



# BURY ST EDMUNDS TOWN COUNCIL

## **POLICY ON FILMING AND RECORDING OF MEETINGS**

The Council acknowledges that it is required by legislation to allow any member of the public to take photographs, film and audio record the proceedings, and report on all public meetings.

No prior permission is required but the Council asks that any person wishing to film or audio record a public meeting inform Council staff in order that all necessary arrangements can be made for the public meeting and the Council will provide reasonable facilities to facilitate reporting.

The Council will provide a space to see and hear conduct of the meetings. This seating will be separate from the seating for the Council members and staff and invited guests; however, this will be within the limitations of the Council Chamber and its layout.

Those undertaking filming or recording must not act in a disruptive manner, meaning any action or activity which disrupts the conduct of meetings or impedes other members of the public being able to see, hear or film etc. the proceedings.

Non-exhaustive examples are:

- moving to areas outside the areas designated for the public without the consent of the Chairman,
- excessive noise in recording or setting up or re-siting equipment during the debate / discussion.
- intrusive lighting, use of flash photography or use of equipment in a way which causes disruption;  
or
- asking for people to repeat statements for the purpose of recording.

Public will be excluded from a meeting, under the Council's Standing Orders, if acting in a disruptive manner.

Recording equipment must be removed from the chamber if at any stage the meeting becomes a private meeting. Trailing cables or plugging in to Council's electrical sockets will not be permitted.

Children and vulnerable adults are not to be filmed, recorded or photographed or otherwise reported about where the relevant 'responsible adult' has not given consent (which in the case of a vulnerable adult is a medical professional, their carer or legal guardian, and in the case of a child, is their parent, legal guardian or teacher). Part of the public area will be used, if required, for children and vulnerable adults or those public attending who do not wish to be filmed, however, this is within the limitation of the Council Chamber and its layout. Persons taking part in the public participation section, excluding children and vulnerable adults as indicated above, are to be advised that they may be filmed, recorded or photographed or otherwise reported whether they are in a designated area or not.

Persons filming meetings etc. are likely to record personal data of individuals. These persons must take care to ensure that personal data is used in accordance with data protection legislation and they should be mindful of their potential liability for slander or defamation.

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.

NB: A person filming or making a recording of a Council meeting (including that of committees and sub-committees) is not permitted to provide verbal commentary.