

ASHBOURNE TOWN COUNCIL

Minutes of the Meeting of Ashbourne Town Council held on Tuesday 19 September 2017 in the Council Chamber, Town Hall, Ashbourne.

Present: Cllrs: A. Bates; Mrs D Brown; Mrs S Bull; S. Clayton; Mrs J Harris; Mrs A Smith; Mrs S Spencer and M. Spencer

In attendance: Carole Dean; Town Clerk; Samantha Higton; Assistant Clerk
Dr Kirtley; Mr Forsythe; Ashbourne Treasures
Mr Fryer

Presentation of Ashbourne Treasures Book and History of Ashbourne by Dr Kirtley

Dr Kirtley said that the event had been more successful than had been hoped for; and had attracted over 3,000 visitors. Dr Kirtley said that the Earl of Wessex was visiting Ashbourne on the 27th September to the exhibition however guests were limited to 100. As part of Ashbourne Treasures, the finger post signs around the town had been updated and a new map had been installed at the entrance to the recreation ground.

Dr Kirtley thanked the Town Council for the loan of the 'Bushel' and for their support; he gave each Member a copy of two Ashbourne Treasures books and a paper copy of the 'tapestry'.

Cllr Brown thanked Dr Kirtley for the books and congratulated Ashbourne Treasures on the exhibition.

Dr Kirtley and Mr Forsythe left the meeting at 7.15pm

C/17/1697 To consider accepting apologies for absence:

It was agreed to note apologies from Cllr's; I Bates; D Moon; A. Golding and N. Harris

C/17/1698 Variation of Order of Business

The Clerk advised that there was one additional item to be added to the agenda due to timescales; Complaint regarding a decision made by the Town Council Planning Committee re Planning Application 17/00041/FUL and 17/00630/FUL; Mr Haines, Erection of pavilion, associated access and car parking.

It was Proposed by Cllr Bull seconded by Cllr Clayton and RESOLVED to add this as Agenda Item 5c; Minute C/17/1702.

C/17/1699 Declaration of Members Interests

None.

C/17/1700 To receive and approve requests for dispensations from members on matters in which they have a Disclosable Pecuniary Interest

None.

C/17/1701 Public Questions and Comments – (3 Minutes per speaker a maximum 15 Minutes in total)

Mr Fryer explained the background information relating to the planning application; including the Rugby Club's involvement. Mr Fryer said that he had originally been encouraged by the comments at the Town Council's Planning meeting in March and took on board the suggestion of lowering the roof; which was subsequently done in a new application. Mr Fryer said that the District Council's objections to the application was an issue with parking; and he was disappointed that Cllr Mrs Spencer had spoken against the application at the Planning meeting.

Mr Fryer said that a new application would be submitted and one factor that would help with the application was knowing whether it had the Town Council's support.

Cllr Brown said that she had passed the information to the Clerk who had looked back through the Minutes to answer the questions.

Police Matters

No police representative was in attendance.

District Councillor comments

Cllr Bull said that the District Council's Parish & Town Liaison meeting at Bakewell had been cancelled.

Cllr Bull said that she had made enquiries regarding a rumour; and the Town Council are not being issued with anything against them with regard to the Town Hall.

Cllr Bull said that the District Council had concluded that the two missing benches have been stolen; the District Council have written to the families and will arrange to purchase new benches at no cost to the family.

C/17/1702 Complaint regarding a decision made by the Town Council Planning Committee; Planning Application 17/00041/FUL and 17/00630/FUL; Mr Haines, Erection of pavilion, associated access and car parking.

The Clerk went through a chronological order of the Planning Committee's decision; and answered each of Mr Fryer's points. She added that when the first planning application had been received there were 12 members on the Town Council's Planning Committee however after the annual meeting the number dropped to 7; which has an impact on the decision's reached.

Cllr Brown said that if a new application is submitted it will be discussed on its own merit; and suggested that it might be better if the plan was discussed by Full Council. Cllr Brown said that a formal reply would be sent to Mr Fryer.

Mr Fryer left the meeting at 7.40pm.

C/17/1703 To Approve and sign the Minutes of the Town Council Meeting held on Tuesday 18 July 2017 to be signed by the Chair at the meeting

It was Proposed by Cllr Mrs Spencer seconded by Cllr Brown and RESOLVED that the Minutes of the Town Council meeting held on Tuesday 18 July 2017 be signed by the Chair.

C/17/1704 To Approve the Minutes of the Planning Committee Meetings held on Monday 17 July 8 August and 21 August 2017

It was Proposed by Cllr Mrs Spencer seconded by Cllr Clayton and RESOLVED that the Minutes of the Planning Committee meetings held Monday 17 July, 8 and 21 August 2017 be signed by the Chair of the Committee.

C/17/1705 To Approve the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 21 August and 4 September 2017

It was Proposed by Cllr M Spencer seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Finance, Town Hall & HR Committee Meeting held on Monday 21 August and 4 September 2017 be signed by the Chair of the Committee.

C/17/1706 To Approve the Minutes of the Environment Committee Meeting held on Tuesday 22 August 2017 (enclosed) to be signed by the Chair of the Committee at the meeting

It was Proposed by Cllr A Bates seconded by Cllr Mrs Harris and RESOLVED that the Minutes of the Environment Committee Meeting held on Monday 3 July 2017 be signed by the Chair of the Committee.

C/17/1707 To Approve the Minutes of the Town Hall Regeneration & Refurbishment Committee Meeting held on Monday 7 August 2017

It was Proposed by Cllr Mrs Harris seconded by Cllr M Spencer and RESOLVED that the Minutes of the Town Hall Regeneration & Refurbishment Meeting held on Monday 7 August 2017 be signed by the Chair of the Committee.

C/17/1708 Accounts for payment including purchased on 'One Card'

It was Proposed by Cllr Mrs Spencer seconded by Cllr Smith and RESOLVED that the payments be made.

C/17/1709 Mayor's Announcements

Cllr Brown asked that this item be deferred.

C/17/1710 Clerk's Report on Town Hall Fascia and associated works including appointment of Professional Services; Capital Borrowing and 'terms' and potential forecasting models. Members to make a decision on the next steps

Members discussed that information relating to the appoint of Professional Services and it was Proposed by Cllr Mrs Spencer seconded by Cllr M Spencer and RESOLVED to invite Montague Architects Ltd and Bench Architect's to attend separate meetings on Tuesday 3rd October and Thursday 5th October to discuss their proposals in more detail. It was further Resolved to write and thank DCC and Guy Taylor Associated for their time and submitting the information.

DALC Report - The Clerk advised that she had spoken to DALC regarding the borrowing requirements; and it would be for Members to agree to the amounts and length of time for borrowing. Members agreed that until a company had been assigned as project managers it was unclear of the exact amount and times; they did not wish to apply for too much or too little, they also asked for further scenarios on greater borrowing.

Cllr Smith left the meeting at 8.40pm

C/17/1711 Chair to sign the following Policies reviewed and updated - Information Security Policy; Information & Communication Technology (ICT); Mileage Policy; Premises Age Verification Policy; Press & Media Policy and Pension Fund Discretions Policy.

It was Proposed by Cllr Mrs Spencer seconded by Cllr Mrs Harris and RESOLVED that the Policies be signed by the Chair.

Cllr Smith re-entered the meeting at 8.43pm

C/17/1712 Cllr Cooper's Request for a Six-Month Sabbatical – Members to note that the request should have been Request for Dispensation for six months.

Letter from Cllr Cooper to Mayor re concerns at request for Special Dispensational leave

The Clerk advised that Cllr's Cooper request should have been for Special Dispensation and the Minute needed to be corrected.

The letter from Cllr Cooper was previously emailed to Members; It was Proposed by Cllr Smith seconded by Cllr Bull and RESOLVED to respond to Cllr Cooper's letter advising that the decision to dissolve the Market Task & Finish group was made by Members at Full Council and issues relating to the Artisan Market were the responsibility of Derbyshire Dales District Council.

C/17/1713 Members to agree the format for the 'Open Day and Meeting' on Tuesday 26th September, Members to confirm times that they are availability to attend throughout the day

The Clerk stated that it was not clear what was happening at the 'Open Day Meeting' and asked for clarification; Cllr Mrs Harris said that it was a chance for anyone to look around the town hall and if they wished they could complete the questionnaire which had been produced; and the open meeting started at 7.00pm. Members agreed that Cllr Mrs Harris chair the meeting. It was noted that the Clerk's did not have to attend the open meeting as it was not a Town Council meeting and did not have to be recorded; information would be fed back at the Town Hall Regeneration and Refurbishment Committee meeting on Monday 2nd October.

C/17/1714 Cllr Brown – St Oswald's Hospital -under utilisation of beds

Cllr Brown asked that a letter be sent to NHS Trust asking what the future of St Oswald's Hospital was; she stated that it was under-used and a significant number of wards were closed despite it being fully staffed. It was proposed by Cllr Bull seconded by Cllr Smith and RESOLVED to write to NHS Trust.

It was proposed by Cllr Brown seconded by Cllr Smith and RESOLVED to suspend 'Standing Order 3w' 'meeting shall not exceed a period of 2 hours' to allow the meeting to continue.

C/17/1715 Members to consider the request to take on LETS LAST (passed from Environment Committee 22 August)

Members considered the request to take on Lets Last following the presentation given at the Environment Committee Meeting. It was proposed by Cllr Clayton seconded by Cllr Brown and RESOLVED not to take on the responsibility of Lets Last as Members felt that as volunteers they would have insufficient time. Members further agreed that they did not have the time as individuals to join the Waterside Care Group. Cllr Bull and A Bates voted against the decision.

C/17/1716 Emailed concern from resident at Hilltop area of Ashbourne re 'odour' – Members to consider their response (information previously circulated to Members)

Members each had a copy of the information previously circulated. Cllr Bull said that she felt it was a matter for DDDC's Environmental Officer.

It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that a letter be sent to the District Council 's Environmental Office asking them to look into the issue and if appropriate attend the meeting. It was further Resolved that no Town Councillor should attend the meeting.

C/17/1717 Members to note the Annual Audit Return to year end 31 March 2017

Members asked that a vote of thanks be recorded for the Clerk. It was Proposed by Cllr Brown seconded by Cllr Mrs Spencer and RESOLVED that the Annual Audit Return to year end 31 March 2017 be received.

C/17/1718 To consider the Policy for 'Audio Recording of Meetings'

Members agreed that the Audio recording of meetings should only be for Full Council meetings and is at the discretion of the Chair.

Members agreed to a few changed in the draft policy. It was Proposed by Cllr Brown seconded by Cllr Bull and RESOLVED that the Policy be adopted (copy attached).

C/17/1719 From DCC – Consideration of joining Snow Warden Scheme 2017

No Members wished to be the Snow Warden for 2017.

C/17/1720 Derbyshire Association of Local Councils, (including Training Dates)

Council to note the following circulars received from DALC and e-mailed to Councillors-
09/2017 and 10/2017

It was proposed by Cllr Bull seconded by Cllr Brown and RESOLVED for the Clerk and Assistant Clerk to attend a Data Protection; FOI and GDPR training course on the 16th October. The Clerk is also attending a Grant & Grant Funding course on 30th November at a cost of £60.00

C/17/1721 Items for Information If you require a hard copy of the information circulated by e-mail –please contact the Clerk prior to the meeting.

- a) From Derbyshire Dales Citizens Advice – Quarterly Report
Members agreed to note the information.
- b) From DDDC– Community Forums in October and November
Members agreed to note the information.
- c) From ANPG – Consultation Programme of Dates (Revised)
Members agreed to note the information.
- d) From DDDC – Review of Public Conveniences - Interim Report
Members agreed to note the information.
- e) From Mike Ashworth – DCC Strategic Director – Economy, Transport and Communities re review of Proposed Traveller and Gypsy Site, Watery Lane, Ashbourne
Members agreed to note the information. Cllr Mrs Spencer asked for a copy of the information.

The meeting closed at 9.24pm

Chairman.....

Date.....

Appendix 1

Date exp incurred	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500	Proc card
25/05/2017	933	Current Liabilities	2230	Derbyshire County Council - Superannuation	Pensions July	2306.23		0	2306.23	Current Liabilities		
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1404	1267.50		0	1267.50	Visitor Information	Y	
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1405	1127.50		0	1127.50	Visitor Information	Y	
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1406	1912.50		0	1912.50	Visitor Information	Y	
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1407	1525.00		0	1525.00	Visitor Information	Y	
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1411	1472.00		0	1472.00	Visitor Information	Y	
	934	Visitor Information	7751	Ashbourne Arts Ltd	VIC Arts Festival AF1414	805.00		0	805.00	Visitor Information	Y	
16/08/2017	935	Petty Cash	1230	Petty Cash	Petty Cash	40.00		0	40.00	Petty Cash		
10/07/2017	936	Visitor Information	7751	Elgate Products Limited	VIC - Merchandise	115.20		0	115.20	Visitor Information		
20/07/2017	937	Town Hall	7106	Raptor Grafix Ltd	Upate Honours Board	58.00	11.6	0	69.60	Repairs & Renewals		
20/07/2017	937	Grit Bins	7700	Raptor Grafix Ltd	Replacement Grit Bin Stickers	35.00		7	42.00	Grit Bins		
20/07/2017	938	Visitor Information	7751	Neil A Clarke	VIC - Cards	41.00		0	41.00	Visitor Information		
20/07/2017	939	Visitor Information	7751	Derbyshire County Council - Wayfarer	VIC - Wayfarer	40.90		0	40.90	Visitor Information		
21/07/2017	940	Visitor Attractions	7604	Hill & Webster Handling Ltd	Repair and Refit Hanging Basket Bracket	76.00	15.2	0	91.20	Hanging Baskets		
21/07/2017	941	Town Hall	7106	PRS for Music	PRS License	156.15	31.23	0	187.38	Repairs & Renewals		
26/07/2017	942	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	21.00		0	21.00	Visitor Information		
10/08/2017	943	Visitor Information	7751	Bakewell Show	VIC - Ticket Sales	154.80		0	154.80	Visitor Information		
01/08/2017	944	Publication	7301	Square Chilli	Annual Website Hosting	180.00	36	0	216.00	Website		
31/07/2017	945	Visitor Information	7751	Amelia Blison	VIC - Merchandise	43.60		0	43.60	Visitor Information		
19/07/2017	946	Visitor Information	7751	Images Publishing Ltd	VIC - Books	26.90		0	26.90	Visitor Information		
01/08/2017	947	Town Hall	7106	David Neill Mica Home & DIY	Sundries	3.99	0.8	0	4.79	Repairs & Renewals		
31/07/2017	948	Town Hall	7105	Lyreco UK Ltd	Cleaning Materials	105.09	21.02	0	126.11	Cleaning		
29/03/2017	949	Visitor Information	7751	Regional Map Distributors	VIC - Maps	87.97		0	87.97	Visitor Information		
26/07/2017	950	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	233.75		0	233.75	Visitor Information		
17/07/2017	950	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	42.50		0	42.50	Visitor Information		
01/08/2017	950	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	42.50		0	42.50	Visitor Information		
05/08/2017	950	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	85.00		0	85.00	Visitor Information		
10/08/2017	951	Town Hall	7106	Wright & Holmes Ltd	General Repairs	320.80	64.16	0	384.96	Visitor Information		

31/07/2017	952 Administration	7207	Derbyshire Dales District Council	Small Society Lottery	20.00	0	0	20.00	Subscriptions		
07/08/2017	953 Administration	7201	Ricoh UK Ltd	Photocopier	208.36	41.68	0	250.04	Printing & Stationery		
03/08/2017	954 Visitor Information	7751	Dorrigo	VIC - Dinky Maps	55.06	0	0	55.06	Visitor Information		
	One Card										
08/08/2017	One Card		Royal Mail	Postage Stamps for Retail	509.00	0.00	0.00	509.00	Visitor Information	Y	
	DIRECT DEBITS										
Aug	DD	Administration	Sage	Aug Payroll Subscription	28.00	5.60	0.00	33.60	IT Software		
19/07/2017	DD	Administration	FP	Postage Download	60.00	0.00	0.00	50.00	Postage		
	DD	Town Hall	Derbyshire Dales District Council	Non Domestic Rates April	1569.00	0.00	0.00	1569.00	Non Domestic Rates	Y	
13/07/2017	DD	Town Hall	Waterplus	Water Rates	320.11	0.00	0.00	320.11	Water Rates		
	DD	Town Hall	Opus Energy	Town Hall Yard Elec Jul	26.31	1.32	0.00	27.63	Heat & Light		
	DD	Town Hall	Opus Energy	EPRR Jul	19.43	0.97	0.00	20.40	Heat & Light		
	DD	Town Hall	Opus Energy	Town Hall Elec Jul	143.37	28.67	0.00	172.04	Heat & Light		
	DD	Town Hall	CNG	Gas	91.13	4.56	0.00	95.69	Heat & Light		
	DD	Town Hall	CNG	Gas	19.33	3.86	0.00	23.19			
	DD	Administration	EE & T Mobile	Mobile Jul	23.91	5.98	0.00	29.89	Telephone		
09/08/2017	DD	Administration	Focus	Telephone	110.67	22.13	0.00	132.80	Telephone		
15/07/2017	DD	Current Liabilities	HMRC	Tax & NI July	1107.45	0.00	0.00	1107.45	Current Liabilities	Y	
	DD	Bank Charges	Natwest	Banking Charges	55.90	0.00	0.00	55.90	Bank Charges		
	DD	Bank Charges	Natwest	Autopay Charges	19.83	0.00	0.00	19.83	Bank Charges		
	DD	Net Pay	Salaries	Salaries Jun	7556.63	0.00	0.00	7556.63	Salaries	Y	
					24259.37	301.78	103.79	24664.94			

Appendix 1

Date exp incurred	Chq No	Department	dept code	beneficiary	Purpose of expenditure	Net	VAT	Vat non recoverable	Total	Merchant Category	> £500	Proc card
24/07/2017	955	Visitor Information	7751	Ashbourne Arts Ltd	VIC - Arts Festival Tickets	433.20		0	433.20	Visitor Information		
04/09/2017	956	Current Liabilities	2230	Derbyshire County Council - Superannuation	Pensions July	2306.23		0	2306.23	Current Liabilities		
16/08/2017	957	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	64.68		0	64.68	Visitor Information		
06/09/2017	957	Visitor Information	7751	Spencers of Ashbourne	VIC - Biscuits	21.00		0	21.00	Visitor Information		
17/08/2017	958	Town Hall	7106	J M Burton	Repair to WC	51.14		0	51.14	Repairs & Renewals		
03/08/2017	959	Visitor Information	7751	Dorrigo	VIC - Dinky Maps	55.06		0	55.06	Visitor Information		
14/08/2017	960	Hospitality	7606	Bargain Booze	Mayor's Donation Evening	45.16		0	45.16	Hospitality		Y
23/08/2017	961	Visitor Information	7751	Friends of C&HPR	VIC - Books	48.00		0	48.00	Visitor Information		
30/08/2017	962	Christmas	7602	P K Clews	Dalek Hire for Switch On	250.00		0	250.00	Late Night Shopping		
25/08/2017	963	Visitor Information	7751	Ashbourne Show	VIC - Show Tickets	595.80		0	595.80	Visitor Information	Y	
20/08/2017	964	Visitor Information	7751	Ashbourne Treasures	VIC - Ticket & Book Sales	514.25		0	514.25	Visitor Information	Y	
22/08/2017	965	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	42.50		0	42.50	Visitor Information		
29/08/2017	965	Visitor Information	7751	Alton Towers Resort Operations Ltd	VIC - Alton Towers	63.75	12.75	0	76.50			
30/08/2017	966	Visitor Information	7751	B for Books	VIC - Books	62.84		0	62.84	Visitor Information		
21/08/2017	967	Visitor Information	7751	Oakwood Books	VIC - Books	66.50		0	66.50	Visitor Information		
04/09/2017	968	Administration	7201	S Spencer	Claim for Ink Cartridge	29.99		0	29.99	Printing & Stationery		
31/08/2017	969	Administration	7201	Lyreco UK Ltd	Stationery	59.51	11.9	0	71.41	Printing & Stationery		
31/08/2017	969	Town Hall	7105	Lyreco UK Ltd	Cleaning Products	63.62	12.73	0	76.35	Cleaning		
31/08/2017	970	Town Hall	7106	J Tomlinson	Emergency Boiler Repairs	846.65	169.33	0	1015.98	Repairs & Renewals	Y	
05/09/2017	971	Civic Service	7051	Ashbourne Secretarial & Printing Services	Service Booklets	70.00		0	70.00	Civic Service		
31/08/2017	972	Town Hall	7106	David Neill Mica	Sundries	11.76	2.35	0	14.11	Repairs & Renewals		
08/09/2017	973	Visitor Information	7751	Society of London Theatre	VIC - Theatre Tokens	32.90		0	32.90	Visitor Information		
08/08/2017	One Card	Visitor Information		Royal Mail	Postage Stamps for Retail	509.00	0.00	0.00	509.00	Visitor Information	Y	
Aug	DD	Administration	7204	Sage	Aug Payroll Subscription	28.00	5.60	0.00	33.60	IT Software		
16/08/2017	DD	Administration	7202	FP	Postage Download	50.00	0.00	0.00	50.00	Postage		
DIRECT DEBITS												

DD	Town Hall	7101	Derbyshire Dales District Council	Non Domestic Rates April	1569.00	0.00	0.00	1569.00	Non Domestic Rates	Y
DD	Town Hall	7103	Opus Energy	Town Hall Yard Elec Aug	26.67	1.33	0.00	28.00	Heat & Light	
DD	Town Hall	7103	Opus Energy	EPRR Aug	19.47	0.97	0.00	20.44	Heat & Light	
DD	Town Hall	7103	Opus Energy	Town Hall Elec Aug	160.19	32.04	0.00	192.23	Heat & Light	
DD	Town Hall	7103	CNG	Gas	98.51	4.93	0.00	103.44	Heat & Light	
CREDIT	Town Hall	7103	CNG	Gas	-91.13	-4.56	0.00	-95.69	Heat & Light	
DD	Administration	7203	EE & T Mobile	Mobile Jul	23.91	5.98	0.00	29.89	Telephone	
DD	Administration	7203	Focus	Telephone	110.67	22.13	0.00	132.80	Telephone	
DD	Current liabilities	2210	HMRC	Tax & NI Aug	1253.83	0.00	0.00	1253.83	Current Liabilities	Y
DD	Visitor Information	7751	Worldpay	Worldpay Charges	47.02	5.29	0.00	52.31	Visitor Information	
DD	Bank Charges	7501	Natwest	Banking Charges	69.69	0.00	0.00	69.69	Bank Charges	
DD	Bank Charges	7501	Natwest	Autopay Charges	19.83	0.00	0.00	19.83	Bank Charges	
DD	Net Pay	2220	Salaries	Salaries Jun	7674.98	0.00	0.00	7674.98	Salaries	Y
					17304.18	282.77	8.50	17595.45		



ASHBOURNE TOWN COUNCIL

Audio Recording of Full Council Meetings

Introduction

PURPOSE AND SCOPE

Ashbourne Town Council has resolved to introduce the recording of Town Council Full Council meetings to be used for the clarification of matters discussed. The recordings will only be used as an aide memoir and NOT for a full transcript of the meetings, once the minutes have been ratified at the following Full Council the recording will be deleted.

The minutes of meetings are the only legal record of that meeting and will be the only method used in determining a challenge on the validity of any decision made.

The Council is required to ensure that minutes are an accurate record of the proceedings and the audio recording of meetings could assist this aim.

PROCEDURES

It will be at the discretion of the Full Council as to whether the meeting is recorded. Any recordings are for Full Council meetings only, and exclude Confidential Items.

Prior to commencement of the meeting the Chair of the Full Council meeting will announce that the meeting is being recorded and the notice will be displayed.

Any member (of the Council); or the Clerk may request termination or (temporary) suspension of the recordings of the meeting if they feel that continuing the recording would prejudice the proceedings of the meeting.

This includes:-

- Public disturbance or other suspension of the meeting
- Exclusion of the public or press
- Any other reason agreed by the Council or Committee

Any District Councillor; County Councillor; Member of the Public or Press or any other person in attendance may request a temporary suspension of recording (without reason).

Exempt and confidential Agenda Items will not be recorded.

Full Council Meetings will be recorded on the Council's digital media recorder. No copies or transcripts of these recording will be made available for Councillors; Members of the Public or Press.

All recordings of meetings will be deleted following the ratification of the minutes at the following Full Council.

The Audio Recording of Meetings Policy was Adopted by Ashbourne Town Council on

Dated.....

Signed.....



This meeting is being recorded

