

Recording of Town Council Meeting Policy

Introduction

1. The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Town Council meetings.
2. A notice will be provided for all meetings, advising the public that the meetings may be recorded and/or photographed, and will ask everyone to record and/or photograph to inform the Town Clerk prior to the commencement of the meeting to avoid disruption. Before each meeting starts, the Town Mayor will ask if anyone intends to record and/or photograph so the public may be advised that the meeting is being recorded and/or photographed.
3. It will be detailed on the Agenda of the meetings that an audio recording of the meeting will take place for the purpose of the accuracy of the minutes in recording the decisions taken by Council.
4. All recordings of meetings will be deleted once the minutes have been approved and signed by the Town Council.

Guidelines

1. Any member of the public, or the media, or Town Councillor wishing to photograph or record the meeting is asked to comply with the following:
 - (a) Any photography or audio/visual recording takes place from a fixed position in the meeting room agreed by the Town Mayor so as to reduce disruption and avoid a health and safety risk to the proceedings.
 - (b) If in the Town Mayor's opinion, any photography, audio or visual recording is disrupting the meeting in any way, then the operator of the equipment will be requested to stop recording.
 - (c) If during the meeting, a motion is passed to exclude the press and public, then the rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography leave the room with the equipment. If a Town Councillor is recording the meeting, the Town Mayor is required to see evidence that the recording has been stopped.
 - (d) Equipment is not to be left in the meeting room unattended.
 - (e) Any request by the Town Mayor regarding respecting the public's right to privacy is complied with.
 - (f) Those filming/recording/taking photographs are reminded that requirements of general law apply to their activities for example:
 - i) The requirement of the Data Protection Act 2018 may apply to personal information about living individuals including visual images.
 - ii) There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming or recording.

- (g) In line with the Town Council's adopted Social Media Policy: photographs, audio and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.
 - (h) Access to the Town Council's Wi-Fi will not be permitted as excessive demand on the Wi-Fi could cause connectivity issues outside of the control of the Council.
 - (i) The Council is not able to provide:
 - i) Access to electricity points
 - ii) Equipment for the purpose of reporting on the meeting
 - iii) Technical IT assistance
 - iv) Direct access to the Council's audio system or in the case of Virtual Meetings remote conferencing account
 - v) Any request to the Town Clerk is required in writing to obtain a copy of the audio recording and will be dealt with as a Freedom of Information Request and the Town Clerk will comply within 20 working days of the request.
2. The Town Council cannot advise on general law and accepts no liability for any material created by those filming, recording or reporting on, a meeting.
 3. This policy will be revised every year or more frequently where new regulations necessitate a review.