

**Durrington Town Council
Agenda item request Form**

If there are any sections that you are unclear about, please leave blank – email the completed form to clerk@durringtontowncouncil.gov.uk for review. If accepted, it will be added to an appropriate agenda item. Please note members and the public may see this form albeit part/all of the form may be redacted if commercially sensitive.

Name of Councillor submitting the request	P M Paul
Committee name or Full Council	Full
Agenda item: Insert the wording below that you are requesting to go on the agenda. Please be clear in what you are asking Councillors to do e.g. "To consider", "To note" "To review", "To agree"....	
To discuss and propose changes to the recording policy of the council	
Background Information: Insert as much information as possible so Councillors have the detail that they need to make an informed decision.	
DTC has a recording policy that prohibits the recording of some council meetings. It would appear that this policy has no legal basis in that the clerk has been unable to supply background documentation on the legal basis upon which the policy is based. There is no reason why a recording could not be taken and held securely by the council staff, thus providing a source of evidence should any part of the meeting in question be called into question. I do not beleve the GDPR is a 'silver' bullet that will cover this as this was questioned by the instructor at my GDPR training course.	
Supporting Papers: Insert names of documents and/or supporting information to be sent out with the meeting papers. (These papers should be hyperlinked to, or submitted with, this form). Any missing papers may not be included.	
Costs: Insert detail of costs associated with the decision that you are asking the Council to make. Copies of quotations should be attached. Please remember that there may be indirect costs such as officer time or VAT which cannot be reclaimed. Also detail where the expenditure may come from (specific precept budget areas, allocated reserves, grant applications etc).	
Only cost will be amending the current policy and adopting it.	
Legal Power required re your request: Contact the Clerk who may be able to advise - if no power is held this will be rejected. <i>Each item of expenditure has to have a "power" attached to it.</i>	
Recommendation: Insert the resolution that you are seeking yourself i.e., "to resolve to..." "to note that ..." – so that your recommendation to members is clear.	
To support this change of policy	
Please Note: Agenda item requests and supporting papers must be with the Proper Officer by 9am on the Friday morning, as they are required to review the request, prior to Council papers going out, and are able to reject it if not deemed clear or legal – such decisions are held on a statutory register. Example: Council papers going out on a Wednesday would need the agenda request and supporting papers by 9am on the Friday before.	

