

## **RECORDING AT PARISH COUNCIL MEETINGS.**

The right to record, film and to broadcast meetings of the parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Orlestone Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of 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.

Unless the Council or Committee has resolved to go into confidential session anyone has a right to record by audio and/or visual means. Orlestone Parish Council ask that the following is adhered to during recording.

1. It is courteous to advise the Council or Committee via the Clerk that recording will take place.
2. The Council will afford reasonable facilities for the recording of the meeting within the constraints of the premises at which the meeting is held.
3. No additional lighting or flash photography will be used except by agreement.
4. The person recording the meeting will be asked to cease recording if:
  - o there is excessive noise from moving or setting up equipment;
  - o there are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distraction of the person(s) associated with the recording adding comments during the meeting);
5. In the case of children or vulnerable persons being present, agreement must be sought from the parent or guardian before any recording of them takes place.
6. All recording must be overt - i.e. visible to anyone at the meeting.
7. The Council is not liable for any actions of the person(s) recording that publicly identifies any member of the public or for any publication of the recording. Any persons recording the meeting are advised to obtain permission from members of the public present before publicising material that identifies members of the public.
8. Such rights as accorded in the legislation do not extend to recorded material being used:
  - o out of sequence;
  - o in a way that it misinterprets the proceedings;
  - o in a manner that misinterprets the views of those speaking at the meeting.
9. If Orlestone Parish Council record a meeting, this recording will be kept until the minutes of that meeting are authorised. The recording will then be deleted.
10. Only the official signed minutes of the Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

**Reviewed May 2022**