

Mudford Parish Council

Audio and Video Recording Policy

Policy on Audio/Visual Recording and Photography at Council Meetings

Introduction

Mudford Parish Council is committed to openness and transparency in its decision-making processes. Council meetings, held in the *Village Hall in Mudford*, are open to the public, and recording of these meetings is permitted. This includes audio recording, filming, photography, blogging, tweeting, and the use of other social media platforms, subject to the conditions set out in this policy.

Procedure at Meetings

- Anyone wishing to record a meeting should inform the Chairperson either before or at the start of the meeting.
- Recording must be overt (clearly visible) and must not cause disruption.
- Visual recordings should focus only on councillors, the Parish Clerk, or members of the public directly involved in the meeting.
- Children should not be filmed unless explicit consent is given by both the child and their parent/guardian.
- At the start of each meeting, the Chairperson will announce that recording may take place.
- Mudford Parish Council respects the right of individuals not to be recorded. Signage will make this clear, and any person who does not wish to be recorded should notify the Chairperson.

Health and Safety

- Individuals bringing recording equipment are responsible for ensuring that it is safe, tested, and does not pose a risk.
- The Council accepts no responsibility for injury, damage, or theft involving recording equipment brought by members of the public.

Disruption and Confidentiality

The Chairperson may request that recording be stopped or paused if:

- The recording disrupts the meeting;
- There is a public disturbance or the meeting is suspended;
- The Council resolves to exclude the public to discuss confidential matters.

Recording equipment should not be left unattended. If unattended equipment is disrupting the meeting, it may be turned off. The Council accepts no responsibility for such equipment.

If a part of the meeting is held in confidential session, all recording devices must be removed from the room immediately.

Editing and Publication

- Recordings must not be edited in a way that misrepresents the proceedings or disrespects individuals.

- Use of flash photography or additional lighting is not permitted unless agreed with the **Parish Clerk** in advance.

Guidance Notes

- Please contact the Parish Clerk before the meeting if you plan to bring large equipment or have special recording needs.
- Recordings are subject to UK law. Responsibility for compliance lies with the individual making the recording. Relevant laws include the Human Rights Act, Data Protection Act, Public Order Act (1986), Equality Act (2010), laws on libel and defamation, and any subsequent legislation.

The Council reserves the right to photograph, film, or record its own meetings and manage those materials in line with its data retention policy.

This policy was adopted by the Council at its meeting held on 26th June 2025.

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Chair