TANKERSLEY
PARISH COUNCIL

Filming, Audio-Recording, Photographing and Reporting of Council Meetings Policy

Adopted by Minute 407 on 27th October 2025

To be Reviewed October 2026

Tankersley Parish Council

Filming, Audio-Recording, Photographing and Reporting of Council Meetings Policy

Tankersley Parish Council adopted the following policy with effect from xxxxx

1. Tankersley Parish Council supports the 'Openness of Local Government Bodies Regulations 2014' (2014 SI No. 2095) (thereafter known as 'The Regulations'), which came into force on 6 August 2014, requiring parish councils to allow any person to film, audio-record or take photographs of, and to report on, the proceedings of any part of a meeting which the public are entitled to attend by law.

2. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes, meeting notes or recordings of the meeting for which approved minutes exist shall be destroyed.

3. The Regulations do not require parish councils to allow filming, of any part of a meeting where the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest. Exclusion of the public must be authorised by a resolution of the meeting and the reason for exclusion must be stated.

4. The Regulations apply only to formal, decision-making meetings of the Parish Council or a committee and not to informal meetings or meetings of a working party without decision-making powers.

5. The Department for Communities & Local Government has published a 'plain English' guide to the Regulations (available at https://www.gov.uk/government/publications/open-and-accountable local-government-plain-english-guide and our policy is based on this guide.

6. While no prior permission is required to carry out this activity, it is advisable that any person wishing to film or audio-record a public meeting, let the clerk know beforehand so that the necessary arrangements can be made for the public meeting. This is important because the rules require local government bodies only to provide reasonable facilities for any member of the public to report at meetings (refer page 5 of the DCLG

publication ‘Open and Accountable Local Government’, June 2014 Guide to Regulations in (4) above).

7. The Parish Council has no objection to quiet and inconspicuous filming, photographing, tweeting and blogging using a hand-held device such as a mobile phone or tablet. Oral commentary in the meeting room during a meeting is not permitted by the Regulations

8. The Regulations apply to councillors, as they do to members of the public, but councillors will wish to ensure that they are not distracted from the business of the meeting.

9. Unless agreed otherwise in advance with the parties concerned, recording and reporting must take place from the public seating area; should be overt and focused on those speaking at the meeting, not other members of the public.
Children or vulnerable adults attending a meeting should not be filmed or photographed.

10. Respect requests from external contributors or members of the public to suspend recording while they are speaking.

11. Flash photography or additional lighting is not allowed unless agreement has been reached in advance on how it can be done without disruption to the meeting.

12. Anyone acting in a disruptive manner may be asked by the Chair to stop doing so and if they continue they may be asked to leave the meeting. The DCLG guide gives the following examples of disruptive activity:

    • moving to areas outside the areas designated for the public without the consent of the Chair;
    • excessive noise in recording or setting up or re-siting equipment during the meeting;
    • intrusive lighting and use of flash photography; and
    • asking people to repeat statements for the purposes of recording.

13. Recording equipment may be left running in the meeting room even if the person using it leaves the room. However, it may not be left running for a part of a meeting where the public are excluded and an officer of the Council may stop the recording or switch off the equipment if this happens.

14. Those filming meetings are reminded that requirements of general law apply to their activities, for example:

    • the requirements of the Data Protection Act 1998 may apply to personal information about living individuals, including visual images;
    • there may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are ‘published’ by the person filming.

• The Parish Council cannot advise on general law and accepts no liability for any material created by those filming a meeting.

15. The Council expects that recording will not be edited in a way that could lead to misinterpretation of the proceedings.