

## **Agreed protocol on audio/visual recording and photography at Puddington Parish Council meetings**

**Introduction** Puddington Parish Council is committed to being open and transparent in the way it conducts its decision making. Recording is permitted at Council meetings which are open to the public subject to the following.

The rules which the Council will apply are:

1. Any person wishing to record Council meetings must let the Chair of the meeting know and sign to agree to abide by this protocol in advance. The Council will supply signs which will be deployed at any meeting all or part of which is to be recorded.
2. The recording must be clearly visible to anyone at the meeting and must not be hidden.
3. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
4. The Chair 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. The circumstances in which this might occur might include:
  - recording is disrupting the proceedings of the meeting
  - there is public disturbance or a suspension of the meeting
  - the meeting has resolved to exclude the public for confidential matters
5. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values 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 and may not consider any further requests from that individual to record meetings in a favourable light.
6. If the Committee needs to discuss confidential or exempt information (and goes into Part II) and the public are excluded from the meeting, all recording equipment will need to be removed immediately from the room.
7. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Notes for guidance: Please contact the Parish Clerk at [puddingtonpc@gmail.com](mailto:puddingtonpc@gmail.com) in advance of the meeting you wish to record, and especially if the recording you wish to make involves large equipment or special requirements. A failure to follow these requirements may lead to a request to record being refused at subsequent Council meetings. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

## Audio/visual recording and photography at Council meetings

I have read and agree to abide by the protocol on audio/visual recording and photography at Council meetings. I understand that the Chair 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. I will not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

Name .....

Address .....

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Signature ..... Date .....