

Charlton Musgrove

Parish Council

Recording of Meetings

**Policy on audio/visual recording and
photography at council meetings**

Version 2.0 (Final)

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1 Introduction

- 1.1 Charlton Musgrove Parish Council is committed to being open and transparent in the way it makes decisions. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at Parish Council meetings, which are open to the public, subject to the following policies and procedures.

2 Procedure at Meetings

- 2.1 Anyone wishing to record is to inform the chairman of the meeting prior to or at the start of the meeting.
- 2.2 At the start of each meeting the chairman of the meeting will make an announcement that the meeting will be filmed or recorded and by whom.
- 2.3 If the Parish Council resolves to discuss confidential information, and the public are excluded from the meeting, recording will not be permitted.
- 2.4 The Parish Council supports the right of any member of the public not to be recorded. If anyone speaking at the meeting does not wish to be recorded they should inform the chairman of the meeting.
- 2.5 Anyone visually recording a meeting is requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting: Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent.
- 2.6 The chairman of the meeting has absolute discretion to request a person to stop or suspend recording if in the chairman's opinion continuing to do so would prejudice proceedings at the meeting because:
 - 2.6.1 Recording is disrupting the proceedings of the meeting.
 - 2.6.2 There is public disturbance or a suspension of the meeting.
 - 2.6.3 The meeting has resolved to exclude the public for reasons of confidential business.
- 2.7 The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

3 Recording Equipment

- 3.1 The recording should be overt (i.e. equipment is clearly visible to anyone at the meeting) and not disruptive.
- 3.2 Any person wishing to record Parish Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements: The Parish Council will not

be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

- 3.3 The use of flash photography or additional lighting equipment will not be allowed unless this has been discussed with the clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
- 3.4 If the Parish Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- 3.5 Recording equipment should not be left unattended at meetings: If the person carrying out the recording is absent from the meeting the Parish Council reserve the right to turn off the equipment and remove it.
- 3.6 The Parish Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

4 Further Guidance

- 4.1 Anyone intending to record a meeting should contact the Parish Clerk prior to the meeting that they wish to record especially if the recording they wish to make involves large equipment or special requirements.
- 4.2 Recording and reporting the Parish Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance: This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.
- 4.3 The Parish Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies: Should anyone else make a recording of the meeting it is the Parish Council's policy to make its own recording of the meeting.