

Coleorton Parish Council

Approved procedure for recording meetings.

The Openness of Local Government Bodies Regulations 2014 gives members of the public the right to report on Town Council and Committee meetings.

“The Council” refers to Coleorton Parish Council. Committees refers to any Committees formally set up by Coleorton Parish Council.

Unless the Council or Committee has resolved to go into confidential session anyone has a right to record by audio and/or visual means with the following caveats:-

1. It is courteous to advise the Council or Committee via the Clerk that recording will take place.
2. The Council will afford reasonable facilities for the recording of the meeting within the constraints of the premises at which the meeting is held.
3. No additional lighting or flash photography will be used except by agreement.
4. The person recording the meeting will be asked to cease recording if:
 - there is excessive noise from moving or setting up equipment;
 - there are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distraction of a the person(s) associated with the recording adding comments during the meeting);
5. The persons being recorded will be restricted to elected members and officers of the council unless non members and officers have agreed. In the case of children or vulnerable persons agreement must be sought from the parent or guardian.
6. All recording must be overt – i.e. visible to anyone at the meeting.
7. The Council is not liable for any actions of the person(s) recording that publicly identifies any member of the public or for any publication of the recording. Any persons recording the meeting are advised to obtain permission from members of the public present before publicising material that identifies members of the public.
8. Such rights as accorded in the legislation do not extend to recorded material being used:
 - out of sequence;
 - in a way that it misinterprets the proceedings;
 - in a manner that misinterprets the views of those speaking at the meeting .
9. Only the official signed minutes of the Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

Approved by the Council at its meeting on 13 July 2017