

## West Dereham Parish Council

### REPORTING POLICY

#### Introduction

#### **Public Bodies (Admission to Meetings) Act 1960 Section 1 as amended 2014 by the Openness of local Government Bodies Regulations 2014**

This amendment to the 1960 Act is to address the existence of the different means of reporting, including social media. However, the Act does not allow a person to orally report or comment about a meeting as it takes place if they are present at the meeting but they may:

- a) film, photograph or make an audio recording of a meeting
- b) use any other means of enabling persons not present to see or hear proceedings as it takes place or later
- c) report or comment on the proceedings in writing during or after a meeting or, orally report or comment after the meeting.

The Parish Clerk will make an audio recording of the meeting for the purpose of assisting with the production of minutes.

#### Statement

The purpose of this policy is to:

- a) accommodate the requirements of the new legislations
- b) maintain good order at meetings of the Council without undermining the broader transparency of the meeting.

#### Policy

1. The Council acknowledges the above legislation.
2. At the start of the meeting, the Chairman will ask if anyone will be using any form of recording equipment. This is to ensure that members of the public, including children and vulnerable adults, are given time to remove themselves from the immediate area if they so wish.
3. Persons undertaking any of these activities must not act in a disruptive manner, which could result in being excluded from the meeting, in accordance with the Council's Standing Order number 2. This could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film the proceedings.

Examples are listed below but are not exclusive:

- I. excessive noise in recording, setting up or re-siting equipment during proceedings
- II. intrusive lighting or flash photography
- III. asking for people to repeat statements for the purposes of recording.