

Public Recording of Council Meetings

This policy applies to all formal meetings of Melton Borough Council held under the Local Government Act 1972 (as amended).

The policy is intended to enhance the rights of access by the press and public to Council meetings. It only applies to those meetings where the press and public would normally have rights of access.

1. The filming, recording and use of social media of and at a public meeting of the Council, its committees or sub-committees is permitted. This does not include oral commentary during the meeting as this would be disruptive to the good order of the meeting.
2. Any person intending to record the meeting is requested to notify the Council (provide contact details) prior to the meeting to allow the Council to ensure that adequate facilities can be provided.
3. The Chair of the relevant meeting will notify those present that the meeting may be recorded.
4. Any activity or action in relation to the recording of meetings which disrupts the conduct of the meeting is not permitted. Any person who, in the opinion of the Chair of the meeting, so disrupts the meeting will be asked to leave.
5. Recording either audio, visual or both will be permitted from the area designated as 'public seating'.
6. No audio-visual equipment will be permitted to be placed in the immediate vicinity of Councillors or Officers participating in the meeting.
7. No flash photography will be permitted during the course of the meeting.
8. The Chair of the relevant meeting retains the right to require that any equipment in use is relocated, switched-off or removed should it prove to be disruptive to the smooth and efficient conduct of the meeting.
9. All equipment used to record the proceedings of the meeting will have its own power supply; no Council power supply will be used at any time.
10. All equipment used to record proceedings of the meeting shall be silent when in use and cause no distraction to participants of the meeting or other members of the public.
11. Users of audio-visual recording equipment will comply with all reasonable requests relating to health and safety eg. trip hazards etc.
12. Where members of the public are participating in a meeting such as presenting a question at Public Question Time or presenting a petition, they shall be requested to give permission for their contribution to be recorded.

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13. There shall be no filming or recording of the area designated as 'public seating' at any time.
14. Any recordings of meetings do not under law replace or negate the officially recorded minute of that particular meeting.
15. Recording equipment will be turned off during any adjournment periods during a meeting.
16. Any issues or queries relating to the implementation of this policy shall be referred to the Chief Executive or their designated representative.