



CRANLEIGH PARISH COUNCIL

REPORTING OF COUNCIL MEETINGS POLICY

The **recording, filming and broadcasting** of all public meetings is allowed.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

During meetings in official Council meeting rooms, filming by broadcasters shall only be from the public gallery or press area.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner only from public areas.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording be allowed as long as it is carried out in a non-disruptive manner.

The filming or recording of members of the public is prohibited in circumstances where they are not making representations to the meeting and the Council will take such action as it considers appropriate against any person found to be contravening this restriction. You are further asked to respect the wishes of those seated in an area that has been designated for those who are not participating in the meeting and do not consent to being filmed, photographed, recorded or otherwise reported about.

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.

Any person or organisation choosing to film, record or broadcast any meeting of the Council, its Cabinet or committees 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.

The Council will display the 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 Council will publish this guidance on the filming, recording and broadcasting of meetings on its website.

April 2018.