PYECOMBE PARISH COUNCIL

1. Introduction

1.1 The right to record meetings of the council, its committees, sub-committees, joint committees or working groups, 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 members of the public or press recording a meeting

2.1 Anyone wishing to record a meeting should inform the Clerk before the start of the meeting.

2.2 A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period

2.3 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.

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

2.5 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.

2.6 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.

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

2.8 The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Parish Council would expect any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

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

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

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

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

3. Recording of meetings by the Parish Council

3.1 The council may record meetings of the council/committees. The Chairman of the meeting will make clear at the start of the meeting that it is being recorded.

3.2 Copies of the recording will be deleted once the minutes of the meeting have been approved.

3.3 The written minutes of council/committee meetings remain the statutory and legally binding formal record of council decisions.

3.4 The formal record of any meeting will be the approved minutes taken by the Clerk to the Parish Council and approved by a vote of its members. These can be found on the Parish Council's website at https://www.pyecombevillage.co.uk/