

## **PROTOCOL ON RECORDING AT MEETINGS**

Filming and audio recording of Town Council meetings, by representatives of the media and also by members of the public using small media tools, is permitted.

There is no requirement to notify the Town Council in advance but the Chairman of a meeting reserves the right to suspend recording, where in their opinion the recording could interfere with the proceedings of the meeting. This could include:

- If the recording was disrupting the meeting
- The meeting had agreed to move into closed session due to the confidential nature of the business being discussed
- If it was considered that continued recording/filming might infringe the rights of any individual or where requests are received from other members of the public to cease recording when they speak

The Council asks those recording proceedings not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

No restrictions will be placed on any member of the public at a meeting in relation to the use of twitter, blogs, facebook and still photography, provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

Adopted by the Town Council 23 September 2014