

HARTLEY WINTNEY PARISH COUNCIL

POLICY NAME Reporting at Council Meetings Policy
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LEAD COMMITTEE Policy Working Group

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR
1	Initial Issue as Interim Policy – 06 November 2021 Reviewed by Policy Working Group – 15 November 2021 Adopted by Full Council – 06 December 2021	Reviewed by Policy Working Group – November 2023		
2	Adopted by Full Council – 8 th January 2024			

APPROVAL AND REVIEW

ADDITIONAL NOTES

POLICY STATEMENT

This policy provides guidance to members of the public or press who wish to photograph or record proceedings at any of Hartley Wintney Parish Council's public meetings.

TERMS AND DEFINITIONS

TERM	DEFINITION

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POLICY CONTENT

1 General principles

1.1 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) subject to the provisions of this Policy; and
- (b) provided that the HWPC Chair is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.2 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Policy.

1.3 Confidential agenda items which discuss sensitive employment or contractual information, are not suitable for recording due to the nature of some of the evidence given at the meeting.

1.4 Failure to follow the provisions within this Policy may result in the HWPC Chair refusing to allow the proceedings to be photographed or recorded.

1.5 For the purposes of this Policy, recording includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to X, Facebook and blogs.

2 Before the meeting

2.1 Those wishing to record proceedings at a meeting are strongly advised to contact the Executive Clerk as early as possible before the start of the meeting so that arrangements can be discussed, and the agreement of the HWPC Chair be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible.

3 During the meeting

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 A member of the public seated in the public area may object to being photographed, filmed or recorded. At the discretion of the Chair, this will be permitted if it does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the HWPC Chair to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Executive Clerk and the HWPC Chair.

3.6 Photography or audio/visual recording will be stopped if the HWPC Chair feels it is disrupting or inhibiting the meeting in any way.

3.7 If someone refuses to stop recording when requested to do so the HWPC Chair will ask the person to leave the meeting. If the person refuses to leave, the HWPC Chair will adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the HWPC Chair's request to do so, may be refused permission to record future meetings.

4 After the meeting

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

- 4.2 If someone fails to comply with this Policy the HWPC Chair may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photograph or audio/visual recording is used rests with the person who made the recording and not the Parish Council.

RELATED POLICIES AND OTHER REFERENCES