



WHIXLEY PARISH COUNCIL

PUBLIC PARTICIPATION AND RECORDING AT PARISH COUNCIL MEETINGS

Members of the public have a legal right to attend meetings of a parish council and its committees, except where they are excluded (by a resolution of the meeting) for specific items which need to be discussed in confidence, for example, staffing matters or tenders for contracts.

The public has no legal right to speak at meetings of the council or its committees. However, as part of its community engagement, Whixley Parish Council has set aside time for public participation at meetings. This item is early on the agenda and referred to as the Public Open Forum and comments are restricted to items included within the agenda. The names of members of the public who do speak will not be minuted and are referred to as "A member of the public"

Members of the public who would like the Parish Council to consider other matters should contact the Clerk prior to a meeting.

RECORDING AT PARISH COUNCIL MEETINGS.

The right to record, film and to broadcast meetings of the parish meeting was 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.

For the purpose of this policy the term "record" means any form of audio, visual or electronic recording.

Any person wishing to record a meeting in any format is encouraged to contact the Clerk prior to the start of the meeting. The Clerk's details are set out on website and the agenda of the meeting. Discussing requirements with the clerk beforehand will help to ensure that the council provides reasonable facilities to meet the needs of the person that is recording.

The person making the recording may move around, however in doing so he/she must ensure that there is minimal or no disruption to the proceedings of the meeting.

A person or persons recording the parish council meeting are reminded that the parish council Standing Orders are suspended during "Public Participation".

Where the press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.

The specific filming of children or young people under the age of 18 who are present cannot take place unless their parents/guardians have given their consent.

The council requests that all recording is overt (i.e., clearly visible to anyone at the meeting).

The use of digital and social media recording tools is allowed as long as this type of recording is carried out in a non-disruptive way and only to the extent that it does not interfere with the ability of any person present to follow the debate.

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A person or persons making a recording has no right to interrupt a parish meeting by asking questions or making comments for the purpose of the recording. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

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.

The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

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

Amanda Kennerley (clerk)

Email: whixleyparishcouncil@outlook.com