

Lockton Parish Council

Recording of Council Meetings Policy

1. Introduction

1.1 This policy applies to meetings of this council, its committees, and sub-committees.

1.2 This council is committed to the principles of openness and transparency, encouraging members of the public to attend all meetings. Accordingly, it embraces the rights granted to members of the public under the Openness of Local Government Bodies Regulations 2014.

1.3 For the purpose of this policy, the term “record” refers to any form of audio, visual, or electronic recording.

2. Recording Procedures

2.1 A statement will be displayed at each meeting, or the Chairman will read it aloud, stating:

"This council supports the rights of anyone to record this meeting but advises that recordings must not disrupt proceedings. The council encourages anyone recording to ensure they understand the rights of members of the public present who do not wish to be filmed or recorded."

2.2 The council will designate a specific area for recording and, where advance notice is given, will endeavour to provide reasonable facilities for recording, such as a table. The physical layout of meeting rooms may limit the council's ability to provide facilities.

2.3 All recordings must be made from a static position.

2.4 The “Public Participation” period is not part of the formal council meeting. Individuals recording should seek legal advice regarding their rights to record during this period. Similarly, if the council suspends a meeting to allow public contributions, those recording should understand their legal position.

2.5 Filming requiring additional lighting must be conducted with consideration for the impact on other attendees. The council reserves the right to prohibit or reduce lighting to avoid disruption or health impacts.

2.6 Individuals recording have no right to interrupt the meeting by asking questions or making comments.

2.7 Council recordings of meetings will not restrict others from recording.

2.8 If the council records its meetings, it will adhere to this policy, determine how long recordings will be retained, and include access arrangements in its Publication Scheme.

2.9 Any reproductions of recordings made by individuals should be presented without alteration to ensure accurate representation.

2.10 Recording is prohibited during any part of the meeting where the press and public are excluded due to the confidential nature of the business.

2.11 The council accepts no liability for the actions of individuals recording meetings, particularly where recordings identify members of the public or are subsequently published.

2.12 The council's minutes remain the statutory and legally binding record of its decisions.

Adoption

Lockton Parish Council adopted this Recording Policy at its meeting held on ____6/7/26____.

Minute Reference: ____11.1____