

UPPER BEEDING PARISH COUNCIL

r/o 3 Hyde Square ~ Upper Beeding ~ West Sussex ~ BN44 3JE

Tel: 01903 810316

e-mail: upper.beeding@btconnect.com

www.upperbeeding-pc.gov.uk

Clerk: Steve Coberman

Protocol regarding the Filming and Recording of Parish Council Meetings

- As a courtesy to the public, staff and councillors, it is advisable that any person wishing to film/record a public meeting give the Clerk of the Council at least three days' notice, in advance of the meeting, so that all necessary arrangements can be made to provide reasonable facilities. The Clerk can then inform the relevant Chairman of what is to take place.
- Where the Council has been so notified, the Chairman will, at the beginning of the relevant meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if any member of the public objects to this, in which case they have a right not to be filmed. It should be noted that 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:
 - (a) public disturbance, disruption or suspension of the meeting.
 - (b) those Councillors present at 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.
 - (c) where it is considered that continued recording/ photography/ filming/ might infringe the rights or privacy of any individual (including staff members), or intimidate them.
 - (d) for any other reason which the Chairman considers reasonable in the circumstances.
- In allowing recording, filming or photography to take place, the Council requires those participating not to edit the recordings, film or take photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image, or views expressed, in a way that may ridicule or show a lack of respect towards those being photographed, filmed or recorded. Doing so may lead to restrictions on access to record, film or photograph future meetings. Any restrictions would be decided by the Clerk and Chair and Vice-Chair of the council.
- Unless given permission by the Chairman, Councillors should not record, photograph or film other Councillors, staff or members of the public during a meeting.
- Those wishing to discuss any special requirements are advised to contact the Clerk in advance of the meeting to seek advice and guidance.
- Any filming, sound recording or photography must take place from the fixed point designated by the Parish Council, which will be in front of the public gallery. The Council will provide an area and a table for this purpose. Filming and sound recording equipment must face forward and record Councillors and Clerk only.
- The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
- The meeting should not be disturbed or interrupted by persons using the equipment. , ie. Equipment should be left unattended during filming except where a member of the public has requested not to be included.
- No oral commentary may be provided during a meeting in order to avoid disruption to the good order of the meeting.

- Notice of the filming/recording/broadcasting of meetings will be displayed in and outside the place of meeting and meeting agendas will include the following:

“The Council, members of the public and the press may record/film/photograph this meeting when the public and the press are not lawfully excluded. Any member of the public who attends a meeting and objects to being filmed, recorded or photographed should advise the Clerk (in advance,) who will instruct that they are not to be included in the process.”

- Members of the public speaking at, or attending, the meeting (including asking questions or presenting petitions) must not be filmed, recorded or photographed if they have indicated that they do not wish to be included. No member of the public will be identified by name during questions.
- Recording and reporting of the Parish Council’s meetings is subject to the law and it is the responsibility of those undertaking the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

Adopted 4th November 2014