# POLICY ON RECORDING STAPLEHURST PARISH COUNCIL MEETINGS

## 1. Introduction

The recording of meetings by the news media, organisations or individuals is becoming a more prominent feature of Local Government.

In drafting this Recording Policy advice from Kent Association Local Councils (KALC), the Parish Council's GDPR consultant and the views from Maidstone Borough Council Monitoring Officer were considered.

There is a presumption of limited expectation of privacy, for a public servant (like a member) attending a public meeting.

However, it is recognised that there is a need to balance the tension between various pieces of legislation, that each Council should develop a Recording Policy and seek a common-sense, balanced approach.

## 2. Definitions

**Recording a meeting** is defined as "either sound recording, film recording or photographing." This can be done by various means including phones, tape recorders, cameras, Ipads etc.

**A meeting** is defined as a Parish Council meeting, a Planning Committee meeting or subcommittee meeting.

**Filming location** – an area designated for filming a meeting

## 3. Legislation

The current legislation relevant to this policy

- Schedule 12 to the Local Government Act 1972,
- The Public Bodies (Admission to Meetings) Act 1960,
- s.13 of the Local Government and Housing Act 1989
- The Localism Act 2011
- The Openness of Local Government bodies Regulations 2014
- UK General Data Protection Regulation (UK-GDPR), the Data Protection Act 2018
- Harassment and Code of Conduct – (Protection from Harassment Act 1997)

In addition, Staplehurst Parish Council adopted Standing Orders and Privacy Notice were considered, this policy should be reviewed at the Parish Council's AGM each year.

**4. News media**

If an official news media attends a meeting to record the meeting they need to contact the Clerk the day before, who will make arrangements for them in the room – as per Parish Council Standing Orders 3.14.

**5. Individuals recording meetings**

Members of the public, staff, Parish, Borough and County members may record meetings that are open to the public as per Standing Order 3.12.

Individuals intending to record must notify the Chair or Clerk before the meeting begins.

Filming must take place in the designated Filming area only, should be of the meeting in general, should be conducted in a non-disruptive manner and must not interfere with the conduct of the meeting.

Recording is prohibited during confidential sessions (e.g., matters involving personal data, employment, or legal advice).

Live commentary or intrusive equipment (e.g. flash photography, bright lighting) is not permitted.

Recordings must not be edited in a way that misrepresents proceedings or disrespects participants.

Attendees are deemed to have implied consent to being recorded in public meetings, but this does not override their rights under the UK GDPR to withdraw consent

Recordings must not identify or facilitate the identification of:

- Children or vulnerable individuals without explicit, evidenced consent from guardians or responsible parties.

- Members of the public who are not actively participating unless consent is obtained.

The targeted recording by an individual of another individual may be considered vexatious or intimidating and should be avoided. Repeated targeted recording shall be considered harassment. The Council as data controller reserves the right to restrict such recording.

If in the view of the Chair such behaviour amounts to "disorderly conduct" at the meeting the individual may be asked to leave or be removed from the meeting, as per Parish Council Standing Order 3. Section 2.

Individuals or organisations recording meetings are solely responsible for compliance with data protection laws.

Recordings must be stored, shared, and disposed of in accordance with UK GDPR principles.

The Parish Council is not liable for third-party recordings.

**6. The Parish Council**

The Parish Council may record meetings for official purposes and retain such recordings in line with its Retention and Disposal Policy.

**7. Process at a meeting**

Prior to the start of a meeting The Chairman reads out the following statement.

**Welcome**

Welcome to ( title of meeting and date), I invite members of the public to speak for a maximum of 3 minutes each, relating to issues on the agenda or about planning issues of local concern. Please state name and address prior to speaking. Attendees are requested to notify the Chairman of any intention to film, photograph or record during the meeting / part of the meeting and use the designated recording area.

Any council recordings will be clearly announced and made available to the public where appropriate.

It is the right of anyone to film, photograph or record during the meeting / part of the meeting but equally it is the right of anyone to withdraw their consent to be filmed, photographed or recorded during the meeting / part of the meeting.

**Civility and Respect**

All attendees are reminded that this meeting is to be conducted in a spirit of mutual respect and civility. Please ensure that all comments and contributions are made respectfully and considerately.

**8. Adoption**

This policy supersedes any previous sound recording / filming / photograph policy and was adopted by Staplehurst Parish Council.

on ……6th October 2025……minute…2407/6.3……..