

## SHILDON TOWN COUNCIL

### Policy for Recording at Meetings of the Town Council and Committees

1. The Council acknowledges that it is required by law to allow any member of the public to take photographs, film and audio record the proceedings and report on all public meetings
2. Meetings or part of meetings from which the press and public are excluded **may not** be filmed or recorded
3. Whilst no prior permission is required the Council would request that any person wishing to film or audio record a public meeting does advise the Council in advance in order that the necessary arrangements may be made
4. The Council will provide reasonable facilities to facilitate reporting
5. The Council will provide a space to view and hear the proceedings, seats and a table
6. An oral commentary during the meeting is not permitted
7. Those undertaking reporting must not act in a disruptive manner which will include any action or activity which disrupts the conduct of meetings or impedes other members of the public from seeing, hearing or filming the proceedings.

Examples include:

- Moving to areas outside those designated for the public without the consent of the Chairman
- Excessive noise in setting up or re-siting equipment during the proceedings
- Intrusive lighting and use of flash photography
- Requesting repeated statements for the purpose of recording

This list is not exhaustive with the final decision resting with the Chairman. If necessary the member(s) of the public causing the disruption will be excluded from the meeting under the Council's Standing Orders

8. Recording equipment must be removed if at any stage the meeting becomes a private meeting
9. No trailing cables or plugging in to sockets will be permitted

10. Children and vulnerable adults are not to be filmed, recorded or photographed or otherwise reported on where the relevant responsible adult has not given consent
11. Part of the public area will be used, if required, for children and vulnerable adults or those attending who do not wish to be filmed within the limitation of the Council Chamber and its layout
12. Persons filming meetings are likely to record personal data of individuals and must therefore take care to ensure that personal data is used in accordance with the Data Protection Act 1998

This Policy is intended to clarify the requirements of the Openness of Local Government Bodies Regulations 2014 for the benefit of employees, elected Members, and members of the public and press.

The Chairman of the meetings of the Town Council and Committees will be responsible for the implementation of this Policy and will deal with any behaviour deemed to be disruptive under the provisions of the Council's Standing Order No.10 – Disorderly Conduct.