

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
1.0	New Policy	Katherine Hyett - Clerk	Council 29.09.26	Every 3 years	FC/290926/09	29.09.29

Recording, Filming and Reporting of Council Meetings Policy

1. Purpose

The Parish Council is committed to openness and transparency in its decision making. This policy sets out the arrangements for recording, filming, photographing and reporting meetings of the Council that are open to the public. The Council supports the rights of members of the public and the press to record and report proceedings in accordance with the Openness of Local Government Bodies Regulations 2014.

2. Scope

This policy applies to:

- Full Council meetings.
- Committee and Sub-Committee meetings.
- Any other meeting open to the public.

The policy does not apply to any part of a meeting from which the public and press have been lawfully excluded.

3. Rights to Record and Report

Members of the public and the press may:

- Film, photograph and audio-record proceedings.
- Use social media to report proceedings.
- Broadcast or livestream public meetings.

These activities are permitted provided they are carried out in a manner that does not disrupt the meeting or interfere with the conduct of Council business.

4. Notification

Anyone wishing to record, photograph, film or livestream a meeting is requested to notify the Clerk or Chairperson before the start of the meeting.

Where practical, notification should be provided in advance to enable appropriate arrangements to be made.

The absence of prior notification does not prevent a person from exercising their right to record a public meeting.

5. Conduct During Recording

Individuals undertaking recording activities must:

- Ensure recording equipment is operated in a quiet and unobtrusive manner.
 - Position equipment so that it does not obstruct councillors, officers or members of the public.
 - Avoid excessive movement around the meeting room.
 - Not use flash photography or additional lighting that may disrupt proceedings.
 - Follow any reasonable instructions from the Chairperson regarding the location of equipment.
 - The Chairperson may require recording activities to be modified if they are causing disruption to the meeting.
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6. Members of the Public

People attending a public meeting should be aware that recording, filming and photography may take place.

Where possible, persons who do not wish to appear in recordings should make this known to the Clerk before the meeting begins. The Council will take reasonable steps, where practical, to accommodate such requests, although it cannot guarantee that individuals will not be captured in recordings made by third parties.

7. Children and Vulnerable Adults

Persons recording meetings should avoid focusing on children or vulnerable adults.

Where a child or vulnerable adult may be specifically recorded, the person making the recording is responsible for obtaining any appropriate consent and ensuring compliance with relevant safeguarding and data protection requirements.

8. Data Protection and Legal Responsibilities

Anyone recording, publishing or broadcasting proceedings is responsible for ensuring compliance with all relevant legislation, including:

- UK General Data Protection Regulation (UK GDPR).
- Data Protection Act 2018.
- Human Rights Act 1998.
- Equality Act 2010.
- Defamation and copyright law.

The Parish Council accepts no liability for recordings made or published by third parties.

9. Public Participation

Recording may take place during the public participation section of a meeting.

Anyone making a recording must not interrupt proceedings, ask speakers to repeat comments, or otherwise interfere with the conduct of the meeting for the purposes of recording.

10. Exclusion of the Public and Press

Recording, filming, photography and broadcasting must cease immediately when the Council resolves to exclude the public and press from a meeting or part of a meeting.

No recording may take place during confidential or exempt business sessions.

Any recording made during such a session must not be retained, distributed or published.

11. Disruptive Behaviour

The Chairperson has responsibility for preserving order and the proper conduct of meetings.

If a person recording a meeting behaves in a disruptive manner, the Chairperson may:

- Request the behaviour to stop.
- Require equipment to be repositioned.
- Suspend the meeting if necessary.
- Require the individual to leave the meeting in accordance with the Council's Standing Orders.

Examples of disruptive behaviour include:

- Excessive movement around the meeting room.
 - Verbal commentary during proceedings.
 - Obstructing views or access.
 - Operating equipment that creates noise or distraction.
 - Any conduct that prevents the efficient transaction of Council business.
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12. Council Recordings

The Parish Council may itself make audio or video recordings of meetings for administrative, transparency or public information purposes.

Any Council-owned recordings will be managed in accordance with the Council's data protection and records retention policies. Recordings will be deleted following approval of minutes.

13. Formal Record of Meetings

The official and legally recognised record of Council decisions shall be the minutes approved by the Council.

Any audio or video recording, whether made by the Council or a third party, shall not replace the approved minutes as the formal record of proceedings.

14. Policy Review

This policy shall be reviewed every three years, or sooner if there are changes in legislation, guidance or Council practice.