

PROTOCOL ON RECORDING AT MEETINGS

Filming and audio recording of Town Council meetings, by representatives of the media and by members of the public using small media tools, is permitted. Any such recording equipment would need to be portable, and battery powered as mains connections would involve 'PAT' testing and could cause trip hazards.

There is no requirement to notify the Town Council in advance, but the Chairperson 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.

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, and that they respect the wishes of other members of the public who request not to be filmed.

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 Chairperson does not consider their actions are disrupting the proceedings of the meeting.

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

Reviewed and agreed: FC March 2024