



# RECORDING OF PUBLIC MEETINGS POLICY

Chiddingly Parish Council

Adopted by full council November 2019

Reviewed May 2020, May 2022

Julie O'Donnell  
clerk@chiddingly.gov.uk

# 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.