

SHEPTON MALLET TOWN COUNCIL

Meeting	Full Council Item 10.11
Date	13 th January 2021
Author	Charlotte Starkie, Town Clerk
Subject	Meetings of the Council Calendar of meetings dates 2021/22, Recording of meetings and time of meetings

1.0 PURPOSE OF REPORT

- 1.1 To consider and agree the dates for Council and Committee meetings in the municipal year 2021/22.
- 1.2 To consider the recording and live streaming of Council and Committee meetings
- 1.3 To agree, contrary to Standing Orders, if meetings can take place before 7pm.

2.0 CALENDAR OF MEETINGS

- 2.1 It is the responsibility of full council to set the dates for all council and committee meetings for the municipal year. A draft calendar of meetings for the year is attached for consideration. All meeting dates have been carefully considered and some are scheduled to tie in with yearend activities or to assist in budget preparation. The draft list is at Appendix A.

3.0 RECORDING OF MEETINGS AND LIVE STREAMING OF MEETINGS

- 3.1 With the move of council meetings on to the platform of Zoom, there is an opportunity to record public meetings. The software enables this and the recording can be stored in the website within the meeting folder. This will allow those who could not attend the meeting to watch the meeting on another occasion.
- 3.2 There is also an opportunity to live stream the meeting via Facebook, so that people who did not wish to join the meeting via Zoom may still wish to watch the meeting on Facebook. Many councils now do this and receive positive attendance and feedback.
- 3.3 There are some implications with doing either of the above. A policy would need to be prepared that states how long the recording would be kept for, as they are subject to the principles of GDPR. In addition, a statement would need to be made at each meeting informing the public that the meeting is recorded and giving them the opportunity to turn their camera off and de-personalise their name that shows.

4.0 TIME OF MEETINGS

- 4.1 The Place making and Promotion Committee has requested if it can hold its meetings at 6.30pm. The Town Development and Planning Committee also occasionally holds its meetings at 6.30 if there is a meeting of the council afterwards. This is only while the council holds its meetings on Zoom.
- 4.2 Standing Orders (7.20 currently states that:
Meetings of the Council shall be held at 7.00 pm ... as set out in the annual agreed schedule of meetings unless the council directs otherwise at a prior meeting.
- 4.3 Therefore this would be a deviation from the published time and the schedule of meetings would need to annotate the revised start date.

5.0 RECOMMENDATIONS

- 5.1 For Councillors to consider and agree to the schedule of meetings for the municipal year.
- 5.2 For Councillors to consider and agree to the recording of council and committee meetings via zoom.
- 5.3 If council agree to this, to delegate responsibility to the Town Clerk to prepare the appropriate policy and storage system and GDPR statement.
- 5.4 To consider if the council wishes to live stream its meetings.
- 5.5 If council agrees to this, to delegate responsibility to the Town Clerk to prepare the appropriate policy and procedure and GDPR statement.
- 5.6 To consider if committee meetings can deviate away from the scheduled meeting time of 7.pm and to hold online meetings at 6.30 pm. If so for the Town Clerk to make a temporary amendment to Standing Orders.