



## **CHATTERIS TOWN COUNCIL**

Council Chambers, 14 Church Lane, Chatteris, Cambs, PE16 6JA

Telephone: 01354 695166. E-mail: [chatteriscouncil@btconnect.com](mailto:chatteriscouncil@btconnect.com)

### **Recording of Meetings Policy**

#### **1. Introduction**

On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014. The amended 1960 Act now provides that a person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a parish council or its committees but otherwise may: a) film, photograph or make an audio recording of a meeting; b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

#### **2. Limitations**

Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

#### **3. Audio and Visual Recording - Your Obligations**

Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following:

- i) any photography or audio / visual recording takes place from a fixed position in the meeting room approved by the Town Clerk so as to reduce disruption to the proceedings;
- ii) use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Town Clerk;
- iii) if the Town Clerk feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop;
- iv) if, during the meeting, a motion is passed to exclude the press and public, on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and /or photography;

- v) if a meeting is adjourned by the Town Mayor then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned;
- vi) any request made by the Town Mayor regarding respecting the public's right to privacy is complied with;
- vii) people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. It is for the public to inform the council, or the person recording, if they object;
- viii) use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image;
- ix) photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect;
- x) notices will be displayed in the room advising the public that meetings can be recorded legally. The Town Mayor will also make an announcement that the meeting will be photographed and /or recorded or filmed.
- xi) The Town Council will audio record any meeting which is being recorded by a third person for minuting purposes. That recording will be stored in a secure unit for a maximum of three months by the Council. The Town Mayor will announce if the Council is audio recording the meeting.

#### **4. Audio and Visual Recording - Your Rights**

If, as a member of the public, you do not wish to be photographed, filmed or recorded please inform the Clerk in attendance at the meeting or the Town Mayor/Chairman of the meeting when notice is given that a request to photograph / record has been received.

#### **5. Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting**

It would be appreciated if requests to take photographs or to record meetings open to the public, either by members of the public or by the media, were, wherever possible, made to the Town Clerk for the meeting concerned before the meeting. Contact details are: Joanna Melton [chatteriscouncil@btconnect.com](mailto:chatteriscouncil@btconnect.com) Tel: 01354 695166. It would be helpful for the request to include the following information: i) which meeting the request refers to; ii) the name, organisation (if applicable) and contact details of the person making the request; iii) what equipment it is intended will be used (to determine what facilities might be required); iv) what the photographs, or audio / visual recording will be used for and / or where the information is to be published (this is helpful to be able to inform the public).

Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

#### **6. Social Media**

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar "social media" provided that the Town Mayor does not consider their actions are

disrupting the proceedings of the meeting. If the Town Mayor feels the use of social media is disrupting the proceedings the Councillor, member of the public or media representative using social media may be required to stop. If use continues the Town Mayor will ask the person to leave the meeting. If the person refuses to leave then the Town Mayor may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

**Adopted by Chatteris Town Council on 7<sup>th</sup> April 2020**