



*Serving the community*

# Blaby Parish Council

## **GENERAL POLICY NO.15**

### **PROCEDURE FOR RECORDING OF MEETINGS**

The Openness of Local Government Bodies Regulations 2014 gives members of the public the right to report on Parish Council meetings and committee meetings.

Unless the Parish Council or committee has resolved to go into confidential session anyone has a right to record by audio and/or visual means with the following requirements:-

1. It is courteous to advise the Parish Council or Committee via the Manager that recordings will take place.
2. The Parish Council will afford reasonable facilities for the recording of the meeting.
3. No additional lighting or flash photography will be used except by agreement.
4. The person recording the meeting will be asked to cease recording if:
  - There is excessive noise from moving or setting up equipment;
  - There are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purpose of the recording or the distraction of a person(s) associated with the recording adding comments during the meeting);
5. The persons being recorded will be restricted to members and officers and members of the public. In the case of children agreement must be sought from the parent or guardian.
6. All recording must be overt – i.e. visible to anyone at the meeting.
7. The Parish Council is not liable for any actions of members of the public recording that publicly identifies any other member of the public or for any publication of the recording.
8. Such rights as accorded in the legislation do not extend to recorded material being used:
  - Out of sequence;
  - In a way that it misinterprets the proceedings;
  - In a manner that misinterprets the views of those speaking at the meeting.

9. Only the official signed minutes of the Parish Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

Adopted 17<sup>th</sup> February 2015 Updated Yearly, Last Updated November 2019