



Recording of Council Meetings Policy

Adopted: Sept 2026

Review Date: Sept 2029

Responsible Committee: Full Council

1. Purpose

Lydney Town Council is committed to openness, transparency and accountability in its decision-making processes.

This policy sets out the arrangements for the recording of meetings by members of the public, the press and the Council, ensuring compliance with the Openness of Local Government Bodies Regulations 2014, the Local Government Act 1972 and relevant data protection legislation.

2. Scope

This policy applies to all meetings of Lydney Town Council and its committees and sub-committees that are open to the public.

It does not apply to meetings or items from which the public have been excluded under Section 100A of the Local Government Act 1972 (exempt or confidential business).

3. Legislative Background

The Openness of Local Government Bodies Regulations 2014 provide members of the public and accredited representatives of the media with the right to report on meetings that are open to the public. This includes:

- Audio recording;
- Video recording;
- Photography;
- Live streaming;
- Blogging or reporting via social media.

The Chair of the meeting retains responsibility for ensuring the meeting is conducted in an orderly manner.

4. Recording by Members of the Public and the Press

Members of the public and representatives of the media may record, film, photograph or broadcast meetings that are open to the public.

Those wishing to record are requested, although not required, to inform the Clerk before the meeting begins. This enables the Chair to notify those present that recording is taking place.

Anyone recording a meeting must ensure that:

- recording equipment does not disrupt proceedings;
- cables or equipment do not create hazards;
- movement around the meeting room is kept to a minimum;
- flash photography or additional lighting is not used where it may distract participants;
- recordings do not continue during exempt or confidential business.

Recording must not interfere with the public's ability to observe the meeting or the Council's ability to conduct its business.

5. Public Participation

Members of the public who choose to address the Council during the Public Participation session should be aware that they may be recorded by others attending the meeting.

By choosing to speak in a public meeting, individuals acknowledge that their comments may be recorded and subsequently published by those making the recording.

6. Council Recordings

The Council may record meetings solely for the purpose of assisting the Clerk in preparing accurate minutes.

Where the Council records a meeting:

- recordings are made for internal administrative purposes only;
- recordings will be securely stored;
- access will be restricted to authorised officers where necessary to assist with the preparation or verification of the minutes;
- recordings will not be published, livestreamed, shared with members of the public or released on social media or other platforms;
- recordings do not form part of the Council's permanent records unless required for legal proceedings, a statutory investigation or other evidential purposes;

- recordings will normally be deleted once the minutes have been approved by the relevant committee or Full Council.

The approved minutes remain the official and legally recognised record of the meeting.

7. Exempt and Confidential Business

Recording, filming, photography and broadcasting must cease immediately if the Council resolves to exclude the press and public for the consideration of exempt or confidential business under the Local Government Act 1972.

The Council's own recording, where one is being made, will also cease during exempt items unless required for evidential purposes.

8. Disruptive Behaviour

The Chair has responsibility for maintaining order throughout the meeting.

Where recording activities disrupt proceedings or prevent the efficient conduct of Council business, the Chair may:

- request that the disruption ceases;
- require recording equipment to be repositioned;
- suspend the meeting if necessary;
- take any action available under the Council's Standing Orders to restore order.

9. Data Protection

Individuals making recordings are responsible for complying with all applicable legislation relating to the use, storage and publication of personal information, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 where applicable.

The Council accepts no responsibility for recordings made by third parties.

10. Publication of Recordings

The council will decline requests for copies of its meeting recordings, whether received as informal requests, subject access requests under the Data Protection Act 2018, or Freedom of Information requests under the Freedom of Information Act 2000. The council's position is that:

- Recordings are held for a specific internal operational purpose and are not a public record
- The approved minutes of each meeting constitute the official and authoritative record
- Release of unedited recordings carries a risk of content being taken out of context, manipulated, or used in a misleading way, which is contrary to the council's duty to protect the integrity of its proceedings

Where a request is received, the Clerk will respond in writing explaining this position and directing the requester to the published minutes.

The Council accepts no responsibility for recordings made independently by members of the public or the media, nor for how those recordings are edited, shared or published.

11. Meeting Notice

The following notice will appear on all meeting agendas:

Recording of Meetings

Members of the public are permitted to film or record meetings, in a non-disruptive manner, to which they are permitted access. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.

12. Review

This policy will be reviewed every three years or sooner if required by changes in legislation, guidance or Council procedures.