



Burston and Shimpling Parish Council

Recording of Council Meetings Policy

1. Introduction

This policy is applicable to meetings of this council, its committees and sub-committees.

This council is committed to the principles of openness and transparency and encourages members of the public to attend all meetings of the council, its committees and sub-committees and therefore embraces the rights extended to members of the public by the Openness of Local Government Bodies Regulations 2014.

2. Definition

For the purpose of this policy the term recording means creating any form of audio, visual or electronic record.

3. Recording

- 3.1 This council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However the council should point out that the physical layout of any room may restrict the council's ability to make any provision.
- 3.2 All recording will be undertaken from a static point.
- 3.3 A person or persons recording a council meeting are reminded that the "Public Participation" period is not part of the council meeting as such and that they should take legal advice for themselves as to their rights to make any recording during that period. Additionally legislation provides that where a member of the public indicates to the Chairman that he or she wishes to address the council on a point under discussion, that person cannot speak unless Council resolves that the meeting is suspended. A person or persons recording should obtain their own legal advice in order that they understand their rights in law to record during this period of suspension. During the public participation part of the meeting, should a member of the public not wish to be recorded then the person recording, if they still doing so, will be required to refrain from doing so whilst the member of the public is speaking.
- 3.4 A person or persons recording by means of filming should give consideration to the need for the use of additional lighting. The council will have regard to the impact of such lighting on the ability of others present to view the meeting, or for reasons of health, and may require that such lighting is not used or is reduced to a level which does not adversely affect other people.

- 3.5 A person or persons recording has no right to interrupt a council meeting by asking questions or making comments.
- 3.6 Where this council proposes to record all of its own meetings that will not prevent any other person or persons from also recording.
- 3.7 Where this council proposes to record all of its own meetings it will be bound by this policy.
- 3.8 Where this council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include such recordings within its Scheme of Publication.
- 3.9 The council expresses the hope that where a person or persons makes a recording of a council meeting for the purpose of reproduction elsewhere, that any reproduction of the recording is made without alteration.
- 3.10 Where the press and public are excluded from a meeting owing to the confidential nature of the business to be transacted, recording of that part of the meeting will not be permitted.
- 3.11 This 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.
- 3.12 The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

4. Recording by the Council

- 4.1 The Clerk or a member of the council may make a recording of a meeting, or have such a recording made, for the purpose of writing correct minutes of the meeting, but any such recording shall be erased as soon as the minutes of the meeting have been approved.