

# Canvey Island Town Council

## Recording of Meetings Policy

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### **Purpose**

The right to record, film and to broadcast meetings of the Council, its Committees, Sub-Committees and any Joint 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.

The Council supports the principles of openness and transparency in its decision making; it supports the video or audio recording by the public and press in meetings that are open to the public for either live or subsequent broadcast.

For the purpose of this Policy the term “record” means any form of visual or electronic recording. Such recording is permitted under the lawful direction of the council meeting.

### **Recording a Meeting**

While those attending the meeting are deemed to have consented to the recording and broadcasting of meetings, the Town Council recognises that some members of the public attending a meeting may not wish to be recorded and their rights under the Data Protection Act and the Human Rights Act must be respected.

It will be the responsibility of the individual who is making the recording to ensure that they have received permission from members of the public present, or their guardians.

The right to film or record is limited to the duration of the meeting. Recording must not start until the meeting is called to order, and must cease when the Chairman closes or temporarily suspends the meeting.

Public participation and question time may not be part of the formal meeting and recorders should take advice on their rights to make any recording during that period.

The Town Council requests those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the values of the Council. The person making the recording will remain responsible for any subsequent use or misuse to which the material is put.

The Town Council is not responsible for any views expressed by the public at meetings and the public should be aware that the opinion of an individual councillor may not represent the views of the Council, and cannot be used to bind the Council.

Should a recording be required the Town Council requests that members of the public or press inform the Town Clerk prior to the meeting in order to make preparations for the recording to take place.

Filming, photography and audio recording is only permitted where this can be carried out without disturbing, distracting or disrupting a meeting. The following will apply to persons who wish to film, photograph or audio record meetings.

## **GUIDANCE FOR MEMBERS OF THE PUBLIC**

1. All recording must be clearly visible to anyone at the meeting.
2. Oral commentary is not permitted.
3. Speakers must not be asked to repeat statements for the purpose of recording.
4. Excessive noise, intrusive lighting, and the use of flash photography are not permitted.
5. Roaming while filming or recording is not permitted – those operating equipment must stay in the public area.
6. Intrusive filming of a specific individual or individuals could be considered harassment and will not be permitted.
7. Equipment which needs setting up must be in place when the meeting starts.
8. Filming or recording equipment cannot be left in the meeting room at times when the public is excluded and should not be left unattended at any time.
9. If asked to stop recording by the Chairman of the meeting as a result of breaching any of the above, you should do so immediately.
10. **The minutes of a Council Meeting remain the statutory and legally binding formal record of Council decisions.**