



# Peacehaven Town Council

## Recording of Public Meetings Policy

### 1. Introduction

- 1.1 The right to record meetings of the council, its committees, sub-committees or joint committees, is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

### 2. Guidance for recording

- 2.1 Anyone wishing to record a meeting should inform the council officer or chairman before the start of the meeting.
- 2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given written permission.
- 2.3 Any member of the public not wanting to be recorded shall make this known to the Chair, who will ensure that that all reasonable measures are taken to include that person in the recording.
- 2.4 The council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
- 2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 2.6 Recording must be overt (clearly visible) and from a static point.
- 2.7 Anyone recording a meeting must not leave their equipment unattended.
- 2.8 No additional lighting or flash photography will be permitted without prior consent.
- 2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- 2.10 The chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
- 2.11 The council may record meetings of the council/committees. Copies of the recording will be available to view at the Town Council Offices by prior appointment during normal office hours.

2.12 The minutes of council/committee meetings remain the statutory and legally binding formal record of the council.

Section 3 of Council's Standing Orders states:-

- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. (FC, C)**
- m A person at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission. (FC, C)**

### **3. Implementation**

3.1. At the start of a meeting, the Chair shall remind everyone in attendance and who will be participating in the meeting that, subject to points 1 and 2 above, they may be filmed, recorded, photographed or otherwise reported about.

3.2. At the start of a meeting the Chair shall ask if anyone present is intending on filming, recording or photographing the meeting.

3.3. If someone present is intending on filming, recording or photographing the meeting then the Chair shall make available a separate area to accommodate members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being filmed, recorded, photographed or otherwise reported about and children and vulnerable adults where the relevant responsible adult has not given consent for them to be filmed, recorded, photographed or otherwise reported about.

3.4. The behaviour or activities arising from a person's filming, recording, photographing or other reporting of proceedings must not disrupt the meeting or obstruct the transaction of business. If such behaviour or activities do disrupt a meeting the chairman shall ask for such disruptions to cease. If disruptions continue the chairman shall move a motion requiring anyone disrupting the meeting to leave.

3.5. Members and employees of Peacehaven Town Council should be fully engaged when attending meetings and should therefore refrain from blogging, posting comments or otherwise reporting via Social Media during meetings.

3.6. The person filming, recording, photographing or reporting has a responsibility to ensure that any personal data of individuals is used in accordance with the General Data Protection Regulation.

### **4. Live Streaming of Meetings**

4.1. Peacehaven Town Council may live stream non-confidential sections of Council, Committee, and Sub-Committee meetings for public viewing via software integrated with Microsoft Teams.

4.2. Where meetings are to be live streamed, this will be publicly advertised, with details of how to watch the meeting on the Peacehaven Town Council website.

4.3. Where meetings are live streamed, points 1 – 3 of this policy still apply.