

Euxton Parish Council

Recording at Council Meetings

Guidance for members of the public, and Councillors

The inception of Statutory Instrument 2095 on 5 August 2014 'The Openness of Local Government Bodies Regulations 2014' gives the right to record, film, video, photograph Parish Council meetings open to the public (Full Council, Committee, Sub-Committee meetings).

This guidance note sets out some general information intended to help individuals who may be intending to report on meetings.

Anyone wishing to carry out any type of recording is encouraged to telephone or email the Clerk to the Council (see below) before the meeting, so that arrangements can be discussed in advance.

Videoing, filming, photography and recording (but not limited to) (hence forward referred to as capture)

- The right to capture a Council meeting is limited to the duration of the public meeting. Capture must not begin until the meeting is called to order, and must cease when the Chairman closes the public meeting.
- Capture equipment cannot be left in the meeting room at times when the public is excluded.
- 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.
- The Council expects that captures will not be edited before use in a way that misrepresents proceedings and, if the recording (edited or otherwise) is to be shown elsewhere Council would request that an unedited revision of the complete proceedings is supplied to the Clerk.
- Any type of capture should not interrupt or disturb the proceedings, for example:
 - o Oral commentary is not permitted.
 - o Equipment must be in place and set up for the meeting start.
 - o 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.
 - o Speakers will not be asked to repeat statements for the purpose of recording, and will not be spoken or gestured to in any way.
 - o 'Roaming' while capturing is not permitted - those operating equipment must stay within area designated to them.

- If, in the Chairman's opinion, a person carrying out capture is interrupting proceedings, disruptive or causing a disturbance, they can be ordered to stop their activity, or to leave the meeting. The list of disruptive behaviour is not exhaustive.
- The Council reminds anyone who does carry out any type of capture of a Council meeting that requirements of general law apply to their activities for example:
 - o The requirements of the Data Protection Act 1998 may apply to personal information about living individuals including visual image;
 - o There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming.

Euxton Parish Council accepts no liability for any material created by those capturing a Council meeting, accepts no consequences of the publication or circulation of such material captured and accepts no cost implications or losses from any subsequent actions against any/all or any part of any published material by those capturing a Council meeting.