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## NUTHURST PARISH COUNCIL RECORDING OF PUBLIC MEETINGS POLICY

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	June 2020
June 2020	051-20/21	March 2021
March 2021	241-20/21	May 2022
May 2022		
June 2024	413-24/25	May/June 25

### 1. Introduction

1.1 The right to record meetings of the council, its committees, sub-committees or joint committees, is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

### 2. Guidance for recording

- 2.1 Anyone wishing to record a meeting should inform the Clerk before the start of the meeting.
- 2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given permission.
- 2.3 Recording of members of the public is not permitted unless they are making representation to the council/committee.
- 2.4 The council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
- 2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 2.6 Recording must be overt (clearly visible) and from a static point.
- 2.7 Anyone recording a meeting must not leave their equipment unattended.
- 2.8 No additional lighting or flash photography will be permitted without prior consent.
- 2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- 2.10 The chairman of the meeting may suspend or stop a recording of a meeting if the guidance

for recording is not observed.

2.11 The council may record meetings of the council/committees. The copies of the recording will be deleted after the minutes from the council/committee meeting have been agreed. If the Chairman and the Clerk decide that an issue is controversial then the recording will be retained until the Chairman and the Clerk are satisfied that the issue is closed.

2.12 The minutes of council/committee meetings remain the formal record of the council.