

Guidelines for Recordings at Meetings



Bradford on Avon Town Council supports the principle of openness and the rights of members of the public and the press to film, photograph, audio record and report on its council and committee meetings which are open to the public.

In line with national legislation, the filming, photographing and audio recording of public council and committee meetings is permitted.

The formal record of any meeting will be the approved minutes taken by the Clerk to the Town Council and approved by a vote of its members.

Anyone wishing to film, photograph or audio record public meetings **must inform the Town Clerk in advance** of the meeting to allow the following:

- arrangements to inform the relevant Town Councillors and guest speakers that the meeting is due to be recorded
- arrangements to inform members of the public that the meeting is due to be recorded

Also:

- **Any person or organisation choosing to film or record any meeting of the council is responsible for any claims or other liability resulting from them so doing and by choosing to film or record proceedings they accept that they are required to indemnify the council, its members and officers in relation to any such claims or liabilities.**

In line with national legislation, the reporting, filming, photographing and audio recording must only relate **to the public meeting itself** and must not extend to anybody seated in the public section who does not form part of the proceedings. Filming, photographing or audio recording a member of the public without their prior express permission is not permitted.

- Anybody wishing to film, photograph or audio record the proceedings must avoid including children or vulnerable adults. Anybody intending to film, photograph or audio record any such individuals seated in the public section is required to first obtain the express permission of their parent or relevant responsible adult to that filming, photographing or audio recording taking place.

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- The town council insists that anybody recording proceedings provides a balanced representation of the proceedings and does not 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.

Terms

1. Members of the public are permitted to film or record meetings to which they are permitted access, in a **non-disruptive** manner and **only** from the position designated by the council.
2. Meetings or parts of meetings from which the press and public are excluded i.e. confidential business agenda items may **not** be filmed or recorded.
3. While those attending council and committee meetings are deemed to have consented to the filming or recording of meetings, those exercising the rights to film or record must respect the rights of other people attending under the Data Protection Act 1998.
4. The Chair of the meeting or meeting clerk has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
5. The council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.