

# WEST BUTTERWICK PARISH COUNCIL

## RECORDING OF COUNCIL MEETINGS

<b>Name of Organisation</b>	<b>West Butterwick Parish Council</b>
<b>Date Policy Approved</b>	<b>May 2026</b>
<b>Date of Next Review</b>	<b>May 2027</b>

### 1.0 Introduction

2.0 This policy is applicable to meetings of this council, its committees and sub-committees.

2.1 This council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council, its committees and sub-committees and therefore embraces the rights extended to members of the public by the Openness of Local Government Bodies Regulations 2014.

2.2 For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

### 2.0 Recording

2.1 This council will display a statement at each of its meetings, or the Chairman of the meeting will read it aloud, which says “This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council’s meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded”.

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2.2 This council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However, the council should point out that the physical layout of any room may restrict the council’s ability to make any provision.

2.3 All recording will be undertaken from a static point.

2.4 A person or persons recording a council meeting are reminded that the “Public Participation” period is not part of the council meeting as such and that they should take legal advice for themselves as to their rights to make any recording during that period. Additionally, legislation provides that where a member of the public indicates to the Chairman that he or she wishes to address the council on a point under discussion, that person cannot speak unless Council resolves that the meeting is suspended. A person or persons making a recording should obtain their own legal advice in order that they understand their rights in law to record during this period of suspension.

2.5 A person or persons making a recording by means of filming should give consideration to the need for the use of additional lighting. The council will have regard to the impact of such lighting on the ability of others present to view the meeting, or for reasons of health, and may require that such lighting is not used or is reduced to a level which does not adversely affect other people.

- 2.6 A person or persons making a recording has no right to interrupt a council meeting by asking questions or making comments.
- 2.7 Where a council proposes to record all of its own meetings that will not prevent any other person or persons from also recording.
- 2.8 Where a council proposes to record all of its own meetings it will be bound by this policy.
- 2.9 Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include such recordings within its Scheme of Publication.
- 2.10 The council expresses the hope that where a person or persons makes a recording of a council meeting for the purpose of reproduction elsewhere, that any reproduction of the recording is made without alteration.
- 2.11 Where the press and public are excluded from a meeting owing to the confidential nature of the business to be transacted, recording of that part of the meeting will not be permitted.
- 2.12 This council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.
- 2.13 The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

### **3.0 Review**

- 3.1 This policy will be reviewed every 2 years.