

# **Willoughby Parish Council**

## **Recording and Filming of Council Meetings**

### **Protocol**

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

1. The council will make the meeting room available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public and press are permitted to film or record meetings to which they are permitted access in a non- disruptive manner.
3. Meetings or parts of meetings from which the public and press are excluded may not be filmed or recorded.
4. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed if it is carried out in a non –disruptive way.
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. Panoramic views of the meeting which include the general public should be avoided.
6. Vulnerable persons and people who do not wish to be filmed will be given the opportunity to sit in a part of the room which is off camera.
7. 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.
8. Any person or organisation choosing to film, record or broadcast any meeting of the council is responsible for any claims or other liability arising from them so doing.
9. 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.
10. 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.

11. 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.
12. The written approved minutes are the legal record of the meeting.