HELLESDON PARISH COUNCIL

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Policy for filming, recording and photography at council and committee meetings

General

(1) The Council supports the principle of transparency and encourages the filming, recording, photographing of meetings open to the public. In order to balance the wishes of those who want to record the meeting and those attending the following principles will apply:

(a) At the start of the meeting the Chairman will ask those present whether they wish to film, record or take photographs at a meeting.

(b) Any filming / recording / photography must take place from positions in the meeting room agreed by the Council to ensure the view of members, officers, public and media representatives is not obstructed. Those intending to bring large equipment, or wishing to discuss any special requirements, are advised to contact the Council Officers in advance of the meeting to seek advice and guidance.

(c) There shall be no use of flash photography or additional lighting at any time.

(d) If any person present feels the filming / recording / photography is disrupting the meeting in any way and indicates this to the Chairman then, subject to a majority decision of the Council, the operator of the equipment will be required to stop. Anyone undertaking filming / recording / photography must comply with any requests made by the Chairman of the meeting.

(e) The person recording proceedings must agree to ensure the film / record / photographs will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being filmed / recorded / photographed.

(f) The responsibility for how any film or recording or photography is used rests with the person doing it, not the Council. Those filming proceedings should make themselves aware of their responsibilities under current legislation, particularly in the area of publication and seeking consent.

(g) All the provisions within this Policy also refer to the use of mobile phones and similar types of devices in meetings and any other equipment that could be used for the purposes of filming, recording or taking photographs.
(h) Any appliance used for filming / recording /photographing to be powered at the users own expense.

(2) The Council Officers will ensure signs are put in place before the meeting starts to remind attendees that filming / recording / photography may take place. Meeting agendas will also carry this message as will the Agenda page of the Council's website.

During the meeting

(1) The Chairman shall announce at the commencement of the meeting that filming, recording or the taking of photographs may be taking place. Anyone seated in the public area or anyone attending the meeting to speak will have the opportunity to express his or her wish not to be filmed / recorded / photographed and to be guided to seating areas away from the area being filmed / recorded / photographed. If a member of the public is attending to speak at the meeting and prefers not to be filmed/ recorded/ photographed their wish will take precedence.

(2) If any person present feels the filming / recording / photography is disrupting the meeting in any way and indicates this to the Chairman, or if the Chairman feels any pre-meeting agreement has been breached then, subject to a majority decision of the Council, the operator of the equipment will be required to stop.

(3) If someone refuses to stop recording when requested to do so, the Chairman will ask the person to leave the meeting. If the person recording refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with disorderly conduct procedures set out in Standing Orders.