

## Wyre Piddle Parish Council

# Standing Orders

### Meetings

- 1 Meetings of the council shall be held after 18.30 hours on one day in each month, except August, December and April, in accordance with the schedule of Meetings duly approved by the parish council in March of each year and applicable to the ensuing municipal year, unless the council otherwise decide.
- 2 The Statutory Annual General Meeting (a) in an election year shall be held on the SECOND WEDNESDAY/THURSDAY NEXT FOLLOWING the FOURTH day after the ordinary day of elections to the council, and (b) in other years shall be held on the ordinary meeting day in MAY, as described in paragraph 1, above.
- 3 The council shall hold at least FOUR other meetings in each year, in accordance with statutory requirements, one of which shall be the Annual Parish Meeting, and every such meeting shall be open to the public unless the council otherwise direct within their statutory powers.
- 4 The Annual Parish Meeting is held in April each year. It is a meeting of the Parish electors and receives reports from local organisations, together with a report from the Chairman reviewing the Council's activities for the preceding year.
- 5 The chairman may, at any time convene a meeting of the council. If s/he refuses to do so after a requisition for that purpose signed by two members of the council, any two members of the council may forthwith, on that refusal, convene a meeting. If the chairman, without so refusing does not within seven days convene a meeting after the requisition is presented to him/her, any two members may do so on the expiration of those seven days.

### Chairman of the Meeting

- 6 The person presiding at the meeting may exercise all the powers and duties of the chairman in relation to the conduct of the meeting.

### Proper Officer

- 7 Where a statute, regulation or order confers functions or duties on the proper officer of the council in the following cases, s/he shall be the clerk:
  - a) To receive declarations of acceptance of office
  - b) To receive and record notices disclosing pecuniary interests
  - c) To receive and retain plans and documents
  - d) To sign notices or other documents on behalf of the council
  - e) To receive copies of byelaws made by the council of the District
  - f) To certify copies of byelaws made by the council
  - g) To sign summonses to attend meetings of the council
- 8 In any other case the Proper Officer shall be the person nominated by the council and, in default of nomination, the clerk.

## **Quorum**

9 Three members shall constitute a quorum of the Council

10 If a quorum is not present when the council meets or if during a meeting the number of councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the chairman may fix.

## **Voting**

11 Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

12 If a member so requires, the clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.

12 The chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though s/ he gave no original vote.

If the person presiding at the Annual General Meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the chairman and vice-chairman until the end of their term of office s/he may not give an original vote in an election for chairman.

The person presiding must give a casting vote whenever there is an equality of votes in an election for chairman.

## **Order of Business**

13 At each Annual General Meeting the first business shall be:-

- a) To elect a chairman
- b) To receive the chairman's declaration of acceptance of office or, if not received at that time, to decide when it shall be received
- c) To elect a vice chairman
- d) To appoint representatives to serve on other bodies which will fall due prior to the next Annual General Meeting of the council
- e) To appoint any committees, working groups etc., at the councils discretion

and shall thereafter follow the order set out in Standing Order No 14 below.

14 At every meeting other than the Annual General Meeting, the first business shall be to appoint a chairman, if the chairman and the vice chairman both be absent, and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then received to decide when they shall be received.

15 After the first business has been completed, the order of business, unless the council otherwise decide on the ground of urgency, shall be as follows;

- a) To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes shall be taken as read.  
Where there is insufficient time between meetings, the clerk to table the

minutes/report and members to be allowed sufficient time to read the text.

- b) After consideration, to approve the signature of the minutes by the presiding chairman as a correct record
- c) To consider any necessary Matters Arising that may otherwise not be considered
- d) To deal with business expressly required by statute to be done
- e) To receive such correspondence as the presiding chairman may permit to be laid before the council other than matters contained elsewhere in the agenda for the meeting
- f) To receive and consider reports and minutes of the committees, working groups etc., appointed by the council to deal with the carrying out of general or specific functions
- g) To approve payment of any accounts due at the time of the meeting
- h) Any other business specified in the summons

16 The order of the business on the ground of urgency or expediency may be varied with the approval of the presiding chairman

17 Any matter which any member wishes to be included in an agenda for a scheduled meeting in accordance with Standing Order No 1 shall be transmitted to the clerk to be received by him/her at least eight days before the day fixed for the meeting.

### **Motions Proposed without Notice**

18 Motions dealing with the following matters may be moved without notice:

- a) To appoint a chairman of the meeting
- b) To correct the minutes
- c) To alter the order of business
- d) To proceed to the next business
- e) To approve the minutes
- f) To close or adjourn the debate
- g) To refer a matter to a committee
- h) To appoint a committee/working group or any members thereof
- i) To adopt a Report
- j) To authorise the sealing of documents
- k) To amend a motion
- l) To give leave to withdraw a motion or an amendment thereto
- m) To exclude the press and public
- n) To silence or eject from the meeting a member named for misconduct
- o) To invite a member having a personal interest in the subject matter under debate to remain
- p) To suspend Standing Orders

### **Questions**

19 A member may ask the chairman any question concerning the business of the council

20 A member with or without notice may ask the chairman of a committee or working group any question upon the proceedings of the committee or working group then before the council if the question is put before the council's consideration of those proceedings is concluded.

21 Every such question shall be put and answered without discussion

22 A person to whom a question has been put may decline to answer

### **Rules of Debate**

23 No discussion shall take place on the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution.

24 A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given it shall, if required by the chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.

25 A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

26 No speech shall exceed three minutes, except with the approval of the chairman after considering the general consensus of the members present, provided that the proposer of the motion may be allowed a longer time at the discretion of the chairman

27 An amendment shall be either:

- a) To leave out words
- b) To leave out words and insert or add words
- c) To insert or add words

28 An amendment shall not have the effect of negating the motion before the council

29 If any amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendments may be moved.

30 A further amendment shall not be moved until the council has disposed of every amendment previously moved, but a member may give notice that he wishes to move a further amendment.

31 The mover of a motion or of an amendment shall have the right of reply.

32 A member, other than the mover of a motion shall not, without leave of the council, speak more than once on any motion except to move an amendment, or further amendment, or on an amendment, or on a point of order, or in personal explanation or to move the closure.

33 A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member wishing to speak for these purposes shall be heard forthwith.

34 A motion or an amendment may be withdrawn by the proposer with the unanimous consent of the council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal, unless such permission has been refused.

35 When a motion is under debate no other motion shall be proposed except the following:

- a) To amend the motion
- b) To proceed to next business
- c) To adjourn the debate
- d) That the question be now out
- e) That a member named be not further heard
- f) That a member named do leave the meeting
- g) That the motion be referred to a committee or a working group
- h) To exclude the public and press
- i) To adjourn the meeting

36 The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

37 Members shall address the chairman when speaking at all times.

38 If two or more members signify that they wish to speak, the chairman shall call upon one of them to speak.

39 Whenever the chairman rises during a debate all other members shall be seated and silent.

## **Closure**

40 At the end of any speech a member may, without comment move "that the question be now put", "that the debate be now adjourned" or "that the council do now adjourn". If such a motion is seconded and if the chairman is of the opinion that the question before the council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. If the motion "that the question be now put" is carried, s/he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right of reply has been exercised or waived. The adjournment of a debate or of the council shall not prejudice the mover's right of reply at a resumption.

## **Disorderly Conduct**

41 No member shall misconduct him/herself at a meeting by persistently disregarding the ruling of the chairman, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such manner as to scandalise the council or bring it into contempt or ridicule.

42 If, in the opinion of the chairman, a member has so misconducted himself, the chairman shall express that opinion to the council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forth with and without discussion.

43 If either of the motions mentioned in Standing Order no 42 above, is disobeyed the chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

### **Right of Reply**

44 The proposer of a motion shall have a right of reply immediately before the motion is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

### **Alteration of Motion**

45 A member may, with the consent of his seconder, propose amendments to his own motion.

### **Rescission of Previous Resolutions**

46 A decision of the council shall not be reversed within six months save by a special motion duly proposed, seconded and approved by the council, notice whereof bears the names of at least three members of the council.

When such a motion is disposed of no similar motion may be moved within a further six months.

This Standing Order shall not apply to rescinding resolutions arrived at in pursuance of the report or recommendation of a committee or working group.

### **Voting on Appointments**

47 When more than two persons have been nominated for any position to be filled by the council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

### **Discussion and Motions Affecting Employees of the Council**

48 If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the council, it shall not be considered until the public and press have been excluded pursuant to the Public Bodies (Admission to Meetings) Act, 1960 or other subsequent enabling legislation.

### **Motions on Expenditure**

49 Any motion proposed which, if carried would in the opinion of the chairman, substantially increase the expenditure of the council, or which would involve capital expenditure or the raising of a loan shall, when proposed and seconded, stand

adjourned without discussion to the next ordinary meeting of the council, and any committee affected by it shall consider whether it desires to report thereon.

## **Expenditure**

50 Payment of monies for any purpose shall be authorised by resolution of the council and cheques or electronic payments shall be authorised by two members from the list of authorised signatories cheques shall also be countersigned by the clerk.

## **Sealing of Documents**

51 A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of the council.

Any two members of the council may seal, on behalf of the council, any document required by law to be issued under seal, namely Statutory Notices.

In all other cases the sealing of documents shall be carried out by the chairman or vice-chairman and the clerk.

## **Committees, Sub Committees and Working Groups**

52 The council shall at the Annual General Meeting appoint standing committees and working groups unless otherwise decided by the council in pursuance of a resolution to such effect, and may appoint such other committees or working groups as are considered by the council to be necessary at any time, but subject to any statutory provision in that behalf. All Terms of Reference for each Committee/Working Group to be agreed by full Council.

53 No member appointed to a committee, sub-committee or working group shall hold such office later than the next Annual General Meeting and the council may at any time dissolve or alter the membership of a committee, or working group.

54 The chairman and vice-chairman of the Council shall be ex-officio members of every committee.

55 Every committee and working group shall at its first meeting before proceeding to any other business elect a chairman and may elect a vice-chairman who shall hold office until the next Annual General Meeting of the council, or for so long as the committee or working group is in existence.

56 The chairman of a committee or working group or the chairman of the council may summon a special meeting of that committee or working group at any time. Such summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

57 Every committee may appoint sub-committees for purposes to be specified by the committee.

58 The chairman and vice chairman of the committee shall be members of every sub committee appointed by it unless they signify that they do not wish to serve.

59 The maximum number of Members appointed to each of the Council's Committees at the Annual General Meeting shall be as follows including the Chairman and Vice Chairman of the Council

**Planning Committee** - maximum of 6; quorum of 3.

**Finance and General Purposes Committee** –maximum of 6; quorum of 3.

**Environment Committee** – maximum of 6

**Staffing Committee** – maximum of 6

**Grievance Committee**- maximum of 6

**Appeals Committee** – maximum of 6

60 Except where otherwise directed by the council in the case of a committee or working group, or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of the total number of members.

61 The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee, sub-committee and working group meetings insofar as they are appropriate.

### **Voting in Committees and Working Groups**

62 Members of committees, sub-committees and working groups shall vote by show of hands.

63 Chairmen of committees, sub-committees and working groups shall have a second or casting vote.

### **Presence of Non-Members of Committees and Working Groups at Meetings Thereof**

64 A member who has proposed a motion which has been referred to any committee or working group of which s/he is not a member may explain the motion to the committee or working group but shall not vote.

65

Any council member shall, unless the council otherwise orders, be entitled to be present as a spectator at meetings of any committee, sub-committee or working group of which s/he is not a member, but will not be allowed to vote at those meetings.

### **Accounts**

66 **Except as provided in Standing Order 67, below, or by statute, all accounts for payments and claims upon the council shall be laid before the council.**

67 Where it is necessary to make a payment before it has been authorised by the council, such payment shall be certified as to its correctness and urgency by the clerk. Unless it has been otherwise authorised by the council, payment shall be authorised by the chairman and vice-chairman of the council together with the chairman of Finance & General Purposes Committee or a substitute in the event of non-availability (a minimum of three members).

68 All payments authorised by Standing Order 67 or made without authority of the council shall be separately included in the next schedule of payments laid before the council.

### **Investment**

69 The level of reserves held by the council and the manner of the investment of those reserves to be reviewed by the Finance & General Purposes Committee in October of each year or at an appropriate time when considering the estimates/precept for recommendation to the Council.

### **Estimates**

70 Any committee or working group desiring to incur expenditure to be defrayed out of the Council Tax shall, not later than September give the clerk a written estimate of the expenditure recommended and such estimate shall be submitted to the council at its meeting in November, when recommendations as to the annual budget will be considered and the precept fixed for the ensuing financial year.

### **Interests**

71 If a member has a disclosable pecuniary interest (DPI) as defined by the Code of Conduct adopted by the Council on 20 June 2012, then s/ he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

72 If a member declares a DPI, s/he must withdraw from the room during consideration of the item to which the interest relates unless s/he has received dispensation, from the Clerk acting in conjunction with the Monitoring officer of the Responsible Authority, to speak, but not vote on, that particular item in the interests of parishioners.

73 The Clerk will be required to compile and hold a Register of Member's DPis, or a copy thereof, in accordance with agreement reached with the Monitoring Officer of the Responsible Authority.

74 If a candidate for any appointment under the council is to his knowledge related to any member of or the holder of any office under the council, he and the person to whom s/he is related shall disclose the relationship in writing to the clerk, or, in the case of the relationship to the clerk, the clerk shall also disclose such relationship in writing to the chairman of the council. A candidate who fails to do so shall be disqualified from seeking such appointment, and if appointed, shall be dismissed without notice if the council so decide. The clerk shall report to the council or to the appropriate committee any such disclosure. Where the relationship to a member is disclosed this Standing Orders shall apply.

75 The clerk shall make known the purpose of these Standing Orders to every candidate.

### **Canvassing Of and Recommendations by Members**

76 Canvassing of members of the council or any of its committees, sub-committees or working groups, directly or indirectly, for any appointment under the council shall

disqualify the candidate for such appointment. The clerk shall make known the purpose of this Standing Order to every candidate.

77 A member of the council shall not solicit for any person any appointment under the council or recommend any person for such appointment or for promotion: but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the council with an application for appointment.

**78 *Standing Orders 74, 76 and 77 shall apply to tenders as if the person making the tender were a candidate for an appointment.***

### **Inspection of Documents**

79 A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

80 All minutes kept by the council and by any committee, sub-committee or working group shall be open for the inspection of any member of the council.

81 The minutes of the council and committees shall be open to inspection by any local government elector of the parish without charge. Any elector may purchase a copy of the minutes at a cost agreed by the Council.

NB Standing Orders Nos 79 – 81 should enhance not contravene any rights under the Data Protection Act 1996 or the Freedom of Information Act 2000.

### **Unauthorised Activities**

82 No member of the council or of any committee, sub-committee or working group shall in the name of or on behalf of the council

- a) inspect any lands or premises which the council has a right or duty to inspect: or
- b) issue orders

unless authorised to do so by the council or the relevant committee, sub-committee or working group.

### **Admission of the Public and Press to Meetings**

83 The public and the press shall be admitted to all meetings of the council and its committees and sub-committees which may, however, temporarily exclude the public or the press or both by means of the following resolution, viz:

“That in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the public and press be temporarily excluded, pursuant to the Public Bodies (Admission to Meetings) Act 1960.”

84 If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that s/he be removed from the council chamber, or that part of the chamber open to the public, to be cleared.

## **Confidential Business**

85 No member of the council or of any committee, sub-committee or working group shall disclose to any person not a member of the council and business declared to be confidential by the council, the committee, sub-committee or working group.

## **Liaison with County and District Councillors**

86 A notice of meeting shall be sent together with an invitation to attend to the county councillor for the division and to the district councillor or councillors for the ward.

## **Planning Applications**

87 The clerk shall refer every planning application to the chairman of the planning committee or other body appointed to deal with planning matters.

88 The clerk shall file all planning application papers, together with a copy of any comments forwarded to the local planning authority, in respect of all planning applications submitted to the council for comment.

## **Standing Order on Contracts**

89 Where it is intended to enter into a contract exceeding £5, 000 but not exceeding £20,000 in value for the supply of goods or materials or for the execution of works or the provision of services, the clerk shall give at least two weeks public notice of such intention in the same manner as public notice of meetings of the council is given.

Where the value of the intended contract exceeds £20,000, similar notice shall be given in addition in such newspapers circulating in the district as the council shall direct.

90 Notice of a contract exceeding £20,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.

91 If no tenders are received or if all the tenders are identical the council may make such arrangements for procuring the goods or materials, or the execution of the works or the provision of the service as it thinks fit.

92 A notice issued under Standing Orders Nos 89 or 90, shall contain a statement of the effect of Standing Orders Nos 76, 77 and 78.

## **Review of Documents**

93 **Risk Assessment:** The complete document shall be subject to ongoing review by the Finance & General Purposes Committee.

94 **Insurance Cover:** The Insurance cover shall be subject to review each January by the Finance & General Purposes Committee.

95 **Review of Financial Regulations:** The Financial Regulations of the Council shall be reviewed by the Finance & General Purposes Committee in June each year or following an ordinary election, a change of clerk or change in statutory requirements.

### **Variation, Revocation and Suspension of Standing Orders**

96 Any part of these Standing Orders except those made in pursuance of statutory enactment may be suspended by resolution in relation to any specific item of business.

97 A motion permanently to vary or evoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the council.

A Review of Standing Orders shall be undertaken in June of each year.

### **Standing Orders to be Given to Members**

98 A printed copy of the Standing Orders approved by the council shall be given to each member by the clerk upon delivery to him/her of the member's declaration of acceptance of office.

### **Mobile Communicators**

99 Mobile communicators in the possession of members of the Council or members of the public present at a meeting must be turned off unless the specific permission of the Chairman of the meeting has been obtained to the contrary. All 'emergency' calls must be answered in a different room to that where the meeting is held.

### **Rules for the effective management of recording at meetings**

100. The right to record, film and to broadcast meetings of the council, its committees, sub committees and any 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.

Malvern Wells Parish Council is committed to being open and transparent in the way it conducts its decision making. For the purpose of this policy the term "record" means any form of audio, visual or electronic recording. Such recording is permitted under the lawful direction of the council.

The council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

101 The rules that the council will apply are:

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

102. A copy of these rules will be available to members of the public in attendance at a meeting of the council. The Chairman may also verbally remind the meeting and all

present of the freedom to record but that these rules must be observed when this is planned or taking place.

103. Any person wishing to record a meeting in any format whatsoever is invited, but not required, to contact the Clerk prior to the start of the meeting. The Clerk's details are set out in the public notice and agenda of the meeting; (or in his/her absence, the contact will be the Chairman of the council).

104. The council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g. provision of a table. However the council should point out that the physical layout of a room may restrict the council's/ ability to make any provision.

106. The council requires that all visual recording will be undertaken from a static point to avoid disruption at the meeting.

107. A person or persons recording the council are reminded that the "Public Participation" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period. 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.

108. Any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.

109. All those visually recording a meeting are requested to focus only on recording councillors, officers, those members of the public who have not requested anonymity or have been identified as under the age of 18 or a vulnerable adult.

110. The council may, at its own discretion, require members of the public who do not consent to being recorded to sit separately from those who are content to be recorded.

111. All recording must be overt (i.e. clearly visible to anyone at the meeting).

112. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. The use of digital and social media recording tools, for example Twitter, blogging or audio recording are 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 any person's ability, even where he or she has a disability, to follow the debate.

113. A person or persons making a recording has no right to interrupt a council by asking questions or making comments. 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.

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

115. Persons who are recording must strive not to leave equipment unattended. If the person recording needs to leave the equipment unattended he/she should inform the Clerk or Chairman of the meeting.

116. The recording and reporting on meetings of the council, its committees and sub-committees 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 recording should not be edited 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 through its offices.

117. The Clerk should be contacted in advance of the meeting if the recording device being used involves equipment which is larger than a smart phone, tablet or compact camera. The use of lighting for filming/flash photography will usually be allowed if it is arranged via the Clerk prior to the meeting but the council will have regard to the impact of such lighting on the ability of others present to view the meeting, or for reasons of health, and may require that such lighting is not used or is reduced to a level which does not adversely affect other people. The lighting must not cause any other form of disruption.

118. 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. Where a council proposes to record all of its own meetings it will be bound by this policy.

119. Where a council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include such recordings within its Publication Scheme.

120. The council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

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