

## **Recording Council Meetings**

1. The right to record, film and broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014 with the "Openness of Local Government Bodies Regulations 2014" and was given Royal Assent on 6<sup>th</sup> August 2014. This is in addition to the rights of the press and public to attend such meetings.
2. Meetings or parts of meetings from which press and public are excluded may not be filmed or recorded.
3. Members of the public are permitted to film or record Council meetings with prior agreement of the Clerk, to which they are permitted access, in a non-disruptive manner and only from public areas.
4. The use of digital and social media recording tools, for example, blogging or audio recording will be allowed with prior agreement of the Clerk if it is carried out in a non-disruptive way.
5. In order to safeguard children and the vulnerable, a space will be provided where individuals cannot be filmed. In addition, we ask that the filming or recording of members of the public is kept to a minimum and focuses on those making representations to the meeting.
6. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
7. The Chair of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
8. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others attending under the Data Protection Act 1998 and the General Data Protection Regulations 2018.
9. The Council asks those recording proceedings do not edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Town Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
10. Any person or organisation choosing to film, record or broadcast a meeting of the Council, committee or sub-committee is responsible for any claims or other liability from them so doing.
11. The Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.
12. This guidance on recording meetings is available on the Council's website.