

OLD BOLSOVER TOWN COUNCIL

Recording of Meetings Policy

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recording and photography of the Town Council meetings. This is in addition to the rights of the press and public to attend meetings. **Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.**

Any recordings of meetings taken by the Town Council will be deleted once the minutes have been approved and signed.

Any member of the public, or the media, or Town Councillor wishing to photograph or record meetings, is asked to comply with the following guidelines:

1. Any recording takes place from a fixed position in the meeting room agreed by the Town Mayor to reduce disruption and avoid a health and safety risk to the proceedings.
2. If in the Town Mayor's opinion, any photography, audio or visual recording is disrupting the meeting in any way, then the operator of the equipment will be requested to stop recording.
3. If during the meeting, a motion is passed to exclude the press and public, then the rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography leave the room with the equipment. If a Town Councillor is recording the meeting, the Town Mayor is required to see evidence that the recording has been stopped.
4. Equipment is not to be left in the meeting room unattended.
5. Any request by the Town Mayor regarding respecting the public's right to privacy is complied with.
6. Those filming/recording/taking photographs are reminded that requirements of general law apply to their activities for example; the requirement of the Data Protection Act 2018 may apply to personal information about living individuals including visual images.
7. There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming or recording.
8. Photographs, audio and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.
9. Access to the Town Council's Wi-Fi will not be permitted as excessive demand on the Wi-Fi could cause connectivity issues outside of the control of the Council.
10. The Council is not able to provide:
 - a. Access to electricity points.
 - b. Equipment for the purpose of reporting on the meeting.
 - c. Technical IT assistance.
 - d. Direct access to the Council's audio system or in the case of Virtual Meetings remote conferencing account.

The Town Council cannot advise on general law and accepts no liability for any material created by those filming, recording or reporting on, a meeting.

This policy will be revised every two years or more frequently where new regulations necessitate a review.

Date of policy: November 2024

Policy effective from: November 2024

Date for next review: November 2026