OLD CATTON PARISH COUNCIL

Protocol for Recording of Council Meetings

Unless the Council or Committee has resolved to go into confidential session anyone has a right to record by audio and/or visual means with the following provisos:-

1. It is courteous to advise the Council or Committee via the Clerk that recording will take place.

2. The Council and Officers will afford reasonable facilities for the recording of the meeting.

3. No additional lighting or flash photography will be used except by agreement.

4. The person recording the meeting will be asked to cease recording if:
    a. There is excessive noise from moving or setting up equipment;
    b. There are interruptions to the smooth running of the meeting (eg requests that a person repeats a statement for the purposes of the recording or the distraction of the person(s) associated with the recording adding comments during the meeting).

5. The persons being recorded will be restricted to Members and Officers of the Council unless non-Members and Officers have agreed. In the case of children agreement must be sought from the parent or guardian.

6. All recording must be overt – i.e. visible to anyone at the meeting.

7. The Council is not liable for any actions of the person(s) recording that publicly identifies any member of the public or for any publication of the recording. Any persons recording the meeting are advised to obtain permission from members of the public before publicising material that identifies members of the public.

8. Only the official signed Minutes of the Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.

Adopted: 9th March 2015
Reviewed: 9th March 2026