



Protocol for Recording at Public Meetings (Openness of Local Government Bodies Regulations 2014)

Adopted: Policy, Governance & Finance Committee on 31/03/2025 Minute: F86
Review Date: 31/03/2027.

This protocol covers all methods of recording for example but not limited to, film, audio and photography.

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 Committee Clerk named on the meeting agenda of their intentions.

It should be noted that the Chair 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 a single fixed point. An individual 'roaming' around the meeting room or providing any form of commentary will inevitably be disruptive, will not be tolerated and will be asked to leave.

A notice may be placed outside the meeting room warning members of the public that the meeting may be recorded in order that they may make an informed decision as to whether to attend or not. The statutory right to record the meeting overrides any individual objection to being recorded.

Additionally, the Chair will make a verbal acknowledgement at the commencement of the meeting asking for anyone wishing to record to declare their intentions.

The Council asks those recording the meeting:

- Recordings may be published or shared online. However, you must not edit the recording in a way that leads to misinterpretation of the proceedings or shows a lack of respect to those being recorded, this includes not editing an image or views expressed in a way that may ridicule or show a lack of respect.
- 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 townclerk@witney-tc.gov.uk 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.

Where a meeting goes into private session, for example where confidential or exempt information is to be discussed, the public and press are excluded. Any filming or recording equipment must be turned off and removed from the room.

The Town Council may record the meeting for the sole purpose of minute taking.

Failure to comply with this protocol may result in a refusal to record any future meetings.