



Kelbrook & Sough Parish Council

Filming, Audio Recording, Photography and Reporting of Council Meetings

Policy Title:	Filming, Audio-Recording, Photographing and Reporting of Council Meetings	Policy Version: 2
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Kelbrook and Sough Parish Council welcomes members of the public and press to all its meetings. Members are keen to encourage community involvement in the work of the Parish Council.

Those who attend a public meeting should expect to be filmed. This includes Councillors, Council Officers and members of the public.

1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require 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. (The Regulations also contain provision requiring a written record to be kept of certain decisions made by officers; the Parish Council has a separate policy for this)

2. The regulations DO NOT require Parish Councils to allow filming and recording 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.

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

4. The Department for Communities and Local Government has published a guide to the Regulations (available at www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide) Kelbrook and Sough Parish Council's Policy is based on this guide.

5. The Parish Council has no objection to quiet and inconspicuous filming, photography, tweeting and blogging using a handheld device such as a mobile phone or tablet. Oral commentary in the meeting room during a meeting is not permitted by the Regulations and may be disruptive.

6. The Parish Council Agenda contains a statement regarding filming, recording and broadcasting on the agenda and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

7. Any member of the public who does not wish to be recorded should make this known to the Clerk prior to the commencement of the meeting.

8. The Regulations apply to Councillors as they do to members of the public.

9. The Chairman may verbally remind the meeting and all present of the freedom to record but that these rules are in place to enable any type of recording to take place with minimal disruption to the Council meeting.

10. Any member of the public or press who wishes to record the meeting should do so from the seating in the public gallery to minimise disruption to the meetings.

11. The Parish Council asks anyone proposing to use a device larger than a mobile phone or tablet to notify the Clerk prior to the start of the meeting so that proper facilities can, if possible, be provided.

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 those 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 the use of flash photography.
- Asking people to repeat statements for the purpose 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. An officer of the council may stop the recording or switch off the equipment if this happens.

14. The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its policies. Where a council proposes to record all its own meetings it will be bound by this policy.

RETENTION AND DISPOSAL POLICY – Live streaming on its social media platform will remain there in accordance with the platforms retention policy.

15. Those filming and recording meetings are reminded that requirements of General Law apply to their activities including the requirements of the Data Protection Act 1998 in relation to personal information about living individuals including visual images and possible legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming.

16. The Parish Council cannot advise on General Law and accepts no liability for any material created by those filming, recording or photographing a meeting.