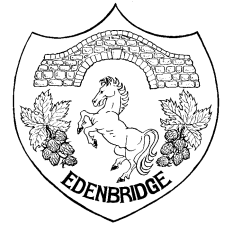


# Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



## **Protocol on the recording and filming of Council and Committee Meetings (Adopted Oct 2014 amended June 2015)**

### **Introduction**

The Council is committed to making its meetings and activities as open and transparent as possible and this procedure complements the existing policies regarding Publication of Information and Financial Data Transparency.

### **1. Scope**

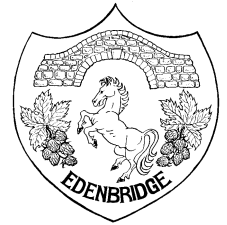
- 1.1 The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. To fully comply with the amendments to the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014 the following has been identified. The procedure provides that although a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees may otherwise:
- a) Film, photograph or make an audio recording of a meeting.
  - b) Use any other means for enabling persons present to see or hear proceedings at a meeting as it take place or later.
  - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment on the meeting afterwards.
  - d) Report using any communication methods, including the internet, to publish, post or otherwise share the results of their reporting activities, during or after the meeting.
  - e) Providing that it does not affect the current circumstances in which a private meeting may be held or a person may be excluded (for example, where exempt information would be disclosed) or in the case of disorderly conduct.

### **2. Procedures**

- 2.1 The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

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- 2.2 Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
- 2.3 Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.
- 2.4 The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive 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.
- 2.5 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.
- 2.6 The Chairman 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.
- 2.7 Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
- 2.8 The Council asks those recording proceedings not to edit the film or 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 lack of respect towards those being filmed or recorded.
- 2.9 The Council will display notices advising that those filming, recording and broadcasting at meeting venues make themselves known to the Clerk, as a courtesy, and they will be deemed to have accepted the requirements of these procedures, which are available on the Town Council website whether they have read them or not.
- 2.10 The 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.
- 2.11 Recording will be retained for a period of 6 months commencing on the day of the meeting and no further record will be kept, except in exceptional circumstances.
- 2.12 Where the Council receives a request for a copy of the recording this will be made available on CD. The Council reserves the right to request payment for each copy of a recording produced, based on cost recovery only.

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