



## **PATCHWAY TOWN COUNCIL**

Callicroft House, Patchway, Bristol, BS34 5DQ

[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

### **Protocol on the Filming and Recording of Town Council, Committee and Sub-Committee Meetings**

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014 with the “Openness of Local Government Bodies Regulations 2014” and was given Royal Assent on 6<sup>th</sup> August 2014. This is in addition to the rights of the press and public to attend such meetings.

This document sets out the protocol for the filming or recording the meetings of Patchway Town Council.

The right of the council to exclude the press and public from parts of Town Council meetings for contractual and staff confidentially reasons remain unaffected.

Members of the public are permitted to film or record Town Council meetings, to which they are permitted access, in a non-disruptive manner. The Chair 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 recording in a disruptive manner.

The use of digital and social media recording tools, for example, blogging or audio recording be 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.

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 2018.

Any person or organisation choosing to film, record or broadcast a meeting of the Town Council, committee or sub-committee is responsible for any claims or other liability from them so doing.

The council asks those recording proceedings do not edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Town 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. All meetings with any members of staff may be recorded also for purposes deemed fit by the council or delegated to the clerk.

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.

The Town Council may itself photograph, film, record or broadcast at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

#### **Internally:**

The Clerk/Deputy Clerk/RFO will record all meetings for accuracy, which will be stored on the Town Council’s IT server. Once those minutes have been signed as an accurate record, this recording will be kept for 1 year internally and this recording will not give members a right to question the minutes

Adopted: 18<sup>th</sup> June 2024.

Review: June 2025.



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at a later date. Patchway Town Council will have a designated safe area for anyone who does not wish to be recorded or qualifies as a vulnerable person.

**Externally:**

Patchway Town Council will live stream all public meetings via a streaming platform such as Facebook or YouTube. The meeting stream will remain live until the minutes for that meeting are approved. The stream of the meeting does not replace the draft minutes and will not be considered as a legal record of the meeting under the Local Government Act 1972.