



Recording of Public Council Meetings Policy

The Council supports the principles of openness and transparency and allows recording of meetings of the Council, its Committees and Sub-Committees in accordance with the Openness of Local Government Bodies Regulations 2014. For the purposes of this Policy the term 'recording' refers to filming, recording, photographing, broadcasting via social media or transmitting the proceeding of meetings by any other means.

Guidance for recording is as follows:-

1. Anyone wishing to record a meeting should notify the Town Clerk before the start of the meeting.
2. Where the Council has been so notified, the Chairman will, at the beginning of the relevant meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if anyone objects to this.
3. The Chairman of a meeting will have absolute discretion to terminate or suspend recording if, in their opinion, continuing to do so would prejudice the running of the meeting or the guidance for recording is not observed.
4. The Council requires those participating not to edit the recordings, film or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded. Doing so may lead to restrictions on access to record, film or photograph future meetings. Any restrictions would be decided by the Town Clerk or Chairman.
5. The Council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
6. Any filming or photography must take place from a fixed point, normally from the back or rear of the room. Anyone recording a meeting must not leave their equipment unattended. The use of flash photography or additional lighting will not be allowed without prior consent. Filming elsewhere in the building outside of the meeting room is not allowed without permission.
7. Notice of the filming/recording/broadcasting of meetings will be displayed in and outside the place of meeting and noted on meeting agendas.
8. Members of the public speaking at, or attending, the meeting (including asking questions or presenting petitions) must not be filmed if they have indicated that they do not wish to be included.
9. Recording anyone under the age of 18 or a vulnerable adult is not permitted unless an adult responsible for them has given permission.

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10. The Council may record meetings of the Council or Committees. This includes any remotely held meetings via Zoom or other platforms.
11. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance.