



Guidance for the recording of public Council meetings

Written by	Mrs Sarah Haydon, Chief Officer
Created	November 2016
Approval date	Town Council- 15 November 2016
Review date	November 2018

1. INTRODUCTION

1.1	The aim of this guidance is to help any members of the press and public who wish to film, audio-record, take photographs, and use social media such as tweeting and blogging, to report the proceedings of all Council meetings that are open to the public.
1.2	If there are further questions on the issue of filming/recording of meetings please contact Biddulph Town Council at Biddulph@staffordshire.gov.uk or 01782 297845.

2. PROVISIONS

2.1	Do people need to ask permission to record Council meetings? There is no requirement to ask permission to record a Council meeting. However, the Council advises any person wishing to carry out this activity to let staff know in advance so that all necessary arrangements can be made for the public meeting.
2.2	Can people tweet or blog a Council meeting? Yes, people may report meetings via social media of any kind. Therefore, bloggers, tweeters, Facebook and YouTube users, and individuals with their own website, are able to report meetings.
2.3	Commentary during the meeting Any person can provide written commentary during a meeting, as well as oral commentary outside or after the meeting. It is not permitted for oral commentary to be provided during a meeting as this would be disruptive to the good order of the meeting.
2.4	Can people be asked to leave a meeting and stop recording? The majority of the Council's meetings are open to members of the public. However, meetings cannot be recorded when it is agreed to formally exclude the press and public from the meeting due to the confidential nature of the

	<p>business to be discussed. People will also be asked to leave a meeting if they act in a disruptive manner. Examples can include:</p> <ul style="list-style-type: none"> • Moving to areas outside the areas designated for the public without the consent of the Chairman • Excessive noise in recording or setting up or re-siting equipment during the debate/discussion • Intrusive lighting and use of flash photography; and • Asking for people to repeat statements for the purposes of recording.
2.5	<p>Are there any limits about recording a meeting or what people can say in a tweet or recording?</p> <p>The Council requests that the public area is not filmed and that people respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed. More generally the law of the land applies – including the law of defamation and the law on public order offences (see the Crown Prosecution Service guidance on social media). Freedom of speech within the law should also be exercised with personal and social responsibility – showing respect and tolerance towards the views of others. The Council asks those recording proceedings not to edit the 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 a lack of respect towards those being filmed/ recorded.</p>
2.6	<p>Can people leave recording equipment in a public meeting room and record without being present?</p> <p>This can take place, however, the Council will require any such recording to stop and the equipment to be removed if at any stage the meeting became a private meeting. The Council, therefore, suggests that people remain in the meeting. The authority takes no responsibility for any unsupervised equipment.</p>