



Lanreath Parish Council

Policy on Audio/Visual Recording and Photography at Council Meetings

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1	15th March 2019	19th March 2019	19th March 2019
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INTRODUCTION

Lanreath Parish Council is committed to being open and transparent in the way it conducts its business and makes decisions. The Council recognises the legal rights of members of the public and the press to report on meetings which are open to the public.

Recording and reporting may include filming, audio recording, taking photographs, live-streaming, blogging, tweeting, posting on social media and using other means of reporting the proceedings.

THE RULES

The rules which the Council will apply are:

1. Any person attending a meeting which is open to the public is permitted to report on the meeting. This includes filming, photographing, making an audio recording, live-streaming and other forms of reporting. No prior permission from the Council or the Chairman is required.
2. Anyone intending to record or report is encouraged, but is not required, to let the Clerk or Chairman know before or at the start of the meeting. This is to assist with practical arrangements and to enable the Chairman to remind those present that the meeting may be recorded or reported.
3. At the beginning of each meeting, the Chairman will announce that the meeting is open to reporting and may be filmed, recorded or photographed. Agendas and, where practicable, signage at the meeting venue will also make this clear.
4. Recording and reporting must be overt and non-disruptive. Equipment should, wherever practicable, be positioned before the meeting starts and operated so that it does not obstruct access, create a safety hazard, or prevent councillors, officers or members of the public from seeing or hearing the proceedings.
5. The Council will, so far as reasonably practicable, provide or identify a suitable position from which recording or reporting can take place. The Chairman may make reasonable directions about the position or operation of equipment where this is necessary to prevent disruption or obstruction, but such directions must not be used to prevent or unnecessarily restrict the lawful right to report the meeting.
6. The Council will take reasonable steps to protect the privacy and safeguarding of children and vulnerable people who are merely attending a meeting. Where practicable, a suitable area may be identified for anyone who does not wish to be visually recorded. A request not to be recorded will be treated respectfully, but does not in itself give the Chairman power to prohibit lawful reporting of the meeting.
7. People who speak or otherwise participate in a public session should be aware that their contribution may be recorded, photographed or reported. The Council will make this clear through the agenda and/or opening announcement.
8. The Chairman is responsible for maintaining the orderly conduct of the meeting. If recording or reporting becomes genuinely disruptive, the Chairman may take proportionate steps to restore order, including requiring equipment to be repositioned or, where necessary, directing that recording or reporting cease if the disruption cannot

otherwise be resolved. The Chairman does not have an unrestricted discretion to stop lawful recording.

9. If the Council lawfully resolves to exclude the public from all or part of a meeting, the right to report does not apply to that closed part. Recording and reporting equipment should be switched off or removed when the public are lawfully excluded, unless the Council itself is making or retaining a recording for its own lawful purposes.

10. Meetings involving hearings or sensitive matters will be dealt with in accordance with the law. The Council will consider whether the public should lawfully be excluded from the relevant part of the proceedings. The nature of the business alone will not be used as a reason to prohibit reporting where the public remain entitled to attend.

11. Flash photography and additional lighting should not be used where they would disrupt the meeting. Anyone proposing to use additional lighting or equipment likely to affect the conduct of the meeting is encouraged to contact the Clerk in advance.

12. Anyone bringing electrical or other equipment into the meeting is responsible for ensuring that it is safe, suitably installed and operated so that it does not create a hazard or obstruction. Cables and equipment must not create a trip hazard.

13. A person who lawfully records or reports a public meeting is responsible for their own publication and use of the material and for complying with applicable law. This may include data protection, privacy, copyright, contempt of court, defamation and other legal requirements. The Council will not impose additional restrictions on lawful reporting merely because it disagrees with the content, tone or conclusions of the report.

NOTES FOR GUIDANCE

Please contact the Clerk on 01208 771180 or by email to clerk@lanreathparishcouncil.gov.uk in advance of the meeting if your recording involves large equipment, live-streaming or special requirements. This is to assist with practical arrangements and is not a condition of exercising the legal right to report.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This includes, where relevant, the Human Rights Act, the Data Protection Act 2018, the Public Order Act 1986, the Equality Act 2010, the laws of libel and defamation and other applicable legislation.

The Council may itself photograph, film, record or broadcast at its meetings and may retain, use or dispose of such material in accordance with its retention/disposal, data protection and information governance policies.

This policy is intended to operate consistently with the Public Bodies (Admission to Meetings) Act 1960, as amended, including by the Openness of Local Government Bodies Regulations 2014. Nothing in this policy is intended to remove or restrict a statutory right to attend or report on a meeting which is open to the public.