

### **Part 6R: Protocol For Recording Meetings**

The Council records its own meetings which are held in public. Live streams and recordings of meetings are available to view of the Council's website.

Members of the public also have a right to record meetings held in public. This includes filming, audio recording, photographs and the use of social media and the internet at meetings.

There is no requirement to notify the Council if you intend to record a public Council meeting but, as a matter of courtesy and in the interests avoiding disruption, members of the public and the press are requested to tell a Democratic Services Officer or the Chair of the meeting of their intentions.

It should be noted that the Chair of the meeting has absolute discretion to suspend or terminate any activities that, in his or her opinion, are disruptive.

In order to avoid disruption those recording, and in particular those filming the meeting, will be required to do so from one fixed point. An individual "roaming" around the meeting room will inevitably be disruptive and will not be tolerated.

A notice is placed outside and inside each meeting room advising members of the public that the meeting may be recorded in order that they may make an informed decision as to whether or not to attend. The statutory right to record the meeting overrides any individual objection to being recorded.

The Council asks those recording the meeting:

- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present unless they are addressing the meeting.

Those intending to use large equipment, or wishing to discuss any special requirements are advised to contact Democratic Services (email: [democratic.services@westoxon.gov.uk](mailto:democratic.services@westoxon.gov.uk); telephone 01993 861000) in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless it has been agreed in advance and can be done without disrupting the meeting.

At the beginning of each meeting, the Chair will ask if anyone intends to record proceedings and announce that the meeting is to be recorded should a notification have been received in advance.