

Recording Of Public Meetings Policy

1. Introduction

- 1.1 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.
- 1.2 Meetings that are in a video-conferencing format (e.g. Zoom meetings), recording will be permitted for the purposes of taking accurate minutes and will be destroyed after one month from the date of the meeting to which the recording refers. A public statement to this effect must be made at the commencement of the meeting. The recording may also be made available for any Councillor absent from the meeting to listen to the proceedings during that month before the recording is destroyed. It is the responsibility of the Clerk to destroy the recording at the end of the monthly period.

2. Guidance for recording

- 2.1 Anyone wishing to record a meeting should inform the Clerk or Deputy Clerk 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 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 fixed 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 Chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
- 2.11 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.
- 2.12 The signed minutes of Council/Committee meetings remain the formal record of the council.