



**Woodstock Town Council  
Recording of Meetings Policy**

## **1. Introduction**

Woodstock Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of Woodstock Town Council was established under the Openness of Local Government Bodies Regulations 2014. This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media is permitted at any Town Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting, and subject to the following procedures:

### **Procedures:**

- 1) Anyone wishing to record a meeting is requested to let the Chair of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair to reduce disruption to the proceedings.
- 2) Anyone visually recording a meeting is requested to only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children present at the meeting should not to be filmed unless they and their parents/guardians have given their consent. Any request made by the Chair regarding respecting the public's right to privacy must be complied with.
- 3) Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment 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 request that a person stop or suspend recording if, in the Chair's opinion, continuing to do so would prejudice proceedings at the meeting because:
  - 5) recording is disrupting the proceedings of the meeting;
  - 6) there is public disturbance or a suspension of the meeting;
  - 7) the meeting has resolved to exclude the public for reasons of confidential business.
- 8) Recording equipment must not be left unattended at meetings.
- 9) The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.
- 10) Any recording made should not be edited in any 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.

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- 11) If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- 12) The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

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