

Brampton Ash Parish Council

Protocol On Recording, Filming and Photographing of Parish Council Meetings

This Policy Was Adopted by the Parish Council on...21 May 2015, Item...7.....

This protocol sets out guidance for members of the press and public who wish to film, record, photograph or use social media to report on the proceedings of all Parish Council meetings that are open to the public.

1. Introduction

- 1.1 Whilst no prior permission is required to carry out this activity the Parish Council encourages any person wishing to do so to advise the Clerk in advance so that necessary arrangements can be made at the public meeting.
- 1.2 An area of the meeting room will be designated for the purpose of recording, filming or photographing. Those wishing to carry out these activities are required to remain in this area to avoid disruption at the meeting.
- 1.3 The Council requests that persons seated in the public area of the meeting room are not included in any film or photograph. Please respect the wishes of the public who do not wish to be filmed or photographed.
- 1.4 Where a public meeting is held on site please contact the Clerk to allow appropriate arrangements to be made to avoid disruption or interference.
- 1.5 The Parish Council requests that any recording, filming or otherwise is undertaken in an open and overt manner so that it is clearly visible to anyone attending the meeting.
- 1.6 The public or press undertaking these activities must not act in a disruptive manner.
- 1.7 The Parish Council may, itself, film, report or broadcast its meetings and can retain, use or dispose of such material in a legally appropriate manner.

2. Reporting and commentary

- 2.1 Reports of a meeting may be via any social media.
- 2.2 A person can provide written commentary during a meeting, as well as oral commentary outside or after a meeting. However, oral commentary is not permitted during a meeting as it would be disruptive to the good order of the meeting.
- 2.3 The majority of the Parish Council's meetings are open to the public. However, where it is agreed to formally exclude the press and public from the meeting due to the confidential nature of the business to be discussed the meeting cannot be recorded. You are not permitted to leave recording equipment in a room where a private meeting is being held.
- 2.4 The use of social media should be carried out in a non-disruptive manner and only to the extent that it does not interfere with that person's ability or that of others to follow the debate or discussion.

3. Disruption

3.1 If anyone undertaking these activities acts in a disruptive manner it could result in being excluded from the meeting.

Examples can include:

- Moving outside the designated area without the consent of the Chairman
- Excessive noise in recording, setting up or placing equipment during debate or discussion
- Intrusive lighting and use of flash photography
- Interruption of the meeting or asking people to repeat statements for the recording.

4. Are there any limits on recording or what people say?

4.1 Please respect the wishes of the public who do not wish to be filmed or photographed. Written consent is required from the parent/guardian of children under 18 and vulnerable adults for their protection.

4.2 Freedom of speech within the law should also be exercised with personal and social responsibility, showing respect and tolerance towards the views of others.

4.3 The Parish Council asks that those recording proceedings do not edit a recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being filmed or recorded.

4.4 **The 'law of the land' applies, including the law of defamation and the law on public order offences.** (Data Protection Act 1998 & Crown Prosecution Service guidance on social media)

4.5 Any person choosing to film, record, photograph or broadcast any public meeting is responsible for any claims or liability arising from their actions.

5. General

5.1 The Parish Council will display a notice of the above 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.

5.2 The Chair of the meeting has the absolute authority to stop or suspend the meeting and take appropriate action if any person contravenes these principles or is deemed to be using a device in a disruptive manner.

5.3 The Parish Council encourages anyone wishing to film, record, photograph or broadcast meetings to read the guide to Open and Accountable Local Government published by the Department for Communities and Local Government:
<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>

You may contact Brampton Ash Parish Council by writing to the Parish Clerk at:
21 Springfield Road, Wilbarston LE16 8QR or by telephone: 01536 771470 or by email:
bramptonashparishcouncil@outlook.com

Website: <http://www.parish-council.com/bramptonash>