

## Recording Meetings : Hints and Tips

Melton Borough Council is committed to promoting democracy and increasing its community engagement by enabling more of its citizens to have greater involvement in the democratic process. To help achieve this, Council Meetings are being recorded on a trial basis.

The Mayor has the discretion to request termination or suspension of the recording if in the opinion of the Mayor continuing the recording would prejudice the proceedings of the meeting. This would include :

- (a) Public disturbance or other suspension of the meeting;
- (b) Exclusion of the public and press being moved and supported;
- (c) Any other reason moved and supported by the Council

No exempt or confidential agenda items will be recorded.

### Mayor

- Prior to commencement of the meeting the Mayor will announce that the meeting will be recorded. The Mayor will make the following statement :

***I would like to remind everyone present that this meeting will be recorded and that the recording will be available for public listening***

- Ensure the microphone is turned on when speaking and speak as close the microphone as possible
- Ensure the microphone is turned off when consulting the Chief Executive or other Officers for guidance
- Announce each agenda item in full including the item number
- Introduce any public speaker including the name of the Minister for the prayer
- Introduce each speaker by name and in what capacity they are speaking eg. ***Councillor Smith to speak on the amendment***
- Announce the result of the vote as to whether or not a motion is carried
- Announce the end of the meeting

### Members

- Ensure the microphone is turned on when speaking and speak as close the microphone as possible
- Take care to ensure no bias is shown when speaking
- Remember that any verbal comments will be recorded even those that are not relevant to the meeting
- Do not make 'off the cuff' remarks as these too will be recorded and could be taken out of context