PORINGLAND PARISH COUNCIL

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Filming at Meetings Policy

Policy Reference	PPC 13
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Associated Documents	PPC3 Code of Conduct – Councillors
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Frequency of Review	Three Years
Approved by	Full Council
Date for Next Review	March 2028

FILMING AT MEETINGS POLICY

The recording, filming and reporting of all public meetings is permitted.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas designated for the public. No prior permission is required, however the Chairman at the beginning of the meeting will ask if anyone present wishes to record the proceedings.

The Parish Council will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, eg provision of a table. However the Parish Council should point out that the physical layout of a room may restrict the Parish Council's ability to make any provision.

The Parish Council understands that some members of the public attending its meetings may not wish to be recorded and the Chairman of the meeting will facilitate this by ensuring that any such request will be respected by those making a recording. Any member of the public who does not wish to be recorded should make this known to the Clerk or the Chairman prior to the commencement of the meeting.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive manner.

What is disruptive behaviour?
Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples can include:

- Moving to areas outside the areas designated for the public without the consent of the Chairman;
- Excessive noise in recording or setting up or re-siting equipment during the debate/discussion;
- Intrusive lighting and use of flash photography;
- Asking people to repeat statements for the purposes of recording.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner. In order to safeguard children, the vulnerable and individuals who do not wish to be filmed, we will ensure that space is provided where individuals cannot be filmed.

A person or persons recording the Parish Council meeting are reminded that the 'Public Participation' period may not be part of the formal meeting and that they should take advice for themselves as to their rights to make any recording during that period.

All those visually recording a meeting are requested to focus only on recording councillors, officers and those members of the public who have not requested anonymity.

Any person or organisation choosing to film, record or broadcast any meeting of the Council or its committees is responsible for any claims or other liability resulting from them so doing

any 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.

The recording and reporting on meetings of the Parish Council, its committees and sub-committees is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act 1998 and the laws of liable and defamation.

The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows lack of respect for those in the recording. The Parish Council would expect any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

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.

The Council will publish the policy on the filming, recording and broadcasting of meetings on its website.