

Avon Dassett Parish Council

Protocol on the Recording and Filming of Meetings

Update Schedule

<u>Action</u>	<u>Date</u>
Adopted by Avon Dassett Parish Council	6 March 2023

Avon Dassett Parish Council

Protocol on the Recording and Filming of Meetings

1) Introduction

The right to record, film and to broadcast meetings of Avon Dassett Parish Council's (the Parish Council") and the Annual Parish Assembly meetings is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

The Parish Council is committed to being open and transparent in the way it conducts its decision making and to make meetings more accessible. For the purpose of this policy the term 'record' means any form of audio, visual or electronic recording. Those who attend a public meeting should expect to be filmed. This includes Councillors, Council Officers and members of the public.

Where the press and public are excluded from the meeting or parts of the meeting owing to the confidential nature of the business to be transacted, recording of that part of the meeting may not be filmed or recorded.

2) Streaming of Meetings by Avon Dassett Parish Council

The Parish Council will live stream and record its meetings and also the Annual Parish Assembly and will publish the recordings on its website. In addition, it will retain copies of the recording for the current and previous financial year after which time the recordings will be removed from the website and deleted from all storage facilities. The recordings will be under the sole control of the Clerk and will not be made available to Councillors for them to store on their personal computer equipment.

The Parish Council's recording is the definitive record of the meeting. The written approved minutes are the legal record.

The Parish Council will, on the agenda for each meeting, include a statement that the meeting will be steamed and recorded.

3) Recording of Meetings by the Public and the Press

Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. The Clerk's details are set out on the Parish Council's website and the agenda of the meeting. Discussing requirements with the Clerk beforehand will help to ensure that the council provides reasonable facilities, possibly including a designated area, to meet the needs of the person that is recording the meeting.

The person making the recording may move around, however in doing so he / she must ensure that there is no disruption to the proceedings of the meeting.

A person or persons recording the Parish Council meeting are reminded that the 'Public Participation' part of the meeting may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period members of the public and the press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

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The specific filming of children or young people under the age of eighteen who are present cannot take place unless their parents/carers have given their written consent. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e., a medical professional, carer, or legal guardian. Where the permission is given, filming of these people can take place.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non – disruptive way and only to the extent that it does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.

A person or persons making a recording has no right to interrupt a Parish Council meeting by asking questions or making comments for the purpose of the recording. The person recording has no right to ask Councillors, Council Officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. (This includes their permission to broadcast their personal details)

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

The Parish Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Parish Council.

This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The Parish Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.