

# Tickton & Routh Parish Council

## POLICY ON RECORDING OF PARISH COUNCIL MEETINGS

<b>Date/Minute No. document adopted</b>	16 May 2016 - 024/16
<b>Last review</b>	13 May 2019 – Annual Meeting following Election.
<b>To be reviewed</b>	2022-23, or on change of legislation.

### BACKGROUND

With the publication of the Openness of Local Government Bodies Regulations 2014 meetings of the Parish Council (including any committee or sub-committee meeting) can be recorded by anyone.

This means that anyone present at these meetings can during those sections of the meeting that are open to the public

- Film Proceedings
- Take Photographs
- Make an Audio Recording
- Provide a non-audio commentary (i.e. tweeting or make postings on other social media) whilst the meeting is proceeding

### POLICY STATEMENT

Tickton and Routh Parish Council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council and therefore embraces the rights extended to members of the public by the Openness of Local Government Act Bodies Regulations 2014 to record the meetings they attend by any form of audio, visual or electronic recording.

### IMPLEMENTATION

1 A notice will be displayed at each of the Parish Council Meetings to state that

**‘The council supports the rights of anyone to record this meeting but anyone so doing cannot disrupt the meeting by means of the recording. Anyone recording the meeting should have obtained the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded’.**

2 An area from which recording may be carried out will be defined by the Chairman of the Parish Council.

3 All recording will be carried out from a static point

- 4 The public participation is not part of the Parish Council meeting and as such there is no entitlement for this to be recorded.
- 5 Additionally, where a member of the public is allowed to address the council on a point under discussion the person only speaks if the Parish Council resolves that the meeting is suspended, and therefore there is no entitlement for this to be recorded.
- 6 Any lighting used in connection with filming must not adversely affect other people.
- 7 Any person recording must not disrupt the meeting or interrupt a meeting by asking questions or making comments.
- 8 Where a record of a Parish Council meeting is made for reproduction elsewhere the Parish Council expresses the hope that the reproduction is not altered in any way.
- 9 Where the press and public are excluded from a Parish Council meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 10 The Parish Council is not liable for any actions of any person making a recording at a Parish Council meeting which identifies a member of the public or for any publication of that recording.
- 11 The minutes of the Parish Council remain the statutory and legally binding formal record of Parish Council decisions.