

South Hill Parish Council

Standing Orders

Addendum

***Protocol on the Recording, Filming and
Broadcasting***

Protocol on the Recording, Filming and Broadcasting of South Hill Parish Council

The right to photograph, record, film and broadcast meetings of the South Hill Parish Council (SHPC) and its committees is established under the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings

Any reference to recording in this protocol includes: Still Photography; Video or Audio Recording; Filming; Broadcasting.

Meetings, or parts of meetings, from which the press and public are excluded may not be recorded.

Members of the public are permitted to record meetings to which they are permitted in a non-disruptive manner. The use of digital and social media tools, for example Twitter, blogging or audio recording is allowed so long as it is carried out in a non-disruptive manner.

The Chairman of the meeting will define an area in the meeting room from which the recording may be carried out. The Council prefers that all visual recording will be undertaken from a static point of view to avoid disruption at the meeting

The photographing or filming of children or young people under the age of 18 who are present cannot take place without the written consent of the parents or guardians. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, i.e. a medical professional, carer or legal guardian.

A person or persons making a recording has no right to interrupt a Parish Council meeting by asking questions or making comments. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.

The council requests that those recording proceedings do not edit the recording in any way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being recorded.

Any person or organisation choosing to record a meeting of the Council or a committee is responsible for any claims or other liability from them so doing, The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

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

The Council will display these requirements on its website and a copy will be available at all Council meetings.

The Clerk to the Council should be contacted in advance of the meeting if the recording device being used involves equipment which is larger than a smartphone, tablet or compact camera. 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 the meeting.