

**Policy On Recording Meetings  
Council 16 December 2014**

**RECOMMENDED**

- (i) That the Policy on Recording Meetings as attached to this report as Appendix 1 is approved and adopted with immediate effect

**Appendices to this report**

1. Draft Policy On Recording Meetings

**Contextual Information**

1. The Openness of Local Government Bodies Regulations 2014 came into force on 6 August 2014; these Regulations require local authorities to allow any person to film, audio-record or take photographs of and to report on the proceedings of any part of a meeting which the public are entitled by law to attend.
2. The Regulations apply to formal decision making meetings of Council and its Committees and sub-Committees.
3. The Department for Communities and Local Government (DCLG) has published a "Plain English Guide" to the regulations which can be accessed at <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>
4. The Guide says that organisations should consider adopting a policy on the filming of members of the public and ensure "that they protect children, the vulnerable and other members of the public who actively object to being filmed, without undermining the broader transparency of the meeting."
5. Based upon a National Association of Local Councils model, the Town Clerk has drafted a policy for Council to consider.

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**Background Papers**

NALC Model Recording Policy

SSDC Recording Policy

Yatton Parish Council Recording Policy