



PORTISHEAD TOWN COUNCIL

POLICY ON THE FILMING OF COUNCIL AND COMMITTEE MEETINGS

1. Anyone wishing to film, record, photograph or otherwise report on part or all of council proceedings has the legal right to do so unless the press and public are excluded for that part of the meeting.
2. Members of the public, with prior notification to the Town Clerk, are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner.
3. It should be noted that the Chairman of the meeting has the authority to stop a meeting and take appropriate action if it is deemed that the recording is being done in a disruptive manner.
4. If someone refuses to stop when requested to do so, the Chairman will ask the person to leave the meeting. If the person refuses to leave, then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.
5. The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a nondisruptive way and only to the extent that it does not interfere with any person's ability to follow the debate.
6. While 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 people attending under the Data Protection Act 1998.
7. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
8. The Council requires those recording proceedings to 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.
9. Anyone filming is asked to remain in the public seating area and film, photograph, or record as unobtrusively as possible from a single fixed position of their choosing. Filming should be conducted without the use of any additional lighting.

Anyone not wishing to be filmed is asked to advise the Chairman before the start of the meeting. The Chairman will inform the meeting, but filming may continue.
10. 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 the following message. Meeting agendas will also carry this message.

"The proceedings of this meeting may be filmed or recorded"

Adopted by the Council on xxxx