



Recording and filming of meetings Policy

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

1. Members of the public are permitted to film or record meetings to which they are permitted access, only from public areas.
2. Filming and
2. The Council will make the meeting room available to the public before and after meetings for the setting up and removal of any filming equipment.
3. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
4. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. (This includes their permission to broadcast their personal details)
5. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
6. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing.
7. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
- 8.. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

Arrangements for recording meetings

Members of the public wishing to report on a public meeting should wherever possible contact the Clerk for the meeting concerned (Contact details available on the Agenda for the meeting and on the Parish Council's Website or by emailing parishclerk@audlempc.co.uk at least two working days before the meeting.

The request should include the following information:

1. Which meeting this request refers to;
2. The name, organisation (if applicable) and contact details of the person making the request;

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3. What equipment it is intended will be used (e.g. camera/audio recorder/video camera, tri-pod etc..);

4. What the photographs, or audio / visual recording will be used for and / or where the information is to be published.

Recording of meetings by Audlem Parish Council

- The Chairman will state at the start of the meeting (before the public session) that an audio recording is being made, which will be made available on request and within 6 months from that day.
- The Minutes will show that audio recording of the meeting is available on request within 6 months from the date of the meeting.
- The recording will be kept for 6 months. If no requests for a copy of the recording have been made, then the recording is deleted.
- If a request for a copy HAS been made, then the original will be kept for three years, or until such time then parish council is dissolved, whichever comes first.
- The recorder will not be used for any part of the meeting deemed ' confidential' where the public are excluded.