



YAXHAM PARISH COUNCIL

Recording of Council Meetings Policy

1. The recording, filming and reporting of all public meetings is permitted, except for those meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
2. ALL face-to-face meetings of Yaxham Parish Council meetings are recorded by the Clerk (audio not videoed except where held remotely over the internet – see the “Zoom Protocol”) to aid minute taking, and the Chairman will announce this at the start of each meeting.
3. Members of the public and press are permitted to film or record meetings to which they are permitted access in a non-disruptive manner and only from areas designated for the public. No prior permission is required, however the Chairman should be informed at the beginning of the meeting if anyone present wishes to record proceedings.
4. Members of the public have the right not to be filmed without their consent. Anyone wishing to film the meeting will therefore restrict the filming to the Councillors and Clerk.
5. We will ensure that reasonable facilities are made available to the public and press to assist filming or recording of meetings.
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.
7. *What is disruptive behaviour?*
Essentially, this could be 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. Examples can include:
 - a. moving to areas outside the areas designated for the public without the consent of the Chairman,
 - b. excessive noise in recording or setting up or re-siting equipment during the debate/discussion,
 - c. intrusive lighting and use of flash photography; and
 - d. asking for people to repeat statements for the purposes of recording.
8. The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the capacity to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be filming or recording in a disruptive manner.
9. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
10. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

Adopted 22nd July 2021