

RECORDING AT MEETINGS POLICY

1. Purpose

- 1.1 This policy sets out the Council's policy in respect of the recording of meetings by Members of the Public, Press and Councillors.
- 1.2 The policy has been prompted by a change in legislation.

2. Introduction

- 2.1 The Openness of Local Government Bodies Regulations 2014 came in to effect in August 2014. This piece of legislation has amended relevant parts of the Public Bodies (Admission to Meetings) Act 1960 to increase the rights of members of the press and public to film, audio-record, take photographs and use social media of any kind such as tweeting and blogging, and posting on Facebook and YouTube to report the proceedings of all council meeting that are open to the public.
- 2.2 As always, the Chairman has procedural authority in a meeting and these new rules do not prevent the Chairman from excluding any person from a meeting as necessary in order to maintain order or prevent genuine disruption to a meeting.

3. Guidance

- 3.1 Councils now have an obligation to provide reasonable facilities for those wishing to report on council meetings and should ensure that:
 - Details on accessing the Town Councils public Wi-Fi is displayed in all meeting rooms.
 - Where reasonable, electronic equipment to be plugged into sockets in meeting rooms.
 - Information will be displayed on agendas and the Town Councils website informing those wishing to attend that 'this meeting may be filmed'.
 - When meetings move into private session, the Chair of that Committee reminds all public present that they are no longer allowed to remain.
 - Members need to be mindful of recordings and to make sure they do not allow their personal opinions to be recorded as the views of the Town Council.
 - Members must not allow themselves to get distracted from the business of the Council when using electronic devices to access social media during the course of that meeting.