

## **Hingham Town Council Policy on Filming and Recording of Meetings**

The Openness of Local Government Regulations 2014 allows the right to record and broadcast meetings of Hingham Town Council; this is in addition to the rights of the press and public to attend such meetings. For the purpose of this policy the term “record” means any form of audio, visual or electronic recording.

Hingham Town Council is committed to being open and transparent in the way it conducts its decision making and welcomes the new regulations. It will ensure reasonable facilities are made available to the public and press to assist recording of meetings.

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 start of the meeting.

### **Rules:**

1. Requirements regarding filming, recording and broadcasting of meetings, will be displayed at Council meetings, on the Council website and notice board. Those wishing to record Council meetings will be deemed to have accepted the requirements whether they have read them or not.
2. Those recording Council meetings should note that “Public Participation” period may not be part of the formal meeting and they should take legal advice as to their rights to record during this period.
3. Where press and public are excluded from a meeting or part of a meeting owing to the confidential nature of the business to be transacted, recording of that meeting or that part of the meeting will not be permitted.
4. Children or young people under the age of 18 who are present at the meeting must not be filmed unless their parents/guardians have given prior written consent. This provision also applies to vulnerable adults, where the consent of a responsible adult, such as a medical professional, carer or legal guardian will be required before recording.
5. The Council may require members of the public who do not consent to being recorded to sit separately from those who do not object to being recorded.
6. All recording must be overt (ie clearly visible to anyone at the meeting).
7. Those recording Council Meetings must do so in a non-disruptive manner, this includes not moving about the room, making excessive noise or using intrusive or flash photography
8. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as this recording does not interfere with any person’s ability, even where he or she has a disability, to follow the debate.
9. Those making a recording have no right to interrupt the Council by asking questions or making comments; or to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting, to repeat a statement for the purposes of the recording.

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10. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting, or if the person recording is in breach of these rules.
11. It is the responsibility of those filming or recording Council meetings to ensure compliance with the Human Rights Act, the Data Protection Legislation and laws of libel and defamation. The recording must not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The council will expect any recording that breach these rules to be removed from public view.
12. Any person or organisation choosing to record any meeting of the Council will be responsible for any claims or other liability resulting from them doing so, and by choosing to film, record or broadcast Council meetings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
13. The council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies. Where a council proposes to record its own meetings it will be bound by this policy.
14. Where the council proposes to record all of its own meetings, it will resolve how long such recordings will be kept and how members of the public may obtain copies. The council will include such recordings within its Publication Scheme.
15. The minutes of a Council meeting remain the only statutory and legally binding formal record of Council decisions.