

HARVINGTON PARISH COUNCIL

Policy on filming, photographing, audio recording and social media reporting of Public Parish Council and Committee meetings in accordance with the amendment by the Openness of Local Government Bodies Regulations 2014 to the Public Bodies (Admission to Meetings) Act 1960.

Harvington Parish Council supports the principle of openness and transparency in its decision making. It supports the public and the press to record, including filming, audio record, take photographs, blog, and tweet and use other social media websites to report on Council meetings which are open to the public.

1. LEGAL REQUIREMENTS AND RESTRICTIONS

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018, Council's Standing Orders and other legislation which may apply with regard to the permitted filming, photographing, audio recording and social media reporting of public meetings held by the Parish Council and its Committees.

2. RECORDING OF PUBLIC MEETINGS

- Any persons wishing to film, photograph or audio record public meetings is asked to **inform the Parish Clerk 24 hours in advance** to ensure that necessary arrangements can be made. This will include arrangements to inform the relevant Parish Council members, guest speakers and public present and, where possible, to provide a separate area for any members of the public who do not wish to be included in the film, photographs or other recordings being made.
- The right to film, record, video, etc is only to take place for the duration of the meeting i.e. to start when meeting opened by the Chairman and stop when the Chairman closes the meeting. No oral commentary is permitted.
- Filming/recording equipment must be removed from the meeting room when the public are excluded from a meeting.
- Any persons filming, photographing or audio recording at public meetings is required to give due consideration at all times to ensure that there is no disruption to normal proceedings. In this regard, flash photography, excessive noise disturbance or additional lighting will not be permitted unless approved in advance by the Clerk.
- In line with national legislation, the reporting, filming, photographing and audio recording must only relate to the public meeting itself and must not extend to anybody seated in the public section that does not form part of the proceedings. Filming, photographing or audio recording a member of the public without their prior express permission is not permitted. If children or vulnerable adults are seated in the public section permission of their parent or relevant responsible adult must be obtained prior to filming, photography and audio recording.

- The termination or suspension of filming, photographing, audio recording and social media reporting will occur for the following reasons:
 - Public disturbance at the meeting.
 - Moving around the public section whilst filming;
 - Chairman considers a defamatory statement has been made;
 - Requests received from members of the public to cease recording when they speak;
 - People are asked to repeat statements for the purposes of recording;
 - The meeting formally agrees to exclude the press and public from the meeting due to the nature of the business being discussed, or because an individual in the public area has made a request to the Chairman of the meeting that they do not wish to be filmed, photographed or audio recorded.
 - **The formal record of any meeting will be the approved minutes taken by the Clerk and approved by members; these can be viewed on the parish council website.**

3. REPORTINNG IN RELATION TO SOCIAL MEDIA

- The use of social media for the reporting of the proceedings is permitted during public Parish Council and Committee meetings.
- Anybody wishing to use social media will be required to ensure that this causes no disruption to the running of the meeting. All devices will need to remain on silent for the duration of the meeting.

4. CONCLUSION

- The formal record of any meetings will be the approved minutes taken by the Clerk to the Parish Council and approved by a vote of its members. These can be found on the Parish Council's website - <https://www.harvington-pc.gov.uk/>
- Any recordings should not be edited in a 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. The Council would expect any recording in breach of these rules to be removed from public view.
- Those publishing material from meetings are advised to make themselves aware of the relevant legislation before posting items on social media and websites.

Date of Policy: September 2026

Recommending Committee/Group: Finance & General Purposes Group

Date of recommending committee/group meeting: 1 September 2026

Policy version reference: v1 2026 Supersedes: Filming, Recording and Social Media Policy (September 2024)

Final Approval: Full Ordinary Parish Council Meeting

Policy effective from: 9 September 2026

Date for next review: September 2028