

HOLBETON PARISH COUNCIL

Protocol on the filming and recording of Parish Council Meetings

The right to record, film and broadcast meetings of Local Councils was established following the Local Government Audit and Accountability Act 2014. The "Openness of Local Government Bodies Regulations 2014" became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

Holbeton Parish Council is committed to being open and transparent in the way it conducts its decision making. This document sets out the protocol for the filming and recording of its meetings. For the purpose of this protocol, the term "recording" means any form of audio, filming, photographing, visual or electronic recording. Such recording is permitted under the lawful direction of Holbeton Parish Council.

Any person wishing to record a meeting in any format whatsoever is required to inform the Clerk prior to the start of the meeting. The Clerk's details are set out in the agenda of the meeting (or in the Clerk's absence, the Chairman should be contacted).

Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman of the meeting prior to its commencement, so that necessary steps can be done to deal with the request. Holbeton Parish Council's Chairman, or whoever is chairing the meeting, will facilitate this by ensuring any such request will be respected by those making a recording.

The rules that Holbeton Parish Council will apply are:

All visual recording must be undertaken from a static point to avoid disruption at the meeting.

Those exercising their right to film, record and broadcast must, under the Data Protection Act 1998, respect the rights of other people attending the meeting. This will include the particular rights of any children or vulnerable adults.

All recording must be overt (i.e. clearly visible to anyone at the meeting). The Council asks those recording proceedings not to edit material in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that shows lack of respect to those being recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording, are allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

Holbeton Parish Council may itself photograph, film and record meetings providing that it adheres to the conditions set out in this document.

Holbeton Parish 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.

The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

The rights of the Council to exclude the press and public from parts of Council meetings, when contractual and staff matters are discussed, remain unaffected.

The Council will display this protocol at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

Date adopted: 11 September 2018

Holbeton Parish Council Minute Reference = 59/18