

Recording of Meetings Policy

1. Purpose

This policy sets out the arrangements for recording, filming, photographing and broadcasting meetings of Winterbourne Parish Council, its committees and sub-committees.

The right to record meetings is established under the **Openness of Local Government Bodies Regulations 2014**. This policy ensures that such recording is carried out lawfully, safely, and without disruption to the conduct of Council business.

Winterbourne Parish Council is committed to openness, transparency and accountability in decision-making.

2. Scope

This policy applies to:

- Full Council meetings
- Committee and sub-committee meetings
- Public participation sessions

It applies to:

- Members of the public
- Press and media
- Councillors
- Council officers

For the purpose of this policy, “recording” includes audio recording, video recording, photography, live streaming, blogging, and use of social media.

3. General Principles

1. Meetings are held in public unless lawfully excluded under the Local Government Act 1972.
 2. Any person may record a meeting that is open to the public.
 3. Recording must not disrupt the meeting.
 4. The Chair has ultimate authority to ensure the meeting proceeds in an orderly manner.
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4. Notification Requirements

Any person wishing to record a meeting must notify the Clerk or the Chair before the meeting begins.

Where possible, reasonable facilities will be made available. Recording devices must:

- Be positioned in a static location;
- Be clearly visible to all present;
- Not obstruct access, fire exits, or movement within the room.

Recording may only take place from the formal opening of the meeting by the Chair until its formal closure.

5. Public Participation and Consent

The Council recognises that some attendees may not wish to be recorded.

- Individuals who do not wish to be recorded must inform the Clerk or Chair before the meeting begins.
- The Council will take reasonable steps, where practicable, to accommodate such requests.
- The Public Participation session must not be recorded without the explicit consent of those speaking.
- Recording should focus on councillors and officers conducting official business.

6. Children and Vulnerable Adults

- Individuals under 18 years of age must not be filmed or recorded without prior written consent from a parent or legal guardian.
- Vulnerable adults must not be recorded without appropriate written consent from a carer, medical professional, or legal guardian.
- Safeguarding considerations take precedence over recording rights.

7. Disruption and Conduct

Recording must not interfere with the good order of the meeting.

The following are considered disruptive behaviour:

- Moving outside designated public areas without permission
- Excessive noise when setting up, adjusting or dismantling equipment
- Use of intrusive lighting or flash photography
- Asking participants to repeat statements
- Providing a running commentary
- Interrupting proceedings

If the Chair determines that recording is disruptive, they may require the activity to cease.

8. Data Protection and Legal Responsibilities

Those recording a meeting are responsible for complying with all applicable legislation, including but not limited to:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Human Rights Act 1998
- Equality Act 2010
- Laws relating to libel, defamation and harassment

Recordings must not be edited or published in a way that:

- Misrepresents proceedings
- Brings the Council or individuals into disrepute
- Shows ridicule or disrespect
- Breaches data protection law

The Parish Council accepts no liability for recordings made or published by third parties.

Where material is found to be in breach of this policy, the Council may request its removal.

9. Social Media and Live Reporting

Live blogging, tweeting, or similar commentary during meetings is permitted provided it is non-disruptive and does not interfere with proceedings.

10. Council Recording of Meetings

The Parish Council may itself record meetings for:

- Accuracy of minutes
- Transparency and public access
- Publication on the Council website

Where the Council records meetings:

- Clear signage will be displayed;
 - Data retention periods will be defined in the Council's Retention Policy;
 - Recordings will be managed in accordance with the Council's Data Protection Policy.
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11. Exempt (Confidential) Items

Recording must cease when the Council resolves to exclude the public for confidential or exempt business under the Local Government Act 1972.

Failure to comply may result in removal from the meeting.

12. Review

This policy will be reviewed at least every two years or sooner if legislation or best practice changes.

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