



**FOREST ROW PARISH COUNCIL
RECORDING EQUIPMENT & CAMERAS AT MEETINGS POLICY**

Members of the public may photograph, record, tweet, blog or broadcast the proceedings of a meeting by the use of the relevant social/recording media in accordance with The Openness of Local Government Bodies Regulations 2014, amended s.1 of the 1960 Act. A separate area will be created for members of the public who do not wish to be filmed and their wishes will be respected.

The Clerk (or in his/her absence the Assistant Clerk) will routinely audio record meetings of Full Council and the Standing Committees. However, the approved & signed minutes of meetings will remain the sole admissible legal record of proceedings, and such audio recordings will be deleted once minutes are agreed, unless Members resolve that there is some overriding reason for preserving the recording.

Prior to deletion, any member of the public who does not avail themselves of the opportunity to record a meeting and wishes to have access to the Council's recording, may make an appointment to visit the Council offices and listen to the recording. A charge of £10 will be made for this.

Policy due for review:
May 2021