



# Ashbourne Town Council

## Filming & Recording Policy

**Reviewed May 2017**

The Filming & Recording Policy was reviewed by

Ashbourne Town Council on .....

Signed .....(Mayor)



## ASHBOURNE TOWN COUNCIL

### RECORDING AND FILMING OF ASHBOURNE TOWN COUNCIL COMMITTEE AND COUNCIL MEETINGS

#### Introduction

The right to record, film and to broadcast meetings of Ashbourne Town Council, its committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Ashbourne Town Council would ask those persons wishing to film, photograph, or making an audio recording of proceedings to give **24 hours** prior notification **in writing, email or by telephone** to the Clerk **of the Town Council**. Or at the time of the meeting.

The filming, photographing or audio recordings should only be made from the designated public seating area and with the knowledge of the Chairman and Clerk of the meeting. Also:

- a. filming, photography or audio recordings should not be disruptive and distracting to the good conduct of the meeting and recording devices must be set in silent mode
- b. no flash or additional lighting is permitted
- c. filming, photography or audio recordings should normally be taken from one fixed position and must not obstruct others from observing proceedings
- d. attendees will be advised at the start of the meeting that it is being filmed, photographed or audio recorded
- e. a person undertaking the filming or audio recording shall respect any request from members of the Council or members of the public present that do not wish to be filmed
- f. There shall be no oral commentary permitted during the Meeting by the person filming or audio recording the proceedings of the meeting.

#### 2. Access to Information Procedure Rules

Meetings or parts of meetings from which the press and public are excluded for example Exempt Items **MAY NOT** be filmed or recorded.

The Chairman of the meeting by a resolution shall instruct that filming, photographing or audio recordings be stopped where:-

1. During those parts of the meeting when the press and public have been excluded due to the nature of the business being discussed ie either exempt or confidential matters
2. There is a public disturbance or suspension/adjournment of the meeting
3. The recording has become disruptive or distracting to the good order and conduct of the meeting

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording is allowed as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

Whilst 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 other people attending under the Data Protection Act 1998.

The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

- **Use of Recordings by Third Parties**

Any person or organisation choosing to film, record or broadcast any meeting of Ashbourne Town Council or a committee is responsible for any claims or other liability from them so doing.

Ashbourne Town Council asks those recording proceedings not to edit the film or recording in any way that could lead to a misinterpretation of the proceedings, or infringe the core values of Ashbourne Town 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.

Ashbourne Town Council will expect those filming or audio recording the proceedings to abide by (a) and (b) below:-

1. Any published filming or audio recording should be accompanied by a statement of when and where the filming and audio recording was made, the context of the discussion that took place and a clear identification of the main speakers and their role or title.
2. Those undertaking the filming or recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.

Ashbourne Town Council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

Ashbourne Town Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

The Recording and Filming of Council and Committee Meetings Policy was Reviewed by Ashbourne Town Council on

Dated.....

Signed.....