

## **Protocol on the filming and recording of Local Council and Committee Meetings**

1. This document sets out the protocol for the filming or recording of the meetings of Watchet Town Council.
2. The right of the Council to exclude the press and public from parts of Council meetings remain unaffected.
3. Members of the public, with prior notification to the Town Clerk, are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner.
4. It should be noted that the Chair of the meeting has the authority to stop a meeting and take appropriate action if it is deemed that the recording is being done in a disruptive manner.
5. If someone refuses to stop when requested to do so, the Chair of the meeting will ask the person to leave the meeting. If a person refuses to leave then the Chair of the meeting may adjourn the meeting or make appropriate arrangements for the meeting to continue without disruption.
6. 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 manner 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.
7. 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.
8. 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 for them doing so.
9. The Council requires those recording proceedings to not 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.
10. At the beginning of each meeting, the Chair of the meeting will make an announcement that the meeting may be filmed or recorded. Meeting agendas will also carry this message.

***Adopted: 12 June 2017***