

Item 1 replacement signs – the operations team are in the process of ordering replacement signs at various locations and this will include the Plymouth direction sign missing off the traffic island. We are not planning to replace the advanced roundabout direction sign on Barras Street as there is enough existing signage at the roundabout to direct traffic.

Item 2 – with the various budget cuts funding for sign removal is going to be limited and will have to be looked at if there are other schemes in the area. Rather than any town wide review we will have to consider any sign removal at specific locations when we are looking at another scheme. Any sign removal will be dependent on available budget as part of that scheme.

Item 3 – Location 11 is highway and so we would need to give approval for any signage in the area. Location 18 – this would depend where the sign is located as the footway next to the road is highway but the path to the car park is not. However the path is owned by Cornwall Council and so the property team would need to give approval for signs here.

## **Market Street/Well Lane On-street parking spaces consultation**

### **Background**

In June Councillors Sally Hawken and Rachel Brooks met Neil Grigg from Cormac to look at the possibility of parking spaces in Market Street/Well Lane. Following that meeting Neil Grigg sent through a sketch of where 4 spaces could be created (attached) and made the following comments on costings:

Further to our site meeting the costs to implement 2 parking bays and associated signage at the locations discussed will be as follows –

Legal consultation process	£4,000
Works	£1,300 + VAT
<b>Total</b>	<b>£5,560</b>

The above works costs are only a budget estimate at this stage, should the town council wish to proceed with the scheme I will ask our estimating team for a fixed price on the job.

The consultation cost will not be a fixed price as it depends how much feedback the proposal generates when it goes to consultation. This is why it is important that the town council does a thorough pre-consultation.

On 18 September, Councillors Lorna Shrubsole and Rachel Brooks visited 13 businesses in and around Market Street to ask their views about the proposed on-street spaces in Market Street and Well Lane. The businesses are listed at the end of this document.

### **Overall view**

Eight businesses said they strongly supported the proposal and five supported it.

### **Overall comments**

Comments were generally very supportive. A number of businesses pointed out that people already park in these spaces and it does not cause traffic problems. The traffic wardens do however issue tickets, including to people loading and unloading and it was felt it would be good for people to be able to park legitimately. This was a specific issue for the charity shop.

It was felt strongly that the spaces should be short stay. Some businesses would like them to be 1/2 hour spaces to allow more turnover, others were happy with 1 hour.

A number of businesses raised the issue of disabled blue-badge holders potentially parking in the spaces for longer periods which would mean they were not available for other users. It would be useful to clarify the legal position on this.

## **Specific comments on proposed siting of spaces**

Businesses were shown the sketch map produced by Cormac. In general, they felt that the spaces were in the right position and no-one raised any specific difficulties. A couple of businesses said that the two spaces in Well Lane need to be as far down as possible to enable lorries to turn.

## **Other issues**

Businesses took the opportunity to raise a number of other parking or traffic related issues:

The possibility of a one-way system for this part of town.

There should be a yellow box where Fore Street meets Market Street to keep this area free from parking.

The current 'No entry' signs need to be turned so they face correctly.

It would be useful to have a 'Stop' sign on the road at the bottom of Pike Street.

Why has the loading/unloading bay at the top of Pike Street been removed and now has double yellow lines?

## **Businesses included in the consultation**

Pengelly's

Beddoes Greengrocers

Health & Happiness

H.E.Goldsworthy

Liskards

The White Room

Constitutional Club

Woodside Animal Rescue

Fat Frog

Liskeard Leisure Lounge

Philip Warren

Co-Operative Travel

Woolocotts



**VISIT LISKEARD**  
FOR THE EXPLORER IN YOU

# Liskeard Information Centre

Foresters Hall, Pike Street, Liskeard, PL14 3JE

Tel 01579 349148, Fax 07092 399866

[tourism@liskeard.gov.uk](mailto:tourism@liskeard.gov.uk)

[www.visitliskeard.co.uk](http://www.visitliskeard.co.uk)

Update since 25<sup>th</sup> August 2014

## Visitor Numbers

In September we had 671 visitors compared with 665 in 2013. Sales profits have been very good - £190.61 this month compared with £116.91 last year. We have invested in some low cost children's toys which we hope will be popular stocking fillers, we are waiting on an order of a new display unit before the stock is displayed, it will be in place before October half term.

## TIC Activities

Now that visitor numbers are slowing down we are starting on some new projects. Clare is working on pages for the website highlighting events in October half term and the Christmas period and I am working on getting an up to date list of local organisations which will go onto the Town Council website once complete.

## Google Analytics Training

Clare and I attended Google Analytics training this month which was very useful. We are now able to analyse the performance of the website using various different factors. We can produce figures straight away but were advised that it is most useful to compare statistics with the same time the previous year due to seasonal variations so the figures will be more meaningful once the site has been up and running for a year.

## Proposed Change in Opening Times

The TIC is currently open the same hours all year, with a fortnight closed at Christmas. The opening hours are Monday to Friday 10.30 am to 4 pm and Saturday 10.30 am to 1.30 pm. This equates to a total opening hours of 1,525 per annum. We believe that the TIC should be open for longer hours during the busy summer months, of course this would lead to an increase in working hours and a knock-on effect to wage costs. Therefore we propose to decrease working hours during the winter to, as far as possible, keep the overall yearly wage cost the same.

Other TIC hours vary, of our closest neighbours Launceston, Fowey and St Austell have standard hours all year as we currently do, Looe has reduced hours January to March and closes completely November and December and Bodmin has just introduced variable hours this year. It is Bodmin that we would like to emulate.

Bodmin's current opening structure for 2014 is:

JAN + FEB	MON - FRI	8.45am	2pm	
MAR/APR/MAY	MON - FRI	8.45am	4pm	Plus selected
				Saturdays 5th, 12th, 3rd, 17th, 24th
				19th APR, 31st MAY
JUN/JUL/AUG/SEP	MON-FRI	8.45am	5pm	
	SAT	10am	5pm	

OCT	MON-FRI	8.45am	4pm	Plus Saturday 25th Oct 10am-5pm
NOV/DEC	MON-FRI	8.45am	2pm	

We would not need to open as early as that, we feel 9.30am is a reasonable start time, and also we feel it reasonable to close at 12.30 pm on Saturdays (in the summer holidays we have allowed for an extra hour on Saturdays opening until 1.30 pm). Our proposal for opening hours is:

JAN + FEB	MON - FRI	9.30am	2pm	Plus Saturday 14th Feb
MAR/APR/MAY	MON - FRI	9.30am	3.30pm	Plus Saturdays 4th, 11th Apr, 23rd, 30th May
JUN/JUL/AUG/SEP	MON-FRI	9.30am	5pm	Including 30min unpaid lunch break
	SAT	9.30am	12.30pm	(this is dependent on having a volunteer willing to cover the TIC during lunch break)
OCT	MON-FRI	9.30am	3.30pm	Plus Saturday 24th Oct
NOV/DEC	MON-FRI	9.30am	2pm	Plus Saturday 5th Dec (Lights Up)

The total opening hours would be 1,526.5 per annum.

We have also worked up additional 'add-on' options for additional hours and calculated the approximate additional wage required.

- **Open every Saturday** all year (except Xmas/New Year week) = additional 79.5 hours, additional wage of approx. **£705 per annum**
- **Staff to both work every Wednesday** to allow full day overlap = additional 164 hours, additional wage of approx. **£1,453 per annum**
- **TIC to be open over the Xmas period** (excluding Bank Holidays) = additional 33 hours, additional wage of approx. **£292 per annum** \*NB staff are each entitled to 2 days statutory paid leave over the Xmas period so alternative cover would need to be found for Christmas Eve and 29-31 December.

**Vicky Cutts**

1<sup>st</sup> October 2014



### **Guidelines for broadcasting or using Social Media at Council meetings.**

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
5. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
6. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
7. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

10. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
11. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
13. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

**SAMPLE NOTICE TO BE DISPLAYED AT ALL MEETINGS OF THE COUNCIL, ITS COMMITTEES AND  
SUB COMMITTEES**

*This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.*

*Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, **we cannot guarantee this**, especially if you are speaking or taking an active role.*



# CORNWALL ASSOCIATION OF LOCAL COUNCILS

UNIT 1/1A, 1 RIVERSIDE HOUSE, HERON WAY, NEWHAM, TRURO TR1 2XN

*Serving the parish and town councils of Cornwall*

## **Openness of Local Government Bodies Regulations 2014, Amendment to Model Standing Orders**

The Openness of Local Government Bodies Regulations 2014, came into force on 6 August 2014, permitting the filming and recording of local council meetings, committee meetings and sub committee meetings.

It is recommended that the following changes are made to Standing Orders to respond to this change.

**DELETE** : NALC Model Standing Order 3 (I) and renumber accordingly.

**INSERT** : new standing order 4 and re number accordingly

### **Proposed new Standing Order 4**

#### **4) Filming and recording meetings**

- a) Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may :
  - i) film, photograph or make an audio recording of a meeting;
  - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- b) Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
- c) An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.



d) Disruptive behaviour

- i) No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
  - ii) If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
  - iii) If a resolution under standing order 31 d ii) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- e) Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.

## **LISKEARD TOWN COUNCIL**

### **FILMING, RECORDING, USING SOCIAL MEDIA AND BROADCASTING**

#### **DRAFT POLICY STATEMENT**

as an accountable, publically funded body, Liskeard Town Council welcomes the public to its meetings. We want to engage with local people and to let them know about our debates and decisions.

The Local Government Audit and Accountability Act 2014 and the Openness of Local Government Bodies regulations 2014 extended the public's right to film and record our meetings and we want to make proper provision for this.

We will adopt the Cornwall Association of Local Councils' (CALC) model policy which sets out guidelines for broadcasting or using social media at council meetings.

We will change our Standing Orders in line with the recommendations from CALC to respond to the legal changes.

We will also undertake audio recording of Council and Committee meetings to ensure there is an official audio record. Recordings will be kept for a period of time to be confirmed.

This Policy will be review after one year.

