



# BLIDWORTH PARISH COUNCIL

## Recording at Parish Council Meetings Policy

### Background

We live in a modern, digital world where the use of modern communication methods such as filming, tweeting and blogging should be embraced for enhancing the openness and transparency of local government bodies. This will ensure we have strong, 21st century, local democracy where local government bodies are genuinely accountable to the local people whom they serve and to the local taxpayers who help fund them.

The following policy on Recording at Parish Council Meetings is in accordance with current government legislation, further details of which can be accessed here -

<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>

This replaces any former policies.

Any questions or issues with the content should, in the first instance, be raised in writing to the Parish Clerk (clerk@blidworthparishcouncil.gov.uk)

### Introduction

Blidworth Parish Council is committed to openness and transparency in its decision-making. This policy outlines the guidelines for members of the public wishing to record Parish Council meetings.

### Right to Record

Members of the public, press, and Blidworth Parish Council members have the right to record Parish Council meetings, including audio, visual, and electronic recordings, as long as it is conducted in a non-disruptive manner. Working Party Meetings are not meetings of the Parish Council and recording will not be permitted.

### Notification

Any person intending to record a Blidworth Parish Council meeting must inform the Clerk no later than 9.00 am on the day of the meeting.

Prior to the start of the meeting the Chair will advise Councillors and other attendees of the presence of recording devices and will ensure that all devices are placed on the allocated place for 'recording devices'.

## **Recording Procedures**

- **Facilities:** persons recording a Parish Council meeting must make their own arrangements as far as any support facilities are concerned and must follow the Clerk's reasonable instructions regarding equipment location and other factors to ensure that neither Councillors nor other attendees are inconvenienced or distracted.
- **Non-Disruptive:** Recordings must be made discreetly and without interrupting the meeting. Recording equipment should be silent, and operators must remain silent, seated and unobtrusive.
- **Confidential Sessions:** Recording is prohibited during any part of the meeting that is closed to the public (e.g., 'In Committee' meetings or sessions) such designation being at the Clerk's sole discretion.
- **Members of the Public:** Recordings must not identify or facilitate the identification of any non-Councillor without having obtained any such individual's prior evidenced consent.
- **Children and Vulnerable Individuals:** Recordings must not identify or facilitate the identification of children and/or vulnerable individuals without having obtained explicit and evidenced consent from their guardians or responsible parties.

## **Use of Recordings**

Recordings made by the public can be used for personal use or media reporting. However, Blidworth Parish Council expects that any publication or dissemination of recordings is carried out responsibly and in accordance with all relevant data protection laws. In particular, if any part or parts of any recording are edited or combined with other data of any kind (including but not limited to written or visual AI-generated material) in such a way as to intentionally or negligently misrepresent the proceedings of the meeting, Blidworth Parish Council will be entitled to ban the person who made the recording from recording any subsequent Parish Council meetings.

## **Storage and Retention**

Blidworth Parish Council may make its own recordings of meetings for the purpose of minute-taking and record-keeping and will comply with the requirements of section 3 above. These recordings will be retained according to the Council's data retention policy and will comply with GDPR regulations.

## **Data Protection and Privacy**

Recordings must comply with data protection regulations. Personal data captured during recordings should be handled responsibly, ensuring privacy and compliance with relevant laws.

## **Enforcement and Compliance**

Failure to adhere to this policy may result in the removal of recording devices or the individual concerned from the meeting. The Chair of the meeting has the authority to enforce this policy and ensure that the meeting proceeds without disruption.

## **Review**

This policy will be reviewed periodically or as required to ensure it remains up-to-date and compliant with relevant laws and best practices.

This Recording at Parish Council Meetings Policy was adopted by the Vexatious and Habitual Complaints Committee at its meeting on 26<sup>th</sup> March 2026, Minute Ref. VHC26/07.