



Blofield Parish Council

Clerks to the Council – Sarah Osbaldeston and Eleanor Bannister
Blofield Parish Council, The Lodge, 48 Panxworth Road, South Walsham,
Norwich, NR13 6DX Tel: 01603 270819 e-mail: finance@blofield-pc.gov.uk



Protocol for filming, recording and photography at Blofield Parish Council meetings

General

- (1) The Council supports the principle of transparency and encourages the filming, recording, photographing of meetings open to the public. In order to balance the wishes of those who want to record the meeting and those attending the following principles will apply:
 - (a) At the start of the meeting the Chairman will ask those present whether they wish to film, record or take photographs at a meeting.
 - (b) Any filming / recording / photography must take place from positions in the meeting room agreed by the Chairman to ensure the view of Members, officers, public and media representatives is not obstructed. Those intending to bring large equipment, or wishing to discuss any special requirements, are advised to contact the Council in advance of the meeting to seek advice and guidance.
 - (c) There shall be no use of flash photography or additional lighting at any time.
 - (d) If the Chairman feels the filming / recording / photography is disrupting the meeting in any way, the operator of the equipment will be required to stop. Anyone undertaking filming / recording / photography must comply with any requests made by the Chairman of the meeting.
 - (e) The person recording proceedings must agree to ensure the film / recording / photographs will not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show a lack of respect towards those being filmed / recorded / photographed.
 - (f) The responsibility for how any film or recording or photography is used rests with the person doing it, not the Council. Those filming proceedings should make themselves aware of their responsibilities under current legislation, particularly in the area of publication and seeking consent.

- (g) All the provisions within this protocol also refer to the use of mobile phones and similar types of devices in meetings and any other equipment that could be used for the purposes of filming, recording or taking photographs.
- (2) Meeting agendas will also carry a message that filming / recording / photography may take place and this will also be added to the Council's Agenda Meetings web page.

During the meeting

- (3) The Chairman shall announce at the commencement of the meeting that filming, recording or the taking of photographs may be taking place. Anyone seated in the public area or anyone attending the meeting to speak will have the opportunity to express his or her wish not to be filmed / recorded / photographed and to be guided to seating areas away from the area being filmed / recorded / photographed. If a member of the public is attending to speak at the meeting and prefers not to be filmed / recorded / photographed their wish will take precedence.
- (4) If the Chairman feels the filming / recording / photography is disrupting the meeting in any way or any pre-meeting agreement has been breached, the operator of the equipment will be required to stop. In the event of a breach of the agreement, any recordings/ films or photographs should be deleted immediately by the individual committing the breach.
- (5) If someone refuses to stop recording when requested to do so, the Chairman will ask the person to leave the meeting. If the person recording refuses to leave, then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. These will be in line with disorderly conduct procedures set out in the Constitution.
- (6) Anyone asked to leave a meeting because they have refused to comply with the Chairman's requests may be refused permission to film / record / photograph at future Council meetings.
- (7) The Chairman of the meeting has a right to withdraw consent to film / record / photograph at any time during the meeting.