

2026



WOOTTON PARISH COUNCIL

**AUDIO-VISUAL RECORDING, FILMING AND
PHOTOGRAPHING OF MEETINGS/COMMITTEE
MEETINGS**



3 Longden Close
Haynes
Bedfordshire
MK45 3PJ

Clerk@Wootton-PC.gov.uk

Tel: 07531 930788

Version History

Version	Reviewed at	Approved at
Version 1.00	Full Council Meeting of Wootton Parish Council on 10 th August 2016	Full Council Meeting of Wootton Parish Council on 10 th August 2016
Version 1.00	Annual Meeting of Wootton Parish Council on 10 th May 2017	Annual Meeting of Wootton Parish Council on 10 th May 2017
Version 1.00	Annual Meeting of Wootton Parish Council on 9 th May 2018	Annual Meeting of Wootton Parish Council on 9 th May 2018
Version 2.00	Annual Meeting of Wootton Parish Council on 15 th May 2019	Annual Meeting of Wootton Parish Council on 15 th May 2019
Version 2.00	Annual Meeting of Wootton Parish Council on 5 th May 2021	Annual Meeting of Wootton Parish Council on 5 th May 2021
Version 2.00	Annual Meeting of Wootton Parish Council on 11 th May 2022	Annual Meeting of Wootton Parish Council on 11 th May 2022
Version 2.00	Annual Meeting of Wootton Parish Council on 17 th May 2023	Annual Meeting of Wootton Parish Council on 17 th May 2023
Version 2.00	Annual Meeting of Wootton Parish Council on 8 th May 2024	Annual Meeting of Wootton Parish Council on 8 th May 2024
Version 2.00	Annual Meeting of Wootton Parish Council on 14 th May 2025	Annual Meeting of Wootton Parish Council on 14 th May 2025
Version 2.00	Annual Meeting of Wootton Parish Council on 13 th May 2026	Annual Meeting of Wootton Parish Council on 13 th May 2026

To be reviewed at each Annual Council Meeting.

POLICY ON AUDIO-VISUAL RECORDING, FILMING AND PHOTOGRAPHY OF MEETINGS/COMMITTEE MEETINGS

Introduction

Wootton Parish Council is committed to being open and transparent in the way it conducts its decision making. The Public Bodies (Admission to Meetings) Act 1960 permits members of the press and public to attend meetings, unless a resolution is passed to exclude them. The Local Audit and Accountability Act 2014 allows the Secretary of State to make regulations to increase public access to local government meetings. The Openness of Local Government Bodies Regulations 2014 permits the recording - including filming, audio recording, taking photographs, blogging, tweeting and use of other social media websites at council meetings **which are open to the public**.

Please note however, reporting rights do not extend to oral reporting or commentary on a meeting as it takes place (in other words, there is no entitlement to do a live voiceover whilst in the meeting room and the meeting is taking place).

The Rules which the Council will apply are:

1. Anyone wishing to record is requested to inform the Clerk to the Council prior to, or at the start of, the meeting and the recording (including equipment) must be clearly visible to all present at the meeting, be non-disruptive and not inhibit public involvement. Additional lighting and/or flash photography is not permitted.
2. All those visually recording a meeting are requested to focus only on recording councillors, officers and any members of the public directly involved in the conduct of the meeting. Any children present at the meeting are not to be filmed unless parental/guardian consent has been given. Any vulnerable adults present at the meeting are not to be filmed unless parental/guardian/carer consent has been given. Safeguarding Vulnerable Groups Act 2006 defines who may be considered a vulnerable adult. Please be aware: photographing a ward of court is usually regarded as an actionable contempt of court – please refer to the Children's Act 1989 as necessary. Please note in all cases it is for the person wishing to record the meeting to ensure they have the necessary consent.
3. Any member of the public may choose not to be recorded. Wootton Parish Council ensures that agendas, wall notices and welcome packs contain clear information that recording can take place. If anyone speaking at the meeting does not wish to be recorded, they are requested to let the Chairman know and they will be offered alternative seating arrangements in an area where they cannot be recorded.
4. At the beginning of each meeting, the Chairman will make an announcement that the meeting may be filmed or recorded.
5. Any person wishing to record council meetings will be responsible for ensuring that any cabling, or electrical equipment used has been properly tested, installed and adheres to health and safety requirements. Equipment must not be left unattended, and cabling must be covered to eliminate trip hazards. Wootton Parish Council will not be held liable for any injuries to the individual or members of the public or damage to the equipment caused by the recording of its meetings.
6. Wootton Parish Council will provide table(s), chair(s) and access to power points as needed.
7. The Chairman of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.

The circumstances in which this might occur include (but are not limited to):

- The recording is disrupting the proceedings of the meeting;
- Public disturbance or a suspension of the meeting;
- Members have resolved to exclude the public for reasons which are set down in Standing Orders.

In the case of c) above, all recording equipment must be removed also.

8. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's values or in a way that ridicules or shows a lack of respect for those in the recording. Wootton Parish Council expects any recording in breach of these rules to be removed from public view.

9. Wootton Parish Council reserves the right to request a copy of any unedited recording(s) (rushes) for reference.

10. Wootton Parish Council reserves the right to record meetings when others are also recording and it should be noted this policy applies to members of Wootton Parish Council also.

11. Anyone wishing to inform the Clerk of their intent to record the meeting in any way is asked to supply the following information in advance of the meeting:

- Details of the specific meeting;
- Name, organisation (if applicable) and contact details of the applicant;
- What equipment will be used;
- What the photographs or audio/visual recordings will be used for and where the information will be published.