

## Kingsbury Parish Council



### **PROTOCOL ON THE RECORDING AND FILMING OF COUNCIL MEETINGS**

The right to record, film and to broadcast meetings of the council, 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. Meeting or parts of meetings from which the press and public are excluded may not be filmed or recorded.

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 be 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.

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 other people attending under the Data Protection Act 1998. (This includes their permission to broadcast their personal details).

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. It is also at the Chairman’s discretion that any person filming will be a reasonable distance away, depending on the location of the meeting.

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. The council asks those recording 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 an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.

The 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.

The 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 council’s record is the definitive record of the meeting. The written approved minutes are the legal record.

Due to meetings being held online during the Covid-19 pandemic the following additions are made to this protocol:

- The Clerk will ensure an e-mail address and phone number, to gain access information to the meeting, will be included on the agenda. This will be published in the usual way.
- Any members of the public joining the meeting will remain in the waiting room until immediately prior to the commencement time at which point the clerk will admit them to the meeting.
- The Chair will remind everyone at the meeting to ensure that their microphone is on mute unless speaking and their video is enabled if possible.
- The Chair will inform all present that the meeting will be recorded, in line with this policy.
- When a vote on a proposal is required the Chair will ask the meeting and look for Councillors who have raised their arm to propose and second and then show in favour/not in favour or abstain for the motion. The Chair will then mention by name the Councillors for the benefit of the recording.
- If a member of the public speaks during the meeting, other than during the public forum, the Chair will ask them to not interrupt, and any further interruptions will result in them being removed from the meeting and, if this occurs, the Chair will ask the Clerk to move that person to the waiting room.
- The Chair has the final decision based on this protocol to remove anyone from the meeting.
- Once all business has been conducted the Chair will close the meeting thanking everyone for their attendance.

**Reviewed/Amended by Kingsbury Parish Council and adopted at its meeting on 20/1/2021.**