



# Catterall Parish Council

## Recording at Parish Council Meetings

### **Introduction**

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Council and Committee meetings by the general public and/or the media.

The regulations also allow anyone at a meeting to use Twitter, blogs, Facebook or similar media to report the meeting.

### **Limitations**

Although there is a statutory right to photograph and record meetings, the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit any public involvement.

### **Recordings**

The Council may, on occasion, record meetings when others are also recording.

### **Guidelines for Members of the Public**

Any member of the public, or of the media, 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 Chair so as to reduce disruption to the proceedings;
- b) Excessive noise, intrusive lighting, and the use of flash photography are not permitted. Capture equipment should not be noisy, have alarms or bleeps which will be distracting, or will be set to silent;
- c) Speakers will not be asked to repeat statements for the purpose of recording, and will not be spoken or gestured to in any way;
- d) If, in the Chair's opinion, any photography, audio or visual recording is disrupting the meeting in any way, then the operator of the equipment will stop recording;
- e) If, during the meeting, a motion is passed to exclude the press and public, then all the rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography and leave the room with the equipment;
- f) Equipment is not to be left in the meeting room unattended;
- g) Some members of the public attending the meeting may object to being captured, or should not be captured eg. children or vulnerable adults and the Council asks those carrying out capture to respect this;
- h) The Council expects that captures will not be edited before use in a way that misrepresents proceedings and, if the recording (edited or otherwise)



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is to be shown elsewhere Council would request that an unedited revision of the complete proceedings is supplied to the Clerk.

#### **The Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting**

It would be appreciated if persons wishing to take photographs or to record meetings, were, wherever possible, notified to the Clerk before the meeting concerned by emailing [clerk@catterallparish.org.uk](mailto:clerk@catterallparish.org.uk)

It would be helpful if the notification included the following information:

- a. The meeting the request is for;
- b. The name, organisation (if applicable) and contact details of the person making the notification;
- c. What equipment it is intended will be used;
- d. What the photographs or audio/visual recording will be used for and/or where the information is to be published;

Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance. Any wires or trailing leads are to be protected by cable covers supplied by the applicant to eliminate any trip hazards or dangers.

Connection to mains electricity cannot be guaranteed, but in any event the equipment is to be in good, proper and safe working order and not prove a hazard or danger to the user or others.

#### **Social Media**

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Chair does not consider their actions are disrupting the proceedings of the meeting.

If the Chair feels that the use of social media is disrupting the proceedings the person doing so may be required to stop. If use continues, the Chair may ask the person to leave the meeting and if the person refuses to leave then the meeting may be adjourned to make appropriate arrangements for the meeting to continue without disruption.



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<b>Version Number</b>	<b>Purpose/Change</b>	<b>Author</b>	<b>Date</b>
V0.1	Draft model document	SLCC	2019
V0.2	Draft policy to be approved by council	E. Millington, Clerk	13/12/2022
V1.0	Adopted by council – minute 3734	E. Millington, Clerk	07/3/2023