

**NORTH MUNDHAM PARISH COUNCIL  
PROTOCOL ON THE FILMING, VIDEOING, PHOTOGRAPHY, AUDIO RECORDING AND  
BROADCASTING AT COUNCIL MEETINGS**

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 the public to attend such meetings.

Meetings or parts of meeting from which the press and public are excluded may not be filmed or recorded.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from the public areas.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.

Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.

Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.

While those attending the meeting 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 2018.

Whilst no prior permission is required to carry out these activities as a courtesy to the public, it would be helpful if the Council is given reasonable notice, in advance of the meeting, if filming or photography is to take place. The Clerk should be made aware of any intention to record, film or photograph a meeting, before the meeting commences. The Clerk will then be able to inform the Chairman of what is to take place.

Where the Council has been notified, the Chairman will, at the beginning of the meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if anyone objects to this.

The Chairman of a meeting will have absolute discretion to terminate or suspend any of the above activities if, in their opinion, continuing to do so would prejudice the running of the meeting.

The circumstances in which termination or suspension might occur could include:

- Public disturbance, disruption or suspension of the meeting
- The meeting agreeing to formally exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures
- Where it is considered that continued recording/photography/filming/webcasting might infringe the rights or privacy of any individual, or intimidate them
- For any other reason which the Chairman considers reasonable in the circumstances.

Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The Council asks that those recording proceedings not to edit the film, photographs 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, photographed or recorded.

Recording and reporting of the Council's meeting is subject to the law and it is the responsibility of those doing the recording and report to ensure compliance. This will include the Human Rights Act, the Data Protection Act and laws of libel and defamation.

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.

Any member of the public who attends a meeting and objects to being filmed should advise the Clerk in advance who will instruct that they are not to be included in the filming.

Members of the public speaking at, or attending, the meeting (including asking questions or giving presentations) must not be filmed if they have indicated that they do not wish to be included.

Adopted on 2<sup>nd</sup> July 2019 Minute No: 95.19(1.12)

Review Date: July 2021