

## **Bodmin Town Council Guidelines for recording, filming, broadcasting or using social media 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 public 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 are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
- 3 No additional lighting or flash photography will be used except by prior agreement with the Chairman of the meeting;
- 4 All recording must be overt – i.e. visible to anyone at the meeting;
- 5 Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
- 6 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.
- 7 Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
- 8 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.
- 9 While those Members and Officers 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.

Recording will be restricted to Members and Officers of the Council, unless non members and officers have agreed. Any person(s) recording the meeting is advised to obtain permission from members of the public present before publicising material that identifies members of the public. In the case of children agreement must be obtained from the parent or guardian.

- 10 The Council is not liable for any actions of the person(s) recording that publicly identifies any member of the public or for any publication of the recording.
- 11 The Chairman of the meeting, or any such Council representative as designated by the Chairman, 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.

The person recording the meeting will be asked to cease recording if:

- (a) there is excessive noise from moving or setting up equipment;

- (b) there are interruptions to the smooth running of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distractions of the person(s) associated with the recording adding comments during the meeting).
- 12 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 by 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.
  - 13 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.
  - 14 Only the official signed minutes of the Council and its Committees will be recognised as the formal, statutory and legally binding record of the meeting.
  - 15 The Council will display the 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.
  - 16 The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
  - 17 The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.