



WROUGHTON PARISH COUNCIL

RECORDING and REPORTING ON COUNCIL MEETINGS POLICY

Adopted 23 May 2016

INTRODUCTION

This policy applies to Full Council Meetings and meetings of the Leisure & Amenities Committee, Environment & Road Safety Committee, Planning Committee and Finance & General Purposes Committee.

Wroughton Parish Council supports the principles of openness and transparency and encourages public interest and engagement in decision making.

This sets out the criteria for the recording or reporting of Council Meetings.

1. In accordance with the Openness of Local Government Bodies Regulations 2014 persons attending Council Meetings are allowed to record and/or report all or part of that meeting. This includes filming, audio-recording, photographing or any other means for enabling people not present to see or hear proceedings at a meeting at the same time as it takes place or later.
2. The Council will provide reasonable facilities to enable filming or recording to take place.
3. Any person filming or recording a meeting are asked to notify the Clerk or the Chair of the meeting before it commences.
4. The Chair will announce before the start of the meeting that is being filmed or recorded. If a member of the public indicates that they do not wish to be filmed or recorded then the Chair will ask the person carrying out the filming or recording to refrain from including that member of the public.
5. Any child (under 18 years of age) cannot be recorded without the consent of their parent.
6. Any person with a mental disability cannot be recorded without their informed consent.
7. The Chair will decide whether the relevant consent has been given before filming or recording takes place.
8. Filming of meetings should be overt and focus on the Councillors speaking and not other members of the public.
9. The use of flash photography or additional lighting is not permitted.
10. Oral commentary of a meeting whilst it is taking place is not permitted.
11. The filming or recording of a meeting should not be edited in a way that it could lead to a misinterpretation of the proceedings.
12. The Council allows the filming or recording of meetings only in accordance with its legal obligations and takes no responsibility for, nor accepts any liability for filming or recording material made by persons or its subsequent use or publication.

Recording or filming is not allowed during a confidential item on the agenda which by resolution excludes the public and press from being present.