

Misson Parish Council – Protocol for the Recording of Public Meetings

1. The following statement will be included in all Council agendas:
The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Parish Council public meetings by the general public and/or the media in accordance with the Council’s protocol “Recording of Public Meetings.”
2. The regulations also allow anyone at a meeting to use X, blogs, Facebook or similar media to report the meeting.
3. Misson Parish Clerk will always make an audio recording of the meeting. This can be made available for any member of the public to hear. The recording is erased when the minutes of the meeting are approved. The approved minutes of a Parish Council meeting remain the only statutory and legally binding record of Council decisions.
4. Before each meeting starts, the Chair will ask if anyone intends to digitally record and/or photograph the meeting so the public may be advised that the meeting is being recorded and/or photographed.
5. Although there is a statutory right to photograph and record meetings, the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit any public involvement.
6. The Chair has absolute discretion to terminate or suspend any recording activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur will include:
 - public disturbance or suspension of the meeting,
 - the meeting agreeing to formally exclude the press and public from the meeting due to the confidential nature of the business to be discussed.
7. The recording and reporting of the Parish Council meeting is subject to the law and it is the responsibility of those undertaking 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.
8. Misson Parish Council is not liable for the actions of any person making a recording of a public meeting which identifies a member of the public, nor for any publication of that recording.
9. **Protocol for the Recording of Public Meetings**
Misson Parish Council supports the principle of transparency and permits the audio and visual recordings and photography of meetings open to the public subject to the following protocol;
 - 9.1 The intention to record the meeting should be declared and members of the public present, must be asked to give consent to being recorded.
 - 9.2 Where members of the public declare an objection to being recorded, the recording must be paused when the objectors speak.
 - 9.3 Confidential items of business may not be recorded.

Agreed : Wednesday 1st May 2024

Signed :

