



FILMING AND RECORDING OF MEETINGS HELD IN PUBLIC

Adopted 14 November 2022
Reviewed 11 December 2023
Reviewed 9 February 2026



Owslebury Parish Council supports the principle of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- subject to the provisions of this Policy; and
- provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

The Chair will advise if any or all of a meeting will be recorded or filmed at the start of the meeting. It is Owslebury Parish Council's intention to record all meetings of the Full Council and any committee meetings.

Although not required to do so, anyone intending to record a meeting of the Parish Council is encouraged to contact the Clerk via email at clerk@owslebury-pc.gov.uk in advance of the meeting for advice and guidance. Reasonable advance notice will enable practical arrangements to be made and special requirements to be discussed.

It should be noted that the Chair of the meeting will have absolute discretion to terminate or suspend any recording and/or reporting if, in their opinion, it is distracting or otherwise disrupting proceedings at the meeting.

Disruptive behaviour includes any action or activity which disrupts the conduct of the meeting or impedes others from being able to see, hear or film the proceedings, for example:

- Excessive noise in recording or re-siting equipment during the debate/discussion,
- Intrusive lighting and use of flash photography,
- Moving to areas outside the areas designated for the public without the consent of the Chair; or
- Asking for people to repeat statements for the purposes of recording.

Termination or suspension of recording might also occur in other circumstances, for example, where:

- The meeting is suspended; or
- The meeting agrees formally to exclude the press and public from the meeting due to the confidential/exempt nature of the business being discussed

Owslebury Parish Council expects those recording proceedings not to edit the film/audio/photo recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Parish Council. This includes refraining from editing any record in a way that may ridicule or show a lack of respect towards those being filmed, recorded or photographed.

The use of flash photography will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.



At the beginning of each meeting, the Chair will make an announcement that the meeting will be recorded. Meeting agendas will also carry this message.

Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed, filmed or recorded.

Members of the public seated in the public seating area who do not wish to be filmed must move out of sight of the filming device.

Letters or emails to applicants, on planning applications regarding when the application will be heard will state that the meeting will be recorded. In this way all attendees will be aware that proceedings are recorded.

Recordings of Owslebury Parish Council meetings by those other than the Owslebury Parish Council are the responsibility of the person making the recording in whatever form, and any breaches of the law which may result are similarly their responsibility. Owslebury Parish Council accepts no liability whatsoever for such breaches.