

# Upper Rissington Parish Council

## Policy on Filming and Recording at Public Meetings

1. The Openness of Local Government Bodies Regulations came into effect on 6th August 2014. Broadly these regulations give the public the right to film, audio record, take photographs, use social media and the internet during meetings to report on any meetings that are open to the public.
2. Members of the public are allowed to report at all meetings of the Council which are open to the public to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. In order to ensure effective management of meetings held in public, at which rights are being exercised, the following procedures will be adopted.
3. The filming, photographing or making an audio recording of the proceedings at meetings of the Council, its Committees and Sub-Committees, whilst those meetings are open to the public, is permitted.
4. As a matter of courtesy, those persons wishing to film, photograph, or make an audio recording of proceedings are politely requested to inform either the Proper Officer or Chairman of their intentions to film or record prior to the commencement of the meeting.
5. The filming, photography or audio recording should only be made from the designated public seating area. In addition the following guidelines should also be followed:
  - a. Filming, photography or audio recordings should not be disruptive and distracting to the good conduct of the meeting and recording devices must be set in silent mode.
  - b. No flash or additional lighting is permitted.
  - c. Filming, photography or audio recordings should normally be taken from one fixed position and must not obstruct others from observing proceedings.
  - d. A person undertaking filming shall respect any request from members of the public that they do not wish to be filmed.
  - e. No oral commentary is permitted in the meeting.
6. The Chairman of the meeting will ask that filming, photographing or audio recordings be stopped when:
  - a. There is a public disturbance or suspension/adjournment of the meeting.
  - b. The recording has become disruptive or distracting to the good order and conduct of the meeting.
7. Those undertaking filming or recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.

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