

TILNEY ST. LAWRENCE PARISH COUNCIL

RECORDING AND REPORTING POLICY

The right to record, film and to broadcast meetings of the council, committees and sub committees has been established following the creation of the Local Audit and Accountability Act 2014, and the subsequent introduction of the Openness of Local Government Bodies Regulations 2014 on 6 August 2014.

The following points set out the criteria for the recording or reporting of all Council meetings:

1. Members of the public may film or record meetings to which they are permitted access, providing this is done in a non-disruptive manner.
2. Meetings or parts of meetings from which the press and public are excluded, by reason of the confidential business to be transacted, may not be filmed or recorded.
3. Commentary to any recording or filming may not be added whilst a meeting is in progress.
4. The council will make reasonable provision of an area from which filming and recording may take place, and those wishing to film or record are required to remain within that area whilst filming and recording. To ensure that facilities are adequate for their needs, anyone wishing to film or record the meeting should contact the Clerk in advance,
5. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
6. Filming and recording should focus on council proceedings and not on those members of the public in attendance. **Vulnerable adults and minors must not be filmed or recorded.**
7. If objections to recording are received during Public Participation, recording and filming must stop immediately and only recommence when the meeting is formally reopened.
8. If a member of the public indicates that they do not wish to be filmed, the Chairman will instruct the person carrying out the filming to refrain from including that member of the public.
9. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
10. The use of flash photography and additional lighting is not permitted.
11. The film or recording of a meeting must not be edited in such a way that it could lead to a misinterpretation of the proceedings.
12. The Council allows filming or recording of meetings only in accordance with its legal obligations and takes no responsibility for, nor accepts any liability for filming or recording material made by persons or its subsequent use of publication.
13. Any person or organisation choosing to film, record or broadcast any meeting of the Council, or committees is responsible for any claims or other liability resulting from them so doing and by choosing to film, record, or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
14. The Council will display its requirements as to filming, recording and broadcasting at its meeting venues and on its website, and those undertaking such activities will be deemed to have accepted them whether they have read them or not.
15. Tilney St. Lawrence Parish Council may itself record or film meetings.
16. The minutes of Council Meetings remain the statutory and legally binding formal record of Council decisions.