



Live Streaming Task and Finish Group

Agenda for 29/06/26 @ 18:30

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Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

Monday 22 June 2026

Dear Councillors G Elson, T Price, S Rabey and J Westbrook

**Ref: Live Streaming Task & Finish Group,
Monday 29 June 2026**

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Live Streaming Task & Finish Group of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 29 June 2026, to be held at 18.30 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the Live Streaming Task & Finish Group is 3.

No decisions will be made on matters not already on the agenda.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell
CEO



Live Streaming Task & Finish Group Terms of Reference

The Live Streaming Task & Finish Group will meet to formulate 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.

1. **Membership** – four elected Members.

- 1.1 Invited officers and outside experts, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.



Agenda

Live Streaming Task & Finish Group

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| 1. | Apologies

To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85) | 19.00 – 19.01 |
| 2. | Declaration of interests

To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct) | 19.01 – 19.02 |
| 3. | Minutes

To approve the minutes of the previous meeting 12 May 2026.
(Local Government Act 1972, s. 12) | 19.02 – 19.05 |
| 4. | Updates and Next Steps

To receive updates from officers and agree further actions. | 19.05 – 19.50 |

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 9th June 2026.

Meeting closed at:

Signed

Dated