



## **Chattisham & Hintlesham Parish Council's Policy on Audio/Visual Recording & Photography at Council Meetings**

The Parish Council's Policy on Audio/Visual Recording & Photography at Council Meetings was adopted at a Council meeting held on: 14.10.2021

### **Introduction**

Chattisham and Hintlesham Parish Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at Council meetings, which are open to the public, subject to the following policy.

### **Procedure at meetings**

1. Anyone wishing to record is required to let the Parish Clerk ([parish.clerk@handcpc.co.uk](mailto:parish.clerk@handcpc.co.uk)) of the request prior to the meeting and the recording should be overt (i.e. clearly visible to anyone at the meeting) and not disruptive.
2. Anyone visually recording a meeting is requested to only focus on recording councillors, officers and the public who are directly involved in the conduct of the meeting. It is preferred that any children present at the meeting should not to be filmed unless they and their parents/guardians have given their written consent.
3. A public notice appears on the agendas of all Council meetings explaining to members of the public that the meeting may be filmed or recorded.
4. The Council can record a meeting to act as an aide memoire to produce the minutes. The recording will be kept on file by the Parish Clerk and is available to councillors should they request it. Following the sign off of minutes by Council at the next parish meeting, the recording will be deleted, not before.
4. Chattisham & Hintlesham Parish Council supports the right of any member of the public not to be recorded. The council will ensure that signage at council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded, they should let the Chairman of the meeting know.
5. A person or persons recording the Council meetings are reminded that the "Public Participation" period is not part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
6. A person or persons making a recording has no right to interrupt the meeting by asking questions or making comments. The person recording has no right to ask Councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of recording.

7. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

8. The Chairman of the meeting has absolute discretion to request a person to stop or suspend recording if in the Chairman's opinion continuing to do so would prejudice proceedings at the meeting because:

a) Recording is disrupting the proceedings of the meeting or there is public disturbance or a suspension of the meeting.

b) The meeting has resolved to exclude the public for reasons of confidential business Recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

9. The recording should not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

10. The use of flash photography or additional lighting will not be allowed unless this has been discussed with the clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

### **Guidance Notes**

Please contact the Parish Clerk prior to the meeting if you wish to record, and especially if the recording you wish to make involves large equipment or special requirements. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations. While the Councillors and Clerk are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record or broadcast must respect the rights of other people attending under the Data Protection Act 2018. The Council may itself photograph, film, record or broadcast its meetings and may retain, use, or dispose of such material in accordance with its retention and disposal policies.

A surveillance security system CCTV (visual only) exists and operates in the meeting room and main hall, for details of the policy relating to this system please see the Hintlesham & Chattisham Community Council CCTV Policy.