



TERLING AND FAIRSTEAD PARISH COUNCIL

Parish Clerk: Tamasin Curtis

Avenley, New Road, Terling CM3 2PN

Tel: 07354 723482 or 07949 321312

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TERLING AND FAIRSTEAD PARISH COUNCIL

RECORDING OF MEETINGS POLICY

The right to record, film and to broadcast meetings of the Parish Council and its Committees is established under the Openness of Local Government Regulations 2014. This is an addition to the rights of the press and public to attend such meetings.

Terling and Fairstead Parish Council is committed to being open and transparent in the way it conducts its decision making.

For this policy, the term “record” means any audio, visual or electronic recording.

Those who attend a public meeting may expect to be filmed. This includes councillors, council officers and members of the public. Clause 7 applies in respect of vulnerable adults and children.

1. A copy of this policy will be provided to members of the public in attendance at the meeting of the Council if requested. The Chairman may also verbally remind the meeting and all present of the freedom to record and that this policy exists to enable any type of recording to take place with minimal disruption to the Council meeting.
2. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting.
3. The recording of Council meetings is subject to the law and it is the responsibility of those doing so to ensure compliance. This will include the Human Rights Act, Data Protection Act and the laws of libel and information.
4. This 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 for any publication of that recording.
5. The person making the recording must ensure that there is minimal or no disruption to the proceedings of the meeting.
6. Where the press and public are excluded from a meeting or part of a meeting, owing to the confidential nature of the business, recording of that part of the meeting will not be permitted.
7. The specific filming of children, young people under the age of 18 and vulnerable adults present at the meeting is not permitted unless written consent is provided by their parents/guardians.
8. Anyone recording a meeting is requested to focus only on recording councillors, officers, and those members of the public who have not been identified as being under the age of 18 or a vulnerable adult.
9. The Council requests that all recording is overt (i.e., clearly visible to anyone at the meeting).
10. The use of digital and social media recording tools is allowed if the recording is carried out in a nondisruptive way and does not interfere with the ability of any person present to follow the discussions.



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11. Anyone making a recording has no right to interrupt a Council meeting by asking questions or comments for the recording. The person recording has no right to ask councillors, officers or members of the public to repeat a statement for the purposes of the recording.
12. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to record would prejudice proceedings at the meeting or if the person recording is in breach of this policy.
13. Persons recording are responsible for their equipment at all times.
14. The Council expects that the recording will not be edited in a way that could lead to the misinterpretation or misrepresentation of the proceedings, 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 that any recording in breach of these rules be removed from public view.
15. The council will have no liability for material published by any other person unless it is itself undertaking the publication.
16. The Council may photograph, film, record or broadcast meetings and can retain, use or dispose of such material as they see fit.
17. The minutes of a council meeting remain the statutory and legally binding formal record of council decisions.

Reviewed May 2024

Reviewed May 2025

Next Review May 2026