PYECOMBE PARISH COUNCIL

POLICY

RECORDING OF PUBLIC MEETINGS

The right to record meetings of the Parish 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.

Guidance for recording:

1. Anyone wishing to record a meeting should inform the Council Clerk or Chairman before the start of the meeting.
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.
3. Recording of members of the public is not permitted unless they are making representation to the Council/Committee.
4. The Parish 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.
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.
6. Recording must be overt (clearly visible) and from a static point.
7. Anyone recording a meeting must not leave their equipment unattended.
8. No additional lighting or flash photography will be permitted without prior consent.
9. Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
10. The Chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
11. The Parish Council may record meetings of the Council/Committees. Copies of the recording will be available to view by prior appointment with the Clerk.
12. The Minutes of Council/Committee meetings remain the formal record of the Council.