

**ALTON TOWN COUNCIL**  
**IMPORTANT NOTICE**  
**PROTOCOL FOR REPORTING AT MEETINGS**

1. The Council supports the principles of openness and transparency in the way it conducts its meetings.

**Sound recording, photographing, filming, and use of social media** at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;

and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

Leah Coney – Town Clerk 25<sup>th</sup> May 2016