**A coat of arms with various images

Description automatically generatedPilling 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.

**September 2024**