



GUIDELINES FOR VIDEO AND AUDIO RECORDING AND SOCIAL MEDIA AT BRESSINGHAM AND FERSFIELD PARISH COUNCIL MEETINGS

The right to record meetings of Bressingham and Fersfield Parish Council, its Committees and Sub Committees (together referred to as “the Council”) is established in the Local Government Audit and Accountability Act 2014. It is in addition to the rights of the press and public to attend such meetings.

1. Members of the public and press are permitted to record video and audio media and to use social media in meetings to which they are permitted access, in a non-disruptive manner and only from areas designated for the public.
2. No prior permission is required, however those intending to do so should inform the Chair or Clerk before the meeting.
3. The Chair will inform members of the public attending a meeting if recording is in use.
4. Live broadcasting or streaming of Council Meetings is not permitted.
5. The Council will ensure that reasonable facilities are made available to the public and press to assist recording of meetings. **

** Council will make the meeting venue available to the public 10 minutes before and after meetings for setting up and removal of filming and recording equipment.
6. Meetings or parts of meetings from which the press and public are excluded may not be recorded.
7. Councillors who choose to record meetings are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
8. While those attending meetings are deemed to have consented to the recording of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
9. The Chair of the meeting, or any such Council representative as designated by the Chair, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording or using social media in a disruptive manner.
Note: For the purposes of these Guidelines, a disruptive manner is any behaviour which interrupts or disrupts or has the potential to interrupt or disrupt the conduct of meetings, or that impedes other members of the public being able to see, hear or film etc the proceedings. It includes but is not restricted to:
 - moving to areas outside the public areas without the consent of the Chairman.
 - excessive noise in recording or setting up or re-siting equipment during the meeting.
 - intrusive lighting and use of flash photography.
 - asking for people to repeat statements for the purposes of recording.
10. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to record proceedings agrees to indemnify the Council, its members and officers in relation to any such claims or liabilities.
11. The Council reminds those choosing to film or record proceedings not to 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 recordings and films, and from representing them in a way that may ridicule or show lack of respect towards those being filmed or recorded.
12. The Council will display these Guidelines as to filming, recording and broadcasting, on its website, at its meeting venues and at the beginning of every public on-line meeting. Those undertaking these activities will be deemed to have accepted them.