

Porlock Parish



Council

Clerk to the Council
Mrs. D Taylor-Pitkin
Office Opening Hours:

Monday	CLOSED
Tuesday	9:30 – 14:00
Wednesday	9:30 – 14:00
Thursday	9:30 – 14:00
Friday	CLOSED

Contact Details:

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<https://porlockparishcouncil.org>

POLICY ON AUDIO/VISUAL RECORDING AND PHOTOGRAPHY AT COUNCIL MEETINGS

Porlock Parish Council

This copy belongs to

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Adopted 12th May 2021

Porlock Parish Council Members:

Cllr. Wood (Chairman)
Cllr. Boden (Vice-Chair)
Cllr. Bloys
Cllr. Briggs
Cllr. Ellicott
Cllr. Fraser
Cllr. Gable
Cllr. McCanlis
Cllr. McCoy
Cllr. Rayner
Cllr. Thornton
Cllr. Ware



1. Introduction

Porlock Parish Council is committed to being open and transparent in the way it conducts its decision making. The Council will make a video recording of all its full Council meetings which will be made available on our website for twelve months from the date of the meeting.

NOTE: As at December 2020, for its 'virtual' meetings, the Council uses the Zoom video platform.

2. Procedure at meetings

- 2.1 When the Chair is ready to start the meeting, he/she will notify the Clerk who will start the official recording.
- 2.2 The Council will allow members of the public to attend virtual meetings and will provide appropriate joining details.
- 2.3 The Council will photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies. The Council record will form the official record of a meeting.
- 2.4 Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the unofficial recording of its meetings.
- 2.5 Porlock Parish Council supports the right of any member of the public not to be recorded. The Council will ensure that signage at Council meetings makes it clear that recording can take place – if anyone speaking at the meeting does not wish to be recorded, they should let the Chairman of the meeting know.
- 2.6 The Chairman of the meeting has absolute discretion to stop or suspend recording if in the Chairman's opinion continuing to do so would prejudice proceedings at the meeting because:
 - recording is disrupting the proceedings of the meeting.
 - there is public disturbance or a suspension of the meeting.
 - the meeting has resolved to exclude the public for reasons of confidential business.



For these purposes recording equipment should not be left unattended at meetings. However, if the person carrying out an unofficial recording is absent the Council reserve the right to turn off the equipment referred to paragraph 2.4 above.

- 2.7 Any unofficial recording shall not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- 2.8 If the Council resolves to discuss confidential information, and the public are excluded from the meeting, all recording equipment must be removed immediately from the room.
- 2.9 The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Guidance Notes

Please contact the Parish Clerk prior to the meeting where an unofficial recording involves large equipment or special requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

This is a non-contractual procedure which will be reviewed on an Annual basis.

Date of policy: **12th May 2021**
Policy effective from: **12th May 2021**
Date for next review: **12 May 2022**

