



COUNTSTHORPE PARISH COUNCIL **FILMING AND RECORDING AT PUBLIC MEETINGS**

The Openness of Local Government Bodies Regulations came into effect on 6th August 2014 giving the public the right to film, audio record, take photographs and use social media and the internet at meetings to report on any meetings that are open to the public.

Members of the public are allowed to report at all the Parish Council meetings which are open to the public to enable those that are not present to see or hear the proceedings either as they take place (or later).

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded. Recording equipment will not be allowed to left in the room where the press and public have been excluded.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed, including written commentary, as long as it is carried out in a non-disruptive or distracting way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate. The recording devices must be set in silent mode.

Oral commentary will only be allowed outside or after the meeting.

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 other people attending under the Data Protection Act 1998.

A person undertaking the filming or audio recording must respect any request from members of the public if they do not wish to be filmed. The Chairman of the meeting will stop the recording if it is against the wishes of an individual.

Any person wishing to film, photograph, or make an audio recording of the proceedings are asked to give prior notification in writing or by telephone to the Parish Council office, although the Parish Council will not seek to stop these activities if prior notification has not been given. The Chairman of the meeting must be advised of the intention so that attendees can be advised at the beginning of the meeting that filming, photography, social media or audio recording is taking place.

These recordings should only be made from the designated seating area and with the knowledge of the Chairman of the meeting. Moving to areas outside the designated public areas will only be allowed with the consent of the Chairman of the meeting.

No flash or intrusive lighting is permitted.

Filming, photography or audio recordings must not obstruct others from observing the proceedings.

Those members of public filming or making audio recordings cannot request statements or comments to be repeated to enable the purpose of recording.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principals or is deemed to be recording in a disruptive or distracting manner to interfere with the good order and conduct of the meeting.

Any person or organisation choosing to film, record or broadcast any meeting of the Parish Council or a committee is responsible for any claims or other liability from them so doing.

The Parish Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation or misrepresentation of the proceedings, or infringe the core values of the Parish 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.

The Parish Council will expect those filming or audio recording of the proceedings to ensure any published filming or audio recording is accompanied by a statement of when and where the filming and audio recording was made, the context of the discussion and a clear identification of the main speakers and their role or title.

The Parish Council supports the freedom of the press within the law and does not seek to restrict those who may write critical comments.

The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Councillors are also able to use digital and social media recording tools provided it is not disruptive and does not detract from the proper conduct of the meeting, however councillors are expected to comply with the Code of Conduct at all times.

Signed: _____

Dated: _____

Review Date: _____