

Adopted 6th September 2023

TALATON PARISH COUNCIL

RECORDING OF PUBLIC MEETINGS POLICY

1. Introduction

1.1 The right to record meetings of Talaton Parish Council (`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 filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

2. Guidance for recording

2.1 Anyone wishing to record a meeting should inform the Clerk to the Council (`the Clerk`) or Chair of the Council (`Chair`) before the start of the meeting.

2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given written permission.

2.3 Recording of members of the public is not permitted unless they are making representation to the Council/committee.

2.4 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.

2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.

2.6 Recording must be overt (clearly visible) and from a static point.

2.7 Anyone recording a meeting must not leave their equipment unattended.

2.8 No additional lighting or flash photography will be permitted without prior consent.

2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.

2.10 The Chair of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.

2.11 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.

2.12 The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

2.13 The Council may record meetings of the Council/committees. If meetings are recorded, they will be retained and subsequently deleted in accordance with Clause 12f of its Standing Orders

2.14 The minutes of Council/committee meetings remain the formal record of the Council.

Section 3 of Council's Standing Orders states:-

2.14.1 Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

2.14.2 A person present at a meeting may not provide an oral report or oral commentary about a meeting, as it takes place without permission