



RECORDING POLICY

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BEMBRIDGE PARISH COUNCIL

RECORDING POLICY

1. Introduction

The right to record and report on meetings of the Council, its committees, and sub committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

Recording for the purposes of this document is defined as: Video recording, audio recording, photography.

Reporting for the purposes of this document is defined as: Tweeting, blogging, broadcasting video or audio streams, or any other mechanism which allows those not physically present at the meeting to follow the course of debate.

Bembridge Parish Council is committed to the principles of openness and transparency in its decision-making process and will support the right of members of the public to record and report on meetings subject to the following protocol being followed:

The Council will display requirements as to filming, recording and broadcasting on its agendas, at its meeting venues and those present will be notified by the Chair at the beginning of the meeting. Members of the public undertaking these activities will be deemed to have accepted these requirements whether they have read them or not.

2. Terms & Conditions

1. The Council may record any of its meetings and when doing so will be bound by this protocol. If the Council record a meeting the audio recording shall be retained until a resolution confirms the accuracy of the minutes of the meeting, and then it shall be destroyed unless there is a specific reason to extend the time the recording is kept.
2. As a matter of courtesy the Council would request that members of the public intending to record a meeting inform the Clerk of their intention at the earliest possible opportunity to enable adequate facilities to be put in place.
3. Members of the public attending meetings may put a request to the Clerk or Chair that they not be recorded, the Council would expect any member of the public recording a meeting to respect and comply with such a request. To this end, the Council request that any recording of a meeting be overt i.e. clearly recognisable to anyone present at the meeting.
4. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.
5. The right to record is limited to the duration of the meeting. Therefore, recording must not start until the meeting is called to order and must cease when the Chair closes the meeting.

6. If it is resolved to exclude members of the public from the meeting under s1(2) of the Public Bodies (Admissions to Meetings) Act 1960, all recording equipment must be turned off & removed from the meeting room. The Council may record private sessions of meetings. If a recording is taken it shall be retained until a resolution confirms the accuracy of the minutes of the meeting, and then it shall be destroyed. The recording will not be available to members of the public.

7. A member of the public recording a meeting must not at any time leave recording equipment unattended.

8. The right of members of the public to record or report on the proceedings of a meeting does not override the code of conduct so if a member of the public in the process of recording or reporting on a meeting is considered by the Chair to be obstructing or disrupting the transaction of business at a meeting, behaving offensively, or improperly, they may be asked to cease recording or reporting and/or be excluded from the meeting.

9. The following would be considered as disruptive behaviour (this is not an exhaustive list)

- Requests for statements to be repeated for the purpose of the recording
- Leaving the designated area
- Excessive noise, lighting, or flash photography
- Oral commentary
- Recording other members of the public without their consent

10. Recording and reporting on meetings are subject to the law, and it is the sole responsibility of the member of the public carrying out the recording or reporting to ensure they are compliant with relevant acts, including but not limited to the Human Rights Act, the Data Protection Act, and the laws of libel and defamation.

11. The 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, distort or show lack of respect towards those being filmed or recorded. Any breaches will be robustly defended.

12. The Council will have no liability for material recorded or published by any other person.

13. The Council is not responsible or liable for the actions of any person recording or reporting on the proceedings of a meeting which identifies a member of the public or records them without their consent.

14. Councillors who wish to record or report on the proceedings of a meeting will also be bound by this protocol.

15. The Minutes of the meeting remain the statutory and legally binding formal record of council decisions.