

# ELLISFIELD PARISH COUNCIL

## IMPORTANT NOTICE

### STANDING ORDER AND PROTOCOL FOR REPORTING AT MEETINGS

1. Ellisfield Parish Council supports the principles of openness and transparency and good conduct throughout all its meetings.

**Sound Recording, Photographing, Filming, and use of Social Media** at meetings which are held in public is permitted:

(a) subject to the provisions of the Ellisfield Standing Order for organising and conducting its meetings and the Protocol for Reporting at Meetings

and

(b) provided that the Chairman is satisfied that no actions by public attendees will be disruptive or distracting to the good order and conduct of the meeting.

2. Where 'Recording' has been agreed and confirmed by the Chairman an announcement will be made at the start of the meeting advising all participants of the presence and location of any Recording devices.

3. If you enter the room after the meeting has started, please ensure that any 'Recording' does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of Ellisfield Parish Council will be recognised as the formal, statutory and legally binding Record of a meeting.



**Christina A Veasey**

**Clerk to the Council**

**16 March 2015**