

Recording of Meetings Policy

The right to record, film and to broadcast meetings of Boxley Parish Council, its committees, sub committees and any joint 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. Boxley Parish Council is committed to being open and transparent in the way it conducts its decision making.

For the purpose of this policy the term "record" means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of Boxley Parish Council.

1. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
2. Meetings or Confidential Sections of meetings from which the press and public are excluded may not be filmed or recorded by any device unless expressly requested to do so for minute preparation. Any such recording made for the purposes of minute production must be deleted as soon as the minutes have been signed as a true record.
3. The use of digital and social media recording tools, for example Twitter, blogging or audio recording, will be allowed as long as it is carried out in a non-disruptive manner.
4. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
5. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
6. 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 1998.
7. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
8. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify Boxley Parish Council, its members and officers in relation to any such claims or liabilities.
9. Boxley Parish 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 or show lack of respect towards those being filmed or recorded.
10. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not. A copy of

these rules will be provided to members of the public in attendance at a meeting of the council/parish meeting, whether they wish to film or not at the meeting. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules must be observed when this is planned or taking place.

11. Boxley Parish Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.
12. Boxley Parish Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.
13. Boxley Parish Council prefers that all visual recording will be undertaken from a static point to avoid disruption at the meeting.
14. A person or persons recording the council/parish meeting are reminded that the "Public Participation" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.
15. Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, ie a medical professional, carer or legal guardian.
16. All those recording a meeting are requested to focus only on recording councillors, officers, those members of the public who have not requested anonymity or those that have not been identified as under the age of 18 or a vulnerable adult.
17. Boxley Parish Council may, at its own discretion, require members of the public who do not consent to being recorded to sit separately from those who are content to be recorded.
18. A person or persons making a recording has no right to interrupt the meeting by asking questions or making comments. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
19. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
20. The recording and reporting on meetings of Boxley Parish Council, its committees and sub-committees is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Boxley Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view. Boxley Parish Council will have no liability for

material published by any other person unless it is itself undertaking the publication through its offices.

21. The Clerk should be contacted in advance of the meeting if the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera or if the person recording has other special requirements eg to move around the room to record or film from different angles (note the council's preference for static recording). The use of lighting for filming/flash photography will usually be allowed if it is arranged via the Clerk prior to the meeting but the Parish Council will have regard to the impact of such lighting on the ability of others present to view the meeting, or for reasons of health, and may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting must not cause any other form of disruption.
22. Boxley Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. The Parish Council may propose to record all of its own meetings, and it will be bound by this policy. If the Parish Council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The Parish Council will then include such recordings within its Publication Scheme.
23. Boxley Parish 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.
24. The minutes of a council meeting remain the statutory and legally binding formal record of Council decisions.

Adopted by Council June 2026