



AUDLEM
PARISH COUNCIL

AUDLEM PARISH COUNCIL RECORDING OF MEETINGS POLICY

Document Control

Approved on behalf of the Parish Council	08.04.2024
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Change history.

Version:	Date:	Reason for Change
V1 20.03.2024	20.03.2024	First Version

The right to record, film and to broadcast meetings of the Parish Council is established under the Openness of Local Government Regulations 2014. This is an addition to the rights of the press and public to attend such meetings. Audlem Parish Council is committed to being open and transparent in the way it conducts its decision making. For this policy, the term “record” means any audio, visual or electronic recording. Those who attend a public meeting should expect to be filmed. This includes councillors, council officers and members of the public. Clauses 6 and 7 apply in respect of vulnerable adults and children.

1. The Council will display requirements as to filming, recording and broadcasting on its website and on noticeboards in the parish and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
2. A copy of this policy will be provided to members of the public in attendance at the meeting of the Council if requested. The Chairman may also verbally remind the meeting and all present of the freedom to record and that this policy exists to enable any type of recording to take place with minimal disruption to the Council meeting.
3. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. Discussing requirements with the Clerk beforehand will help to ensure that the Council provides reasonable facilities to meet the needs of the person that is recording.
4. The person making the recording may move around, however in doing so must ensure that there is minimal or no disruption to the proceedings of the meeting.
5. Where the press and public are excluded from a meeting or part of a meeting, owing to the confidential nature of the business, recording of that part of the meeting will not be permitted.
6. The specific filming of children or young people under the age of 18 present at the meeting is not permitted unless written consent is provided by their parents/guardians. This also applies to vulnerable adults whereby the consent of a responsible adult is required, for example, a medical professional, carer or legal guardian.
7. Anyone recording a meeting is requested to focus only on recording councillors, officers, and those members of the public who have not been identified as being under the age of 18 or a vulnerable adult. The Council requests that all recording is overt (i.e., clearly visible to anyone at the meeting).

8. The use of digital and social media recording tools, for example, Twitter or audio recording, is allowed if the recording is carried out in a non-disruptive way and does not interfere with the ability of any person present to follow the discussions.
9. Anyone making a recording has no right to interrupt a Council meeting by asking questions or comments for the recording. The person recording has no right to ask councillors, officers or members of the public to repeat a statement for the purposes of the recording.
10. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to record would prejudice proceedings at the meeting or if the person recording is in breach of this policy.
11. Persons recording are requested not to leave their equipment unattended and are responsible for their equipment at all times.
12. The recording of Council meetings is subject to the law, and it is the responsibility of those doing so to ensure compliance. This will include the Human Rights Act, Data Protection Act and the laws of libel and information.
13. The Council expects that the recording will not be edited in a way that could lead to the misinterpretation or misrepresentation of the proceedings, infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect that any recording in breach of these rules be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through the Parish Office.
14. Where the recording device to be used is larger than a smart phone, tablet or compact camera the person wishing to make the recording is requested to contact the Clerk prior to the meeting so that reasonable adjustments can be made.
15. The use of lighting for filming and flash photography will only be allowed if it does not adversely impact on the ability of others present to view the meeting. The lighting should not cause any form of disruption. If lighting would cause ill effects on the health of those present at the meeting, the Chairman will request that lighting is reduced to a level which does not adversely affect those persons. If there is a need for flash photography to be used the person taking the photographs must inform the Chair before the meeting.
16. The Council itself may photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a Council proposes to record all its own meetings it will be bound by this policy.
17. The Council is not liable for the actions of any person making a recording at a Council meeting which identifies a member of the public or for any publication of that recording.
18. The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

Name: Date:

Signed: (Chair – Audlem Parish Council)

Name: Date:

Signe (Clerk / Proper Officer)

Original signed copy held on file by the Parish Clerk.