



# **FILMING OR RECORDING OF MEETINGS POLICY**

**Adopted on: 24<sup>th</sup> May 2022**

**Review: May 2023**

## WHAT YOU NEED TO DO IF YOU WISH TO RECORD A PARISH COUNCIL MEETING:-

1. The filming, photographing or audio recording or use of social media at Council meetings or other meetings which are open to the public is allowed provided it does not disrupt the meeting. Members of the public can only do this from a fixed point in the public gallery.
2. If a meeting passes a motion to exclude the press and public then, in conjunction with this, all previous rights to record the meeting by any means are immediately cancelled.
3. The Press, those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Clerk in advance of the meeting to agree arrangements. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
4. Individuals or organisations who wish to film, photograph or record by any means are advised to contact the Clerk at least one day before a meeting to discuss and agree arrangements: (email: [clerk@datchworth-pc.gov.uk](mailto:clerk@datchworth-pc.gov.uk)).
5. At the beginning of any meeting, where it is known that filming, recording or photography will be taking place the Chair will make an announcement to that effect.
6. Anyone filming or photographing meetings should only focus on recording Councillors, Officers and any speakers i.e. those directly involved in the conduct of the meeting and should not record children, the vulnerable and other members of the public who actively object to being filmed.
7. Those recording proceedings should not edit the film, recording or photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may misrepresent, ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
8. The Chair of the meeting will have absolute discretion to stop or prevent any filming, photographing, use of social media or recording meetings if, in the opinion of the Chair, it is disruptive or otherwise disturbs the conduct of the meeting or is likely to do so.
9. During meetings all phones or other mobile devices must be switched off, or set to silent mode whether or not they are being used to record.
10. If recording is considered to be disruptive or otherwise disturbs the conduct of the meeting the Chair will apply the provisions of Item 2 of our Standing Orders as set out below:
  1. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
  2. If a person disregards the request of the chairman of the meeting to moderate

or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

3. If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
  
11. Members of the public/Press who are taking part in filming or audio recording of a meeting must not act in a disruptive manner i.e. any action or activity which disrupts the conduct of meetings or impedes other members of the public from seeing, hearing, filming etc the proceedings. Anyone displaying disruptive behaviour may be excluded from the meeting.
  
12. If at any time it becomes necessary to close the meeting to the Public (usually due to matters of confidentiality), filming and recording will also be requested to stop by all parties present.
  
13. If the Parish Council intends to webcast its meetings, they will notify the public in advance. Councillors may not report confidential information from any section of a meeting that has been closed to the Public.

This policy will be reviewed every year or earlier if so required by legislation or additional material.

Date of policy: May 2022

Approving committee: Full Council

Date of committee meeting: 24<sup>th</sup> May 2022

Policy version reference: V2

Supersedes: V2 May 2021

Policy effective from: 24<sup>th</sup> May 2022

Date for next review: May 2023