

Fleggburgh Parish Council serving Fleggburgh, Billockby and Clippesby

Filming and Recording of Meetings Policy

The right to record, film and to broadcast meetings of Fleggburgh Parish Council meetings and any of its committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the council.

The council understands that some members of the public attending its meetings may not wish to be recorded and the chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the clerk prior to the commencement of the meeting.

A person/s recording the council meeting are reminded that the “Public Participation” period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period. All filming must be conducted in an overt manner (i.e., clearly visible to anyone at the meeting).

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents / guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e., a medical professional, carer or legal guardian and also those members of the public who have not given their consent to be filmed or recorded.

A person/s making a recording has no right to interrupt the council by asking questions or making comments. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording. A person recording must not have intrusive lighting/flash photography or make excessive noise in recording or setting up or re-siting equipment during the debate/discussion.

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.

The recording and reporting on meetings of Fleggburgh Parish Council and its committees is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, Data Protection Legislation and the laws of libel and defamation. 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. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

Fleggburgh Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where the council proposes to record all of its own meetings it will be bound by this policy.

The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Policy Adopted 22nd November 2018

Reviewed August 2021

Reviewed December 2021

Reviewed September 2023