Stratford-upon-Avon Town Council

RECORDING AT MEETINGS

Contents

1. Introduction 2
2. Protocol 2

1. Introduction

The right to record, film and broadcast meetings of the Council, its committees, sub-committees and joint committees is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.

The Council is committed to being open and transparent in the way it conducts its decision-making. For the purpose of this policy, “record” means any form of audio, visual or electronic recording. Recording is permitted in accordance with the applicable law and the Council’s reasonable meeting arrangements.

The Council recognises that some members of the public attending its meetings may not wish to be recorded. Anyone who does not wish to be recorded should make this known to the Clerk or the Chair before the meeting begins, so that the Chair can consider appropriate arrangements.

2. Protocol

The Council will display its requirements for filming, recording and broadcasting at the Town Hall and on its website. People recording meetings are expected to comply with these requirements.

Visual recording must be undertaken from a static position to avoid disruption to the meeting.

Public participation may not form part of the formal meeting. Anyone wishing to record during that period should establish their legal position before doing so.

Recording is not permitted during any part of a meeting from which the press and public have been excluded because of the confidential nature of the business.

Children and young people under 18 must not be filmed unless written consent has been given by a parent or guardian. For vulnerable adults, appropriate consent should be obtained from a responsible adult, such as a medical professional, carer or legal guardian.

All recording must be overt and clearly visible to people attending the meeting.

Members of the public may film or record meetings to which they are permitted access, provided this is done in a non-disruptive manner. Digital and social media tools, including audio recording, blogging and posting updates, may be used provided they do not interfere with anyone’s ability, including a disabled person’s ability, to follow the debate.

A person recording a meeting must not interrupt proceedings by asking questions or making comments. They must not ask councillors, officers or members of the public who have been permitted to speak to repeat a statement for recording purposes.

The Chair may stop or suspend recording if, in the Chair’s opinion, continuing would

prejudice the proceedings or the person recording is breaching these rules.

Recording and reporting are subject to the law. Those making or publishing recordings are responsible for ensuring compliance, including with data protection and human rights law and the law of libel and defamation. Recordings should not be edited in a way that misrepresents the proceedings, ridicules participants or shows a lack of respect for those recorded.

The Council may ask for a recording that breaches these rules to be removed from public view.

The Council is not responsible for material published by another person unless the Council itself publishes it. The Council is not liable for the actions of a person recording a meeting that identifies a member of the public, or for publication of that recording.

The minutes of a Council meeting remain the formal statutory record of the Council's decisions.

Date of policy: November 2026
Approving Committee: Council
Date of meeting: 24 November 2026

Policy Review: Every four years or sooner if there are changes in legislation or other relevant matters.