

# APPENDIX R

## NOTICE OF MOTION TO COUNCIL

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| To be referred to Committee (if yes, specify which) | No, this is a resolution for the full Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Title of Motion                                     | Re-confirmation of meeting recording policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Proposed by                                         | Toby Thurston                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Proposed Resolution                                 | That the council return to the meeting recording policy that was approved in March 2025; that the council rescind the decision made in July 2025; and that the council amend the published policy accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Background (provided by the proposer)               | <p>At the Full Council meeting on 10 March 2025, it was resolved to adopt the plan for recording and live-streaming public meetings that had been produced by the Communications Working Group and that was attached as appendix Q to the meeting papers.</p> <p>This plan required the council to acquire the relevant recording devices, and to broadcast the public meetings using live streaming on YouTube, and to make recordings available to the public for three months. The plan also required the council to pilot the process in a committee before adoption for full council.</p> <p>In April 2025, the date for starting recording of meetings was noted as an item for discussion at a future meeting.</p> <p>In July 2025, a related topic was tabled, in confidential business, to “consider the method of recording / publishing meetings regarding GDPR, SAR”. At the end of that discussion, it was resolved “to concentrate on livestreaming and not post recordings on YouTube”.</p> <p>But this resolution directly contradicts the resolution about recordings made in March 2025, and breaches the six-month rule. It therefore proposed that the council rescind the decision recorded as item 25.13.20.3 in the minutes of July 2025 and ask the Clerk team to implement in full the plan that was approved in March 2025.</p> <p>This means that it will also be necessary to do the following:</p> <ul style="list-style-type: none"> <li>• Run a trial of the recording system in a committee, such as Planning or Playgrounds, and report back to council on lessons learned.</li> <li>• Agree a date in full council when to start recordings of full council</li> <li>• Re-issue a corrected “Recording of Meetings Policy” so that section 3 reflects the decision made in March 2025. In effect this should make it clear that recordings will be available to the public for three months after the date of the meeting, but that the approved minutes always remain the only legal record of any meetings.</li> </ul> |
| Background (provided by the Proper Officer)         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Financial implication (anticipated by the proposer) | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|-------------|--|---------------|--|
| Agenda item |  | Date Received |  |
|-------------|--|---------------|--|

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|------------------------------------------------------------|-----|
| Financial implications (anticipated by the Proper Officer) |     |
| Legal implications                                         |     |
| Proposers signature                                        | TET |

Notes:

Standing Orders 18 - 23 apply to notices of motion

Components in Blue to be completed by the member putting the motion

Components in Black to be completed by the Proper Officer or their delegate

|                            |  |
|----------------------------|--|
| Proposal carried or fallen |  |
| Minute reference           |  |
| If rejected, explanation.  |  |

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|-------------|--|---------------|--|
| Agenda item |  | Date Received |  |
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Office use only:

### **Motions moved on notice**

- 18** Except as provided by these standing orders, no motion may be moved unless business to which it relates has been put on the agenda by the clerk or the mover has given notice in writing of its terms and has delivered the notice to the clerk at least ten clear days, excluding the day of the meeting, before the date of the meeting at which it is to be moved.
- 19** The clerk shall date every motion when received by him and shall record it and make it available to inspection by any member of the council.
- 20** The clerk shall insert in the summons for every meeting all motions or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 21** If a motion or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the meeting, be treated as withdrawn and shall not be moved without fresh notice.
- 22** If the subject matter of a motion comes within the terms of reference of a committee of the council, it shall, upon being moved and seconded, stand referred without discussion to that committee or to such other committee as the council may determine for report; provided that the chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 23** *Every motion or recommendation shall be relevant to some subject over which the council has power or duties and which affects its area.*

### **Motions moved without notice**

- 24.** to correct an inaccuracy in the draft minutes of a meeting;
- 25.** to move to a vote;
- 26.** to defer consideration of a motion;
- 27.** to refer a motion to a particular committee or sub-committee;
- 28.** to appoint a person to preside at a meeting;
- 29.** to change the order of business on the agenda;
- 30.** to proceed to the next business on the agenda;
- 31.** to require a written report;
- 32.** to appoint a committee or sub-committee and their members;
- 33.** to extend the time limits for speaking;
- 34.** to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- 35.** to not hear further from a councillor or a member of the public;
- 36.** to exclude a councillor or member of the public for disorderly conduct;
- 37.** to temporarily suspend the meeting;
- 38.** to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- 39.** to adjourn the meeting; or
- 40.** to close the meeting.

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  
28<sup>th</sup> February 2025