

## **Wentworth Parish Council**

### **Effective Management of Recordings at Council Meetings Policy**

The Right to Record The right to record, film and to broadcast meetings of Wentworth Parish Council (the 'Council'), its committees, sub committees and any joint committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

The Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term "record" means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the Council.

The Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

#### **The rules that Wentworth Parish Council will apply are:**

The Council will display requirements as to filming, recording, and broadcasting at its meeting venues and on its website and on notice boards in the town and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

A copy of these rules will be made available to members of the public in attendance at a meeting of the Council, whether they wish to film or not at the meeting. The Chairman may also verbally remind the meeting and all present of the freedom to record but that these rules must be observed when this is planned or taking place.

Any person wishing to record a meeting in any format whatsoever must contact the Clerk before the time set for the start of the meeting.

The Clerk's details are set out in the public notice and agenda of the meeting; in his/her absence, the contact will be the Chairman of that meeting.

**Adopted by Council May 2024**

**Review date May 2025**