

# BRISTON PARISH COUNCIL

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## **Policy for audio/video recording of council meetings**

### **HISTORY**

Briston Parish Council has always been committed to being open and transparent in the way its decisions are made. Until now this has been accomplished by allowing public access to meetings and the publishing and public display of Briston Parish Council minutes. This policy has now been extended and enacted in law under the provisions of Part 7 clause 40 of the Local Audit and Accountability Act 2014 whereby persons are permitted to report, commentate, or to film or make sound recordings of proceedings at meetings of Briston Parish Council. Briston Parish Council will continue, however to publish minutes of its meetings. The following provisions set out to define how such audio and or video recordings are managed in the future.

### **Briston Parish Council Policy Statement**

#### **MAIN PROVISION**

1. A video recording may in exceptional circumstances be made by Briston Parish Council at all its public meetings, including the monthly Parish Council meetings, Personnel committee meetings, Allotment committee meetings, Finance & General Purpose committee meetings, Planning committee meetings and the Annual Parish Meeting. It will not extend to the meetings of the Higginbottom Recreational Charity of which all Councillors are members of the Trustee.
2. At the start of the meeting the Chairman will announce that a video recording is to be made. Any members of the public not wishing to be recorded should advise the Chairman who will take all reasonable steps to ensure that such request(s) is/are accommodated.
3. Any Press Representative or members of the public wishing to make their own recordings must do so in an overt manner and inform the Chairman of this intent prior to the start of the meeting. Covert recording of Briston Parish Council proceedings is strictly prohibited. Any person or persons found making covert recordings may be required to leave the meeting. Persons making their own legitimate recordings must also comply with any decision to suspend recording arising from Clause 2.
4. Recordings shall not be permitted for any part of a meeting where the public is excluded.

5. The Chairman of a meeting has the absolute right to call for all recordings to be stopped if, in their opinion continuing to record would prejudice proceedings.
6. Press representatives, members of the public or council officers making their own or partial recordings of meetings must respect the law, including Human Rights, Data Protection legislation and Intellectual Property rights. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to meetings on the basis that they accept this responsibility.
7. Briston Parish Council takes no responsibility for any recording made by a third party or its subsequent use. Any third party making or copying a recording of a meeting shall in doing so be taken to have indemnified Briston Parish Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making of that recording.
8. Recordings will be retained on file for a period determined by Briston Parish Council's 'Retention of Documents Policy'.

Readopted

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5<sup>th</sup> March 2018  
 Readopted. 1/4/19

Signed:

*N. Fyfe*

*N. Fyfe* *N. Fyfe*

Dated:

5<sup>th</sup> Dec 2016

5/3/2018