

OCKLEY PARISH COUNCIL
Recording of public meetings policy
July 2026

Introduction

The right to record meetings of the council and its committees / joint committees is permitted under the Openness of Local Government Bodies Regulations 2014. For the purposes of this policy, the term 'recording' refers to filming, audio recording, photographing, broadcasting, social media or transmitting the proceeding of meetings by any other means.

Guidance for recording

1. Anyone wishing to record a meeting should inform the Clerk before the start of the meeting.
2. The recording of any person under the age of 18, or a vulnerable adult, is not permitted unless an adult responsible for them has given permission.
3. Recording of members of the public is not permitted unless they are making representation to the council/committee.
4. The council is not liable for the actions of any person making a recording at a meeting which identifies a member of the public, or for any publication of that recording.
5. Where the press and public are excluded from a meeting due to the confidential nature of the business to be transacted, recording of that part of the meeting is not permitted.
6. Recording must be overt (clearly visible) and from a static point.
7. Anyone recording a meeting must not leave their equipment unattended.
8. No additional lighting or flash photography will be permitted without prior consent.
9. Recording must be undertaken in a non-disruptive manner. Oral commentary is not permitted.
10. The chairman of the meeting may suspend or stop a recording of a meeting if the guidance for recording is not observed.
11. The council may record meetings of the council/committees. Copies of the recording will be deleted after the minutes from the council/committee have been agreed.
12. The minutes of council/committee meetings remain the formal record of the council.

Reviewed July 2026