

**FILMING, PHOTOGRAPHY AND RECORDING AT COUNCIL MEETINGS**

The Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings open to the public. It also welcomes the use of social networking websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings.

To enable members of the public to be fully informed, anyone proposing to film, record or take photographs of a formal meeting of the Council is requested to advise the Democratic Services Team before the start of the meeting and to provide their name and contact details.

The Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities, if, in their opinion, continuing to do so would prejudice the effective operation of the meeting. The circumstances in which termination or suspension might occur, could include:-

- public disturbance of the meeting;
- when it is necessary to formally exclude the press and public from the meeting due to the confidential nature of the business being discussed;
- where it is considered that continued recording/photography/filming might infringe the rights of any individual; and
- when the Chairman considers that a defamatory statement has been made.

In allowing this, the Council expects those recording proceedings:-

- (i) not to edit the film/record/photographs in a way that could lead to a misinterpretation or misrepresentation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed/filmed/recorded; or
- (ii) to comply with the request of any member of the public not to be filmed, recorded or photographed.

If intending to bring large equipment or wishing to discuss any special requirements please contact the Council's Democratic Services Team in advance of the meeting in order, where possible, for any necessary arrangements or adjustments to be made. The Chairman may direct that audio/visual recording or photography must only take place from a specific location in the meeting room.

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 to ensure the meeting will not be unduly disrupted.

At the beginning of the meeting, the Chairman will make an announcement if i that meeting may be filmed, recorded or photographed.

(The Council Procedure Rules (paragraph 19) also provide for the removal of a member of the public from the meeting room should that person, having been warned, continue to interrupt the proceedings. The Chairman of a meeting may also call for any part of the meeting room to be cleared in the event of a general disturbance.)