

At the February 2025 meeting, it was agreed in principle to obtain equipment and establish procedures to record Council meetings. The plan was to bring specific options to the next meeting for final approval. Considerations for the options addressed:

- Video/imaging
- Sound quality and voice to text transcription
- Streaming (to future proof for expected change in legislation allowing for Councillor remote attendance at meetings)
- File storage and public access
- Administrative time/costs kept to a minimum

After looking at several options, and getting information from other local councils, the following is proposed:

Nuroum 360 Pro videoconferencing all-in-one camera. The brand is utilised by Western Valley Parish Council and has been widely praised for its video quality (wide angle lens to show all participants), sound quality (enhanced AI noise cancellation removing background noise and echoes) and ease of use. (See <https://nuroum.com/uk/product/all-in-one-camera-360-pro>). There are also excellent reviews and significantly less expensive than other options.

By utilising Microsoft Teams, the meetings can be streamed and the video and the voice-to-text files captured. There is no extra cost for this with a business 365 subscription. Videos will be made available for public view on YouTube (at no cost to the Council) to avoid data storage issues.

COST: £562 + shipping (this is the lowest cost for this camera, direct from manufacturer)

The set-up of the system for each meeting is very simple.

1. Set the Nuroum 360 Pro at the end of the conference table, not more than 5m away from all Cllrs (who may speak in the meeting).
2. Attach the electrical lead and the USB to the device, attaching the USB to a laptop computer.
3. Open Microsoft Teams, select the Nuroum as the webcam. Test video and audio.
4. All members of public will be presented with a document to sign, indicating that the meeting is being recorded and that the file and record of attendance by the public will be deleted after 3 months.
5. When the meeting starts, 'record video and voice-to-text' on Microsoft Teams (turning off for any confidential sections)
6. At the end of the meeting, stop recording. Download file and save on the external hard drive.
7. After the meeting/the next day, upload the video file to the Parish Council's YouTube channel (this has no cost, and is what SODC does with all their meetings)
8. Video files to be deleted after 3 months.

Other likely needs:

- Electrical extension lead – **c.£30**
- USB extension – **c.£20**
- 5TB external hard drive (USB) – **c.£110**

IT IS PROPOSED to approve the purchase of the Nuroum 360 Pro, electrical and USB extension leads and external hard drive. If necessary, upgrade the Office 365 package to include Microsoft Teams. A budget **not to exceed £750**. It should be noted that the admin time required for each meeting will be 15-30 minutes. It is recommended to set-up and use first at committee meetings, and roll-out to the full council meetings in 1-2 months when the procedures have been tested and finalised.

Communications WG
28th February 2025