

# Ashford Parish Council Protocol on Recording/Filming at Council meetings

Date of Review	Change Description	Minute No.
14 <sup>th</sup> December 2023	Revision	

The Council is committed to openness and transparency in its decision-making. Recording is permitted at Council meetings that are open to the public. The Council understands that some members of the public attending its meetings may not wish to be recorded. The Chairman of the meeting will make sure any request not to be recorded is respected.

The rules that the Council will apply are:

1. The recording must be overt (clearly visible to anyone at the meeting) and must not disrupt proceedings. The Council will put signs up at any meeting where we know recording is taking place.
2. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
3. We will ask for recording to stop if the meeting goes into 'Part B' where the public is excluded for confidentiality reasons. In such a case, the person filming should leave the room ensuring all recording equipment is switched off.
4. Any member of the public has the right not to be recorded. We ensure that agendas for, and signage at, Council meetings make it clear that recording can take place – anyone not wishing to be recorded must advise the Chairman at the earliest opportunity.
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.
6. Those exercising the right to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. This includes the particular rights of any children or vulnerable adults attending the meeting.
7. The Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its document retention policy.

**Notes for guidance:** Please contact The Parish Clerk in advance of the meeting you wish to record at so we can make all the necessary arrangements for you on the day.

**Adopted** September 2014