

## **Carbrooke Parish Council**

### **Recording and filming at Council Meetings**

1 Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Parish Council including at Public Participation.

2 Reporting is restricted by legislation to the proceedings of the meeting.

3 In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen, or vulnerable adults, without permission from a responsible adult.

4 Any person/s intending to report should give notice to the Chair of the Council or the Parish Clerk prior to the commencement of the meeting. This will enable reasonable facilities to be afforded.

5 Any filming, photographing or recording of meetings should be conducted overtly from a fixed point in an area designated by the Council for this purpose.

6 At the start of the meeting the Council Chair will announce that proceedings are to be filmed, photographed or recorded, and invite any members of the public not wishing to be filmed or photographed to move to a designated area.

7 Any persons who object to being filmed or photographed and have moved to the area designated for this purpose should not be filmed or photographed.

8 The use of digital and social media recording tools, for example Twitter, blogging or audio recording, is allowed as long as it is carried on in a non-disruptive manner. Disruptive behaviour could be any action or activity which disrupts the conduct of the meeting or impedes others being able to see, hear or film the proceedings.

This may include:-

- Moving to areas outside the areas designated for the public
- Excessive noise in recording, setting up or re-siting equipment during the meeting
- Intrusive lighting and use of flash photography
- Asking for statements made to be repeated for the purposes of recording

9 The Chair of the meeting, in accordance with the Council's Standing Order No 9, has the ability to stop a meeting if any person is deemed to be disruptive.

10 The Council can ask that filming or recording is kept to a minimum; that it focuses on those making representations to the meeting; and that members of the public are not inconvenienced.

11 Any person choosing to film or broadcast a meeting of the Council will be responsible for any claims or other liability resulting from them doing so.

12 Live oral commentary will be not permitted at any time.

13 Those reporting on meetings must not edit the recordings, film or photographs in a way that could lead to a misinterpretation of proceedings.

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