

Hessett Parish Council

Recordings of Meetings

Policy on Filming, Videoing, Photographing and Audio Recording and Use of Social Media at Parish Council Meetings

1. Introduction

Hessett Parish Council supports the principles of openness and transparency and supports the filming, videoing, photographing and audio recording (collectively referred to as Recording in the rest of this document) of its public meetings.

Use of social networking websites (such as Twitter and Facebook) and blogging to communicate with people about what is happening, as it happens, are also supported.

2. Notice of Intention to Record

While it is not a requirement that notice of intention to Record is given, it is helpful to give notice to the Clerk to the Council, as far in advance of the meeting as possible. This will enable the Clerk to ensure that space is made available and that any specific needs can be met. Due to the nature of the venue it is difficult to accommodate bulky equipment and if this applies, you are especially strongly recommended to give notice.

3. Conditions Attaching to the Right to Record

In order to preserve the process of democracy represented by the proceedings and the observation of proceedings, the following conditions apply:

- a. Recording must be open and visible; covert recording is not permitted under any circumstances.
- b. Members of the public must not be filmed if they have indicated that they do not wish to be.
- c. Additional lighting and flash are not permitted.
- d. Recording equipment must be silent.
- e. Recording must be carried out in a manner that will not distract those involved in the democratic process (including members of the public) or impinge upon decision-making.
- f. Recording must not cause the view from the public seating area to be disrupted (whether by equipment or persons).

4. Suspension of the Right to Record

The Chair of the meeting has absolute discretion to terminate or suspend any Recording if, in her/his opinion, the continuance of recording would prejudice proceedings at the meeting, either by breaching the conditions set out in Section 3 or for other reasons including, but not limited to:

- a. The outbreak of public disturbance, disruption or suspension of the meeting;
- b. The passing of a resolution to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed in accordance with statutory procedures;
- c. Where it is considered that continued Recording may infringe the rights or privacy of any

individual, or intimidate them;

- d. When the Chair considers that a defamatory statement has been made.

5. Inappropriate Use of Recordings

The Parish Council requests that Recordings of proceedings are not edited in ways that could lead to any misinterpretation of proceedings or contributions to proceedings, or infringe the core values of the Council. This includes editing images or views expressed in a way that may tend to ridicule, or show lack of respect towards those being Recorded.

6. Notice

A notice highlighting the fact that Recording may take place and referring to this policy will be displayed in the place of the meeting in the following or similar terms:

Recording of Proceedings

The Parish Council, members of the public and the press may record, film, photograph or broadcast this meeting, provided that they abide by the Councils Recording Policy (which is available from the Clerk to the Council).

Members of the public have the right not to be filmed. Anyone who attends a meeting and who wishes not to be filmed should advise the Clerk to the Council so that appropriate arrangements can be made.