

TITLE OF REPORT:	Video Recording				
PROPOSER:	Cllr Daniel Thomas				
SUPPORTED BY:(if applicable)	Cllr's Kate Southan, Adam Davy and Marcus Themans				
BACKGROUND: Please describe the reasons for this paper. Is it on behalf of a Working Group? Please provide relevant details, e.g. previous decisions by the Town Council or any external advice. Who is likely to benefit from this decision?	Certain members of the public have mentioned that certain members of the Town Council are hard to hear due the acoustics of the Building. There is also the issue that certain members of the public struggle to ascend the steep steps up to the Guildhall meeting room and that the Town Council can show its openness and transparency to more people if they can view video recordings.				
ISSUES: Summarise the key issues arising from the Background (above). Are there any key dates that are relevant?	Accessibility – both audible and physical.				
LEGAL OBLIGATIONS: Wherever possible please check on any likely legal implications.	GDPR (solved with editing)				
FINANCIAL IMPLICATIONS: <i>Please state the costs if known-capital costs as well as on-going revenue costs.</i> <i>State whether funding will be from external sources or from the Town Council.</i>	£300 - £500 depending on the existing audible systems in the Guildhall.				
COMMUNITY BENEFIT <i>Please state what benefit this proposal will bring to the community (mandatory)</i>	This initiative enables more people to access their town council meetings if they're unable to attend or can't access the meeting room due to the steep stairs. This can also increase transparency to the town, making our work and message more accessible.				
COMMUNICATIONS: <i>Who else should be informed if the proposal is approved?</i>	All members of the public.				
MEDIA AND PROMOTIONS:	<i>Does this need media coverage?</i>	YES	NO		
TOWN CLERK'S COMMENTS: Including any implications on Town Council staff requirements.	<p>It is difficult to hear what individuals are saying as some people speak quietly. However, hearing is also impaired by passing traffic and double glazing would help to dampen outside noise.</p> <p>The Hearing Loop presently fitted in the Guildhall is only active in the Council Chamber and is for those with hearing difficulties. There are no other facilities available to amplify sound. The electrical supply is also limited and therefore the placement of any equipment that needs to be plugged in will be restricted. A project such as this may well entail the installation of new electrical wiring and it is a Listed Building and may also require Listed Building Consent.</p>				
PROPOSAL: What specifically do you want the Town Council to decide on?	That the Town Council seek some quotes to improve the Acoustics of the Guildhall and quotes for a suitable video recording device.				

Date of Town Council meeting at which this will be considered: Thursday 1st November

For office use only

APPROVED:		DATE:		MINUTE NO:	
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