

Little Missenden Parish Council

Policy for Filming and Audio Recording at Parish Council Meetings

The Parish Council supports the principle of transparency and will allow filming recording and reporting by means of social media at its full Council Meetings or Planning Committee Meetings.

As a courtesy to the public, the staff, Councillors and the Parish Council, the Parish Council would welcome notice being given in advance of a Meeting, if filming, audio or photography is to take place. The Chairman of the Meeting will have absolute discretion to terminate or suspend any of these activities if, in his opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur could include but not be limited to:

- public disturbance or suspension of the meeting.
- where it is considered that continued recording/filming might infringe the rights of any individual.
- when the Chairman, considers that a defamatory statement has been made.
- when requests are received from members of the public attending the meeting to cease recording when they speak – for example when asking a question or making a presentation.
- The Parish Council agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed.*

In allowing this, the Parish Council requires that the recording of the proceedings are not edited in a way that could lead to misinterpretation of the proceedings, or infringe the values of the Parish Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect. It is a requirement that recording and reporting of the Parish Council meetings is subject to law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The use of flash photography or additional lighting will not be allowed unless this has been approved in advance with the Clerk prior to the meeting, and agreement reached as how it will be done without disrupting proceedings.

At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

**In common with all Councils, some agenda items, known as Part II items, (i.e. HR or Contract issues) are debated in a closed meeting. The guidelines covering these items are covered by the Local Government Act 1972. Agenda papers must give the reason for their inclusion in Part II and Members must vote to exclude the press and public from that part of the meeting.*

Following the completion of the Part 11 items, Members and Officers can be approached for comment, however they must continue to respect the confidentiality issues.

This Policy was adopted by Little Missenden Parish Council at its Full Council Meeting held on 20th October 2014

Parish Clerk