

HARPENDEN TOWN COUNCIL

Protocol on the photographing, filming, audio-recording and broadcasting of Council, Committee and other public meetings

1. The right to photograph, film, audio-record, and broadcast public meetings of the council, committees, sub committees, working parties and other public meetings 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.
2. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded, nor may recording facilities be left in the room
3. Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner. They are encouraged to notify the Town Clerk prior to the meeting they intend to do so in order that appropriate measures can be taken to facilitate the intention.
4. The space allocated for the public or press to photograph, film, audio-record and broadcast in the Town Council Chamber will be an area with marked chairs for this purpose to the North West corner of the room. If a desk is required prior notice should be made to the Clerk. In other rooms that maybe used by the Town Council for the purpose of public meetings an area will clearly signed and those wishing to photograph, film, audio-record and broadcast will be required to do so from this location.
5. The Town Council hold public walks on the Common and at Batford Springs Nature Reserve. There are other on-site consultation occasions which may occur from time to time. In the event of the public wishing to photograph, film, audio-record and broadcast arrangements will have to be made prior to these events with the Clerk in order to ensure it is not disruptive, intrusive and or interfere with the walk. Requirements not to intrude upon the right of other members of the public to attend will apply *as referred to below at paragraph 7.*
6. The use of devices to photograph, film, audio-record, broadcast and access social media for example twitter, is 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.
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 or broadcast must respect the rights of other people attending under the Data Protection Act 1998. The Council will protect the young, elderly and vulnerable from being photographed, filmed, audio-recorded or broadcast in any transmission. The Council will also protect the rights of any individual who expressly does not wish to be photographed, filmed and audio-recorded.
8. 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 using a device in a disruptive manner. An oral commentary of proceedings during a meeting is not allowed.

9. 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.
10. 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.
11. 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.
12. 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.
13. The Council encourage people wishing to film, record or broadcast meetings to read the guide to Open and Accountable Local Government at;

<https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>
14. *In accordance with Standing Orders only the official signed minutes of any council meeting will be recognised as the formal, statutory and legally binding record of the meeting.*

Please note the Town Council provides WiFi in the Council Chamber.