



## **Mayfield and Five Ashes Parish Council**

# **Recording and Filming Policy for Meetings**

### **1. Introduction**

- 1.1. This policy applies to all Mayfield and Five Ashes Council Meetings - Full Council, Committees and Sub Committees.
- 1.2. Mayfield and Five Ashes Parish Council supports the principles of openness and transparency. It encourages public interest and engagement in decision making.

### **2. Recording or reporting Council meetings**

#### **2.1. The following points set out the criteria for the recording or reporting Council Meetings:**

1. In accordance with the Openness of Local Government Bodies Regulations 2014, persons attending Council Meetings are allowed to record and/or report all or part of that meeting. This includes filming, audio-recording, photographing or any other means for enabling people not present to see or hear proceedings at the same time as it takes place or later.
2. The Council will provide reasonable facilities to enable filming or recording to take place.
3. Any person filming or recording a meeting are asked to notify the Clerk or the Chairman of the meeting before it commences.
4. If a member of the public indicates that they do not wish to be filmed, the Chairman will ask the person carrying out the filming to refrain from including that member of the public.
5. Any child (under the age of 18 years) cannot be recorded without the consent of their parent.
6. Any person with a mental disability cannot be recorded without their informed consent.
7. The Chairman will decide if the relevant consent has been given before filming or recording takes place.
8. Filming and recording should be overt and focus on the councillors speaking and not other members of the public.
9. The use of flash photography and additional lighting is not permitted.
10. The film or recording of a meeting shall not be edited in such a way that it could lead to a misinterpretation of the proceedings.

11. The Council allows filming or recording of meetings only in accordance with its legal obligations and takes no responsibility for, nor accepts any liability for filming or recording material made by persons or its subsequent use of publication.
12. Filming or recording is not allowed during a confidential item on the agenda which by resolution excludes the public and press from being present.
13. A copy of the Protocol and Policy will be available at Parish Council meeting venues and on the Parish Council web site and those undertaking the activities will be deemed to have accepted them whether they have read them or not.
14. Mayfield and Five Ashes Parish Council will make an audio recording of all Full Council meetings and of the Annual Parish Assembly. The audio recording of Committee or Sub-Committee meetings will be at the discretion of that Committee's or Sub-Committee's Chairman. Copies of the recordings if still available can be obtained from the Clerk. There will be a charge of £3 for each recording.
15. Audio recordings of Council and Committee meetings shall be retained until the meeting minutes have been adopted..
16. The minutes of Council Meetings remain the statutory and legally binding, formal record of council decisions.

**\*\*\*\*\*End of Document\*\*\*\*\***