

PROTOCOL FOR THE FILMING, RECORDING AND BROADCASTING OF BREDFIELD PARISH COUNCIL AND COMMITTEE MEETINGS

Bredfield Parish Council is committed to being open in the way it conducts its discussions and decision-making. The right of members of the public to record, film and to broadcast meetings of the council is established in the Local Audit and Accountability Act 2014. This is in addition to the rights of the public and press to attend such meetings.

The right to record, film and broadcast meetings is dependent upon the responsibility to allow Parish Council meetings to proceed as normal and not to infringe the human rights of attendees, as required by the Human Rights Act, 1998 and the Data Protection Act, 1998. As indicated below, the Chair of the Parish Council will take appropriate action if individuals fail to adhere to these responsibilities.

For the purpose of this protocol, and within the limitations stated in this document, the terms 'film' and 'record' refer to the use of any means of audio, visual or electronic recording (including mobile phone, tablet and camera), and the term 'broadcast' refers to any means of distribution, including social media (such as Twitter, Facebook or web blogs) and live streaming.

The main points of this protocol are as follows:

1. As a courtesy to the public, a person wishing to record a Parish Council meeting should preferably notify the Clerk prior to the meeting, providing details of how the recording will take place. Advice and guidance should be sought from the Clerk where recording requires special arrangements. With or without such prior notification, any person wishing to record a meeting should not record covertly and must comply with this protocol.
2. Recording and filming of a Parish Council meeting cannot take place where the meeting, or part of meeting, is engaged in business of confidential nature and the press and public are excluded.

3. Filming and recording will not be allowed if it is carried out in a disruptive manner, which interferes with a person's ability to follow or engage in debate.
4. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. People who do not wish to be filmed will be given the opportunity to sit in a part of the room which is off-camera.
5. If the Chair deems that recording is being done in a disruptive manner, or in a manner that infringes the rights of attendees, he/she has the authority to: ask the person or persons to cease recording; stop the meeting; and/or make appropriate arrangements for the meeting to continue without disruption.
6. Broadcasts of a Parish Council meeting must not involve editing the film or the recording in a way that could lead to misinterpretation of the proceedings, infringe the core values of the council, or show lack of respect towards participants.
7. The Parish Council will publish requirements for filming, recording and broadcasting on its website. Those undertaking these activities will be deemed to have accepted these requirements, whether they have read them or not.
8. The written approved minutes are the legal record of the meeting.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Parish Council or a committee is responsible for any claims or other liability from them so doing.