

## Melksham Town Council

### Minutes of the Streaming Task & Finish Group

Held at Melksham Town Hall on Tuesday 12 May 2026

PRESENT: Councillor G Elson  
Councillor T Price  
Councillor S Rabey  
Councillor J Westbrook

#### IN ATTENDANCE

OFFICERS Ian Cunningham Community Officer  
Andrew Meacham Committee Clerk

#### 1/26 Chair

Councillor Elson was appointed Chair.

#### 2/26 Apologies

There were no apologies, all members being present.

#### 3/26 Declaration of Interests

There were no declarations of interest.

#### 4/26 Terms of Reference

The group defined its aims as formulating a recommendation on streaming policy, and the mechanics and costs of a professional delivery of such service. Things to take into account include:

- Accessibility
- Control of the product
- What should be streamed
- Members of the public appearing on screen
- GDPR

#### 5/26 Next Steps

Members discussed the pros and cons of various services and the likely demographic of those watching. It was noted that Teams did not require those watching to have a Teams account.

Members also discussed the pros and cons of streaming Working/Task & Finish Group meetings.

The following points were agreed:

- Teams was the correct platform to use for recording meetings
- A combination of Teams/YouTube would be best for streaming
- A warning about live streaming would be included
- An advertising disclaimer may be required

Members requested a report to the next meeting detailing suitable hardware, software and costings to: -

- Provide a professional audio-visual experience for those engaging or watching online
- Transmit a clear audio signal to the back of the council chamber
- Provide a professional interface for those taking part in meetings

It was agreed that the CEO, via delegation if appropriate, would be asked to investigate and obtain 3 quotes for a suitable system.

The next meeting was agreed for 18:30 on Tuesday 9<sup>th</sup> June 2026.

Meeting closed at:

Signed .....

Dated .....