

# PEMBURY PARISH COUNCIL

Working for Pembury People



# Reporting of Meetings policy

Adopted 03/07/2017

Last Reviewed 12/10/2020

Version:	Date Approved:	Review Date:
1.0	03/07/2017	01/07/2020
2.0	12/10/2020	01/07/2024

## **1. Introduction**

- 1.1. The Council will seek to provide reasonable facilities to allow anyone who wishes to do so, to report on meetings of the Council in line with this policy.
- 1.2. Reporting is defined as filming, photographing, audio-recording or using any other means of enabling persons not present to see or hear proceedings at a meeting as it takes place or later and reporting or providing commentary on proceedings orally or in writing as the meeting takes place or later to persons not present.
- 1.3. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues) and reporting will not be permitted.

## **2. Guidance for Members of the Public**

- 2.1. Notices shall be displayed at all meetings where the public are present to remind them of the requirements of this policy and ensure that members of the public are aware that meetings may be reported on.
- 2.2. Members of the public may reserve the right not to be filmed or photographed and should put their request to the Clerk at the earliest opportunity.
- 2.3. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council but otherwise may report on the meeting as defined in 1.2 above.
- 2.4. Reporting must not cause disruption to the conduct of meetings or impede other members of the public being able to see, hear or film the proceedings. The Chair of the meeting may exclude those acting in a disruptive manner from the meeting.