

Stone Town Council

Recording at Council Meetings - Guidance

The public have the right to record, film, photograph and broadcast certain Town Council meetings.

This guidance note sets out some general information intended to help individuals who may be intending to report on meetings. For further clarification, please contact the Town Clerk.

Anyone wishing to carry out any type of recording using equipment larger than a smartphone or tablet is asked to telephone or email the Town Clerk before the meeting, so that arrangements can be discussed in advance.

The principles which should be followed by anyone recording a meeting in any format including, but not limited to, videoing, filming, photography and audio recording, are:

- The right to record a meeting is limited to the duration of the public part of any Council or committee meeting. There is no right to record any part of a Sub-committee meeting.
- Recording must not begin until the meeting is called to order, and must cease when the Chairman closes the public meeting. In addition, recording may not take place during any meeting adjournments.
- An individual undertaking a recording must do so from the public gallery or other area set aside for the purpose.
- All recording must be overt, so that everyone in attendance is aware that the meeting is being recorded. To this end, the Clerk should be notified in advance of the meeting to enable an announcement to be made by the Chairman that the meeting is to be recorded.
- Recording equipment cannot be left in the meeting room at times when the public are excluded.
- Some members of the public attending the meeting may object to being recorded, or should not be recorded, and the Council asks those carrying out recording to respect this. In particular, any children or young people under the age of 18 who are present at the meeting are not to be filmed unless their parents/guardians have given their written consent. This provision also applies to vulnerable adults, whereby the consent of a responsible adult is required for recording, i.e. a medical professional, carer or legal guardian.
- The Council expects that recordings will not be edited before use in a way that misrepresents proceedings and, if any part of the recording is to be shown elsewhere, the Council would request that an unedited revision of the complete proceedings is supplied to the Clerk.
- Any type of recording should not interrupt or disturb the proceedings, for example:
 - Spoken commentary is not permitted.
 - Equipment must be in place and set up before the meeting starts.

- Excessive noise, intrusive lighting, and the use of flash photography are not permitted. Recording equipment should not be noisy, or in any way have alarms, bleeps or similar which will be distracting. Equipment which has a “silent” setting should be set that way.
- A person or persons making a recording has no right to interrupt the meeting by asking questions or making comments
- Speakers will not repeat statements for the purpose of recording, and must not be spoken or gestured to in any way.
- ‘Roaming’ while recording is not permitted - those operating equipment must stay within area designated to them.
- If, in the Chairman’s opinion, a person carrying out recording is interrupting proceedings, disruptive or causing a disturbance, they can be ordered to stop their activity, or to leave the meeting.
- The Council reminds anyone who does carry out any type of recording of a Council or committee meeting that requirements of general law apply to their activities. For example:
 - The requirements of the Data Protection Act 1998 may apply to personal information about living individuals including visual image;
 - There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are ‘published’ by the person filming.

Stone Town Council accepts no liability for any material created by those recording a Council meeting, accepts no consequences of the publication or circulation of such material recorded and accepts no cost implications or losses from any subsequent actions against any/all or any part of any published material by those recording a Council meeting.

Contact Details:

Les Trigg
 Town Clerk
 01785 619740
 clerk@stonetowncouncil.gov.uk

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