

Greatham Parish Council

Protocol for the Reporting at Meetings of the Council

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, audio record or use social media to report on meetings of the council, including public participation sessions.
2. Reporting is restricted by legislation to the proceedings of the meeting from the calling of order to the official closure of the meeting.
3. In accordance with government guidelines, Council policy does not permit filming or photographing of persons under eighteen or vulnerable adults, without the permission of a responsible adult. Any persons who object to being filmed/photographed and have moved to an area designated for this purpose should also not be filmed/photographed. However, the Council cannot guarantee that anyone will not be filmed/photographed.
4. At the start of each meeting, the chair will announce that proceedings may be filmed/photographed or recorded and invite any members of the public not wishing to be filmed etc to move to the designated area.
5. Any filming/recording of meetings should be conducted overtly and from a fixed point in the room specified by the Council.
6. Live commentary will not be permitted at any time.
7. The use of flash photography or additional lighting will not be allowed unless previous written permission has been given.
8. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when public and press are excluded.
9. Any person intending to report should give notice to the clerk, in writing before the meeting. This will enable reasonable facilities to be provided.
10. Persons reporting the meeting who act improperly or in a disruptive manner may be excluded. "Disruptive behaviour" includes any action/activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc the proceedings, which may include:
 - Moving outside designated public areas.
 - Excessive noise during debates.
 - Intrusive lights and/or use of flash photography.
 - Asking people to repeat statements for the purpose of recording.
 - Failure to observe this protocol.
11. Those reporting should not edit the film or photographs to misrepresent 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 or recorded.
12. Recording and reporting council meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data

protection and defamation. They will be responsible for any allegations of breaches of law which may result from their use of recorded material and are admitted to the council meeting on the basis that they accept responsibility. The Council reserves the right to issue legal proceedings in appropriate circumstances..

13. The Council takes no responsibility for recordings made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
14. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.
15. Generally, archived recordings made by the Council will be available on request.

Adopted March 2017