

**[POLICY ON THE FILMING, RECORDING  
AND SOCIAL MEDIA REPORTING OF  
PUBLIC TOWN COUNCIL MEETINGS]**

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***This Policy identifies the Town Council's position with the regard to the  
filming, recording and social media reporting of public Town Council meetings  
(including meetings of committees)\****

**1. SOCIAL MEDIA:**

- 1.1 The use of social media for the reporting of the proceedings is permitted during public Town Council meetings.
- 1.2 Anybody wishing to use social media will be required to ensure that this causes no disruption to the running of the meeting. All devices will need to remain on silent for the duration of the meeting.
- 1.3 Where the Chairperson of a relevant meeting considers that the use of social media is causing a disruption to the meeting, the person causing the disruption will be requested to take the appropriate action so that this is no longer the case.
- 1.4 Should the disruption continue, which makes orderly business impossible, the Chairperson will have the discretion to take whatever action he/she thinks appropriate (e.g. adjourning the meeting).

**2. RECORDING AND FILMING AT PUBLIC MEETINGS:**

- 2.1 In line with national legislation, the filming and recording of public Town Council meetings is permitted.
- 2.2 Anybody wishing to film and record public meetings is asked to inform the Town Council 24 hours in advance to ensure that the necessary arrangements

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can be made. This will include arrangements to inform the relevant Town Council members, guest speakers and public present.

- 2.3** Anybody filming at public meetings is required to give due consideration at all times to ensure that there is no disruption to normal proceedings. In this regard, flash photography or additional lighting will not be permitted without the permission of the Chairperson.
- 2.4** In line with national legislation, the filming relates to the public meeting itself. Filming does not extend to anybody seated in the public gallery, who in the Town Council's view, do not form part of the proceedings. Filming an individual without their express permission might be an infringement of an individual's human rights and therefore the Town Council gives no permission to film anybody seated in the public gallery.
- 2.5** Anybody wishing to film the proceedings is particularly directed to the very sensitive issue of filming children without the express permission of their parents. Anybody intending to film anyone seated in the public gallery is advised to obtain the express permission from each person in the public gallery prior to that filming taking place.
- 2.6** Where the Chairperson of a relevant meeting considers that any filming or recording activity is causing a disruption to the meeting, the person causing the disruption will be requested to take the appropriate action so that is no longer the case.
- 2.7** Should the disruption continue, which makes orderly business impossible, the Chairperson will have the discretion to take whatever action he/she thinks appropriate (e.g. adjourning the meeting).
- 2.8** Examples of causing disruption to the meeting may include:
- any public disturbance of the meeting
  - the setting up or taking down of filming equipment and lighting
  - moving around the public gallery whilst filming
  - asking for people to repeat statements for the purposes of recording.
- 2.9** The termination or suspension of filming or recording will occur when:
- the meeting formally agrees to exclude the press and public from the meeting due to the exempt nature of the business being discussed, or
  - it is considered that continued recording/filming/photographing could infringe the rights of any individual (e.g. an individual in the public

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gallery has made a specific request to the Chairperson of the meeting that they do not wish to be filmed).

**3. CONCLUSION:**

- 3.1** The Town Council requests that anybody recording proceedings to provide a balanced representation of the proceedings and not to edit the film or recording in such a way that could lead to misinterpretation of the proceedings or which reflects only a single or particular point expressed at the meeting.
- 3.2** The Town Council welcomes responsible reporting of its meeting in order to promote greater transparency and awareness of its decision-making.

***\* Some Town Council meetings or parts of meetings are not open to the public due to legal requirements.***