

RECORDING OF PUBLIC MEETINGS POLICY

1. Introduction

- 1.1 The right to record meetings of the council, its committees, sub-committees or joint committees, is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to any form of audio, visual or electronic recording.
- 1.2 Personnel Committee meetings remain confidential and may not be recorded or reported on outside the meeting.
- 1.3 Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

2. Recordings by members of the public

- 2.1 The recording and reporting on meetings of the Town Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act 2018 (GDPR) and the laws of libel and defamation.
- 2.2 The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Town Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- 2.3 All recording will be undertaken from a static point.
- 2.4 All recording shall be overt, i.e. clearly visible to anyone at the meeting.
- 2.5 The Town Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
- 2.6 Any person wishing to record a meeting is asked to contact the Clerk prior to 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.
- 2.7 Any equipment required for recording purposes must be set up before the meeting starts to avoid disturbance.
- 2.8 Filming elsewhere in the building outside of the meeting room is not permitted without permission.
- 2.9 A person or persons recording the meeting are reminded that the "Public Participation" period is not part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

- 2.10 The specific filming of children or young people under the age of 13 who are present cannot take place unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required.
- 2.11 People seated in the public seating area must not be photographed, filmed or recorded without the consent of the individuals concerned.
- 2.12 The Town 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.
- 2.13 The Chair of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules or is disrupting the meeting in any way

3. Recordings by the council

- 3.1 The Chair of the meeting will make an announcement at the beginning of the meeting to make sure everyone understands that the meeting will be recorded.
- 3.2 The Chair of the meeting has the discretion to request the termination or suspension of the recording if continuing to record would prejudice the proceedings of the meeting.

This would include:
 - i. Public disturbance, disruption or suspension of the meeting.
 - ii. The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures.
 - iii. Where it is considered that continued recording/photography/filming/ webcasting might infringe the rights or privacy of any individual (including staff members) or intimidate them.
 - iv. For any other reason which the Chair considers reasonable in the circumstances.
- 3.3 Councillors must not record, photograph or film other councillors, staff or members of the public during a meeting.
- 3.4 The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.