

## **PROTOCOL FOR RECORDING AT PUBLIC MEETINGS**

### ***Openness of Local Government Bodies Regulations 2014***

There is no requirement to notify the Council if you intend to record a public Council meeting, but as a matter of courtesy and in the interests of avoiding disruption, members of the public and the press are requested to tell the Democratic Services Officer of their intentions.

It should be noted that the Chairman of the meeting has absolute discretion to suspend or terminate any activities that, in his or her opinion, are disruptive.

In order to avoid disruption those recording, and in particular those filming the meeting, will be required to do so from one fixed point. An individual "roaming" around the meeting room will inevitably be disruptive and will not be tolerated.

A notice has been placed outside and inside the Council Chamber warning members of the public that the meeting may be recorded in order that they may make an informed decision as to whether or not to attend, and any members of the public requesting to address a meeting under the Council's scheme for public participation will be specifically informed of the possibility. The statutory right to record the meeting overrides any individual objection to being recorded.

If during the meeting a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording.

If a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording at the point at which the meeting is adjourned.

The Council asks those recording the meeting:

- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being recorded.
- To avoid recording members of the public present unless they are addressing the meeting.

Those intending to use large equipment, or wishing to discuss any special requirements are advised to contact the Democratic Services Officer (email: [witney-tc.gov.uk](mailto:witney-tc.gov.uk); telephone 01993 704379) at least 24 hours in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless it has been agreed in advance and can be done without disrupting the meeting.

At the beginning of each meeting, the Chairman will announce the meeting is being recorded by the Town Council as a matter of record and will ask if anyone present intends to record proceedings.

A failure to comply with this Protocol may lead to a refusal to allow recordings of any future Council meetings.

**Town Clerk**  
**August 2014**