

# COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA  
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2024-25 Item 53d

## Policy on Audio/Visual Recording and Photography at Council Meetings

### 1. Introduction

Colney Heath Parish Council (CHPC) is committed to maintaining transparency and openness in its decision-making processes. The Council permits the recording of its meetings, including filming, audio recording, photography, blogging, tweeting, and the use of other social media, provided that it adheres to the guidelines set out in this policy.

### 2. Procedure at Meetings

#### 2.1. Notification of Intent to Record

Anyone wishing to record a Council meeting is requested to inform the Chairperson either prior to or at the start of the meeting. All recordings should be overt and clearly visible to attendees and must not disrupt the meeting's proceedings.

#### 2.2. Focus of Recording

Visual recordings should focus on the Councillors, officers, and any members of the public directly involved in the meeting's proceedings. Children present at the meeting should not be filmed unless consent has been obtained from both the child and their parent or guardian.

#### 2.3. Chairperson's Announcement

At the beginning of each meeting, the Chairperson will make an announcement to inform attendees that recording may take place.

#### 2.4. Right to Refuse Recording

CHPC upholds the right of any member of the public not to be recorded. Attendees who do not wish to be filmed or recorded should inform the Chairperson.

#### 2.5. Health and Safety Requirements

Anyone wishing to record a meeting must ensure that any equipment used, including cabling or electrical devices, complies with health and safety regulations. CHPC will not be held liable for any injuries or damages caused by recording equipment during Council meetings.

#### 2.6. Chairperson's Authority to Suspend Recording

The Chairperson has the discretion to request the cessation or suspension of recording if:

- The recording is causing disruption to the proceedings;
- There is a public disturbance or a suspension of the meeting;
- The meeting has resolved to exclude the public for confidential discussions.

Recording equipment must not be left unattended, and CHPC cannot be held responsible for any loss, theft, or damage to equipment during meetings.

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## 2.7 Editing of Recordings

Recordings must not be edited in any way that could misrepresent the proceedings, distort the context, or show any lack of respect toward participants. This includes editing that may infringe upon the Council's values or create misleading representations of the meeting.

## 2.8 Exclusion During Confidential Discussions

If the Council moves to discuss confidential matters and the public is excluded from the meeting, all recording equipment must be removed from the room immediately.

## 2.9 Flash Photography and Additional Lighting

The use of flash photography or extra lighting is not permitted unless arrangements have been made with the Parish Clerk in advance, and measures have been agreed to prevent disruption to the meeting.

## 3. Guidance Notes

### 3.1. Prior Contact

Anyone planning to record a meeting, particularly if large equipment or special arrangements are required, should contact the Parish Clerk before the meeting to ensure appropriate accommodations can be made.

### 3.2. Legal Compliance

The recording and reporting of Council meetings must comply with all relevant laws, including but not limited to:

- The Human Rights Act;
- The Data Protection Act;
- The General Data Protection Regulations (GDPR) 2018;
- The Public Order Act Part III (1986 as amended);
- The Equality Act 2010;
- Libel and defamation laws;
- Any subsequent legislation or regulations.

It is the responsibility of those recording to ensure they comply with the law.

### 3.3 Council Recording

CHPC may choose to photograph, film, record, or broadcast its meetings. These recordings will be managed in accordance with the Council's retention and disposal policies.

## 4. Review

This policy ensures that recording Council meetings is done responsibly and in a manner that respects the rights of all participants while maintaining the transparency and openness of Council proceedings.

This policy was presented to Full Council in November 2024 and if adopted will be reviewed in November 2027 or as required if until legislation changes.