



**Minutes of Credition Town Council's Appeals Committee held on
Tuesday 23 September 2025 at 19.00, at Credition Town Council Offices, 8 North Street,
Credition**

Present: Cllrs J Downes, J Harris and T Stanford

In Attendance: Cllr J Cairney
1 member of the public
Rachel Avery - Town Clerk

1. Election of Chair for 2025/26

It was **resolved** to elect Cllr Harris as Chair. (Proposed by Cllr Downes)

2. Welcome and Introduction

Cllr Harris welcomed those in attendance and members introduced themselves.

3. Public Question Time

The member of the public asked if members of the committee had read through the pack submitted last week. All members confirmed that they had.

The member of the public asked if members had spoken to the Town Clerk about the matters raised. All members confirmed that they had spoken to the Town Clerk about the procedure of the committee.

Cllr Downes requested clarification on the main issues. The member of the public clarified that:

- There are several issues around the use of Facebook
- Recordings, when created by the town council, become a public record and governance cannot be passed to a third party
- That there is no mention of recordings in the town council's Data Retention Policy
- That the Town Clerk acted on no authority to delete recordings.

The member of the public requested that:

- This committee recognises livestreaming as a public record created by the town council
- The Data Retention Policy is reviewed and updated
- That the Scheme of Delegation is reviewed as the Town Clerk stated that they had authority to delete records.

The Town Clerk sought clarification that the complainant believed that an officer had deleted recordings. They confirmed that this was the case and that the responses to the original complaint were unclear on the matter.

4. **Apologies**

There were no apologies.

5. **Declarations of Interest and Requests for Dispensations:**

There were no declarations of interest or requests for dispensations.

PART II

6. **Part II:**

- **To resolve that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items as it involves the likely disclosure of sensitive and confidential information**

It was **resolved** to move to Part Two. (Proposed by Cllr Harris).

The Town Clerk left the meeting

7. **Complaints Appeal**

It was **resolved** to investigate the following and recommend policy amendments to Full Council, where relevant:

- To add to the Data Retention Policy that Facebook Live videos will be retained in line with Meta Policy
- To implement the creation and retention of audio only files in perpetuity (or until the files can no longer be used if technology changes) and to add to the Document Retention Policy
- To contract an independent third party to review the process of responding the Freedom of Information requests.

It was **noted** that the complaints process would not investigate the deletion of recordings but should the council have believed that an officer had deleted records, this would be dealt with in line with the council's adopted disciplinary policy.

Signed

Dated.....