**Protocol on the recording and filming of Cawood Parish Council and Committee Meetings**

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

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. (see addendum for further guidance)

While those attending meetings are deemed to have consented to 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 1998. The recording and reporting on meetings of Cawood Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The Council expects that the recording will not be edited or filmed 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. The Council would expect any recording in breach of these rules to be removed from public view. The Council will have no liability for material published by any other person unless it is itself undertaking the publication. Any person or organisation choosing to film, record or broadcast any meeting of the Council, committee or sub-committee is responsible for any claims or other liability from them so doing.

The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules/guidance or is deemed to be recording in a disruptive manner.

The Council will display requirements as to filming, recording and broadcasting at its venues and on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

The Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

**CPC September 2020, reviewed Sept 2021**

**Due review September 2024**