



RECORDING OF PUBLIC MEETINGS POLICY

Chiddingly Parish Council

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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.

2. Guidance for recording

- 2.1 While no prior permission is required to carry out this activity it is advisable that any person wishing to film or audio record a public meeting is to let the Clerk know so that all necessary arrangements can be made for the public 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 static 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 available to view by prior appointment during normal office hours.
- 2.12 The minutes of council/committee meetings remain the formal record of the council.