

Protocol on the recording and filming of Washburn Parish Council Meetings

The right to record, film and to broadcast meetings of Washburn Parish Council is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Washburn Parish Council is committed to being open in the way it conducts its decision making. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording. Such recording is permitted except for the parts of meetings where the press and public are excluded due to the confidential nature of the business to be transacted.

The use of digital and social media recording tools, for example Twitter, Blogging or audio recording will be allowed as long as it is carried out in a non-disruptive way and does not interfere with any person’s ability to follow a debate.

Any person wishing to record a meeting must contact the Clerk prior to a meeting. He/she will agree to this protocol. Those exercising the rights to record must respect the rights of other people attending a meeting under the Data Protection Act 1998. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

When the Clerk is contacted in advance of a meeting mention must be made if the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements. Static recording will be preferred and lighting arrangements should not affect the ability of others present to view the meeting, or for reasons of health and safety or which will cause disruption.

A person or persons making a recording has no right to interrupt a Washburn Parish Council meeting by asking questions or making comments. The person recording has no right to ask a councillor or any member of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner. Any person or organisation choosing to record a Parish meeting is responsible for any claims or other liability from them so doing.

Washburn Parish Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

Washburn Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or any publication of that recording.

Date of adoption of policy.....