

## RECORDING OF PUBLIC MEETINGS POLICY

### 1. Introduction

- a. The right to record meetings of 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

- a. Anyone wishing to record a meeting should inform the Clerk or Deputy Clerk before the start of the meeting.
- b. 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 permission.
- c. Recording of members of the public is not permitted unless they are making representation to the Council/Committee.
- d. 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.
- e. 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.
- f. Recording must be overt (clearly visible) and from a fixed point.
- g. Anyone recording a meeting must not leave their equipment unattended.
- h. No additional lighting or flash photography will be permitted without prior consent.
- i. Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- j. The Chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
- k. The Council may record meetings of the Council/Committees. Copies of the recording will be destroyed at the discretion of the Council, unless a request is received prior to the meeting.
- l. The signed minutes of Council/Committee meetings remain the formal record of the council.

Adopted: 20<sup>th</sup> July 2021

Reviewed: 15<sup>th</sup> November 2022

To be reviewed: November 2024