



Loddon Town Council

The Library Annexe | Church Plain | Loddon | NR14 6EX

www.loddonpc.org.uk | clerk@loddonpc.org.uk | 01508 522 020

Recording, filming and reporting of public meetings Policy

Introduction

The recording, filming and reporting of all public meetings is permitted. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas designated for the public. No prior permission is required, however the Chairman will ask if anyone present wishes to record the proceedings at the beginning of the meeting.

Council provisions

Loddon Town Council ("LTC") will define an area from which recording may be carried out and, if given advance notice, will strive to ensure that reasonable facilities are made available to any person wishing to record, e.g., provision of a table. However LTC should point out that the physical layout of a room may restrict LTC's ability to make any such provisions.

LTC understands that some members of the public attending its meetings may not wish to be recorded. In these cases, the meeting Chairman will manage this by ensuring that any related requests are to be respected by those making recordings.

In order to safeguard children, the vulnerable and any other individual who does not wish to be filmed, LTC will allocate a space where individuals cannot be filmed. Any member of the public may choose to use this space and they will be asked to indicate as such to the Clerk or the Chairman, prior to the commencement of the meeting.

Disruptive behaviour

Essentially, this could be any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc the proceedings. Examples include, but are not limited to:

- Moving to areas outside the areas designated for the public without the consent of the Chairman;
- Excessive noise in recording or setting up or re-siting equipment during the debate/discussion, intrusive lighting and use of flash photography;
- Asking people to repeat statements for the purposes of recording.

The meeting Chairman, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person is deemed to be filming or recording in a disruptive manner.

Code of behaviour for those undertaking the filming, recording and reporting

A person or persons recording the LTC meeting are reminded that the 'Public Participation' period may not be part of the formal meeting and that they should take advice for themselves as to their rights to make any recording during that period.



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Those recording a meeting are requested to focus only on recording councillors, officers and those members of the public who have not requested anonymity.

The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the LTCs values or in a way that ridicules or shows lack of respect for those in the recording. LTC would expect any recording in breach of these rules to be removed from public view. LTC will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

Legal implications for those undertaking the filming and recording

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

The recording and reporting of LTC meetings, its committees and sub-committees are subject to the law, including, but not limited to, The Human Rights Act 2000, and the relevant laws around libel and defamation. It is the responsibility of those doing the recording and reporting to ensure compliance.

With respect to data protection law, where the filming and recording are undertaken for purely personal or household activity, these fall outside the scope of the UK General Data Protection Regulation (GDPR). However, if the recordings and filming are used outside this definition, for example, uploading to social media for others to access, then those undertaking these activities shall assume the role of data controller for the personal data that is recorded. With this comes all the legal responsibilities as set out in the UK GDPR and the Data Protection Act 2018.

Publication of this policy

LTC will display the requirements for filming, recording and broadcasting at its meeting venues. Those undertaking these activities will be deemed to have accepted them whether they have read them or not.

LTC is to publish this policy on its website and review it at least once every 3 years or when changes in relevant legislation, whichever is sooner.

This policy was adopted by Loddon Parish Council at its meeting held on May 2017 and updated by Loddon Town Council on the 12 October 2023.

Signed:

Dated:

Date for next review: October 2023 (reviewed every three years)