



Protocol on the Filming and Recording of Parish Council Meetings

The right to record and to broadcast meetings of Local Parish Councils, Committees and Sub-Committees was established following the Local Government Audit and Accountability Act 2004. The 'Openness of Local Government Bodies Regulations 2014' came into force in 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming or recording of the meetings of Briercliffe with Extwistle Parish Council. The right of the Council to exclude the press and public from parts of Council meetings for confidentiality reasons remains unaffected.

Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. The Chairperson of the meeting 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.

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 way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others attending under the Data Protection Act 1998.

Any person or organization choosing to film, record or broadcast a meeting of the Council or a Committee is responsible for any claims or other liability from them doing so.

When a meeting is closed for Public Participation, the Chair will ask those present if they have any objections to being filmed. If an objection is received then the Public Participation element cannot be filmed and filming may only recommence at the formal re-opening of the meeting.

Those recording the proceedings must not 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.

The Council will display requirement 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 may itself photograph, film, record, or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policy.



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For display at Parish Council Meetings

- Members of the public are permitted to film or record Council Meetings to which they are permitted access.
- The Chairperson of the meeting must be informed of the intent to record or film before the meeting commences.
- The Chairperson of the meeting has the authority to stop a meeting and take appropriate action if any person is deemed to be recording in a disruptive manner.
- Those exercising the right to film, record or broadcast must respect the rights of other people attending the meeting under the Data Protection Act 1998.
- Any person or organization choosing to film, record or broadcast a meeting of the Council is responsible for any claims or other liabilities from them doing so.
- If objections to recording are received during Public Participation, recording and filming must stop immediately and only recommence when the meeting is formally re-opened.
- Those recording proceedings must not 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 not editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
- Those undertaking these activities will be deemed to have accepted the above requirements whether they have read them or not.
- The Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.