

**ROYSTON TOWN COUNCIL  
PROTOCOL FILMING AND AUDIO RECORDING AT COUNCIL MEETINGS  
SEPTEMBER 2014**

1. The Town Council is committed to being open and transparent and recording by filming and / or reporting by means of social media - such as Twitter and Facebook - will be permitted at council and committee meetings that are open to the public.
2. The Press, members of the public and elected councillors are permitted to make recordings of these meetings subject to the provisions of this protocol.
3. Recording of any kind will not be allowed for any part of a meeting where the public and Press are excluded.
- 4 The Town Council understands that some members of the public attending its meetings may not wish to be recorded while using their right to speak during the public participation sessions. The chairman of the meeting will remind all present of the right not to be recorded.
5. The chairman, too, will have the absolute discretion to terminate or suspend any of these activities if continuing to do so would prejudice proceedings at the meeting. The circumstances in which termination or suspension might occur could be:
  - Public disturbance or suspension of the meeting
  - The meeting agreeing to formally exclude the Press and public due to the confidential nature of the business being discussed
  - Where it is considered that continued recording / filming might infringe the rights of any individual.
  - Where the chairman considers that a defamatory statement has been made.
6. The Town Council takes no responsibility for any recording made by a third party or its subsequent use. Any third party making a recording of a meeting shall in doing so be taken to have indemnified the Town Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making of that recording.
7. In allowing filming and recording the Town Council asks those recording proceedings not to edit the material in a way that could lead to misinterpretation of the proceedings.
8. Those intending to film / record Town Council proceedings are advised to discuss the matter with the Town Clerk in advance of the meeting to seek advice and guidance.
9. At the beginning of each meeting the chairman will make an announcement that proceedings may be filmed or recorded, and ask whether any member of the Press or public intends to record (subject to the protocol)