

FIVEHEAD PARISH COUNCIL

POLICY ON AUDIO/VISUAL RECORDING AND PHOTOGRAPHY AT COUNCIL MEETINGS

Adopted	2 Mar 2015 Minute 2353
Amended	2605
Review date (annual)	Annual meeting of the Parish Council (May)

Introduction

Fivehead PC is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to the following:

1. Anyone wishing to record must let the Chairperson of the meeting know prior to, or at the start of, the meeting and the recording must be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.
2. All those visually recording a meeting are requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. Any children present at the meeting are not to be filmed unless their parents/guardians have given their consent.
3. At the beginning of a meeting, if required, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.
4. Any member of the public has the right not to be recorded. We ensure that agendas for council meetings make it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded they must let the Chairman of the meeting know.
5. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
6. The Chairman of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
7. The circumstances in which this might occur might include:
 - recording is disrupting the proceedings of the meeting
 - there is public disturbance or a suspension of the meeting
 - the meeting has resolved to exclude the public for reasons which are set down in the Council's Constitution
8. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that

ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

9. If the committee needs discuss confidential or exempt information and the public are excluded from the meeting, then all recording equipment will need to be removed immediately from the room.
10. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Notes for guidance:

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.