



Lancing Parish Council

Recording of Public Meetings Policy

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1.0 INTRODUCTION

- 1.1 The right to record meetings of the Council, its committees or sub-committees is permitted under the *Openness of Local Government Bodies Regulations 2014*. For the purposes of this policy, the term 'recording' refers to filming, audio-recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

2.0 GUIDANCE FOR RECORDING

- 2.1 Anyone wishing to record a meeting should inform the Clerk prior to the start of the meeting.
- 2.2 The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given permission.
- 2.3 Recording of members of the public is not permitted unless they are making representation to the Council/Committee.
- 2.4 The Council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
- 2.5 Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
- 2.6 Recording must be overt (clearly visible) and from a static point.
- 2.7 Anyone recording a meeting must not leave their equipment unattended.
- 2.8 No additional lighting or flash photography will be permitted without prior consent.
- 2.9 Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
- 2.10 The Chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not being observed.
- 2.11 The Council may record meetings of the Council/Committees. Copies of the recording will be available to view by prior appointment during normal office hours.
- 2.12 The minutes of Council/Committee meetings remain the formal record of the Council.