



**Royston Town Council Protocol for Filming & Recording at Council Meetings**  
**Approved by Full Council 20<sup>th</sup> March 2023    Minute number 365/23**  
**Review date March 2026**

Royston Town Council is committed to being open and transparent in the way it conducts its decision making. Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public subject to the following rules:

1. The council requests that anyone wishing to record should let the Chair/Clerk of the meeting know prior to, or at the start of, the meeting and the recording should be overt (i.e. clearly visible to anyone at the meeting), but non-disruptive.
2. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
3. At the beginning of each meeting, the Chair will make an announcement that the meeting may be filmed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area. We ensure that agendas for, and signage at, council meetings make it clear that recording can take place.
4. Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment that they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.
5. The Chair of the meeting has absolute discretion to stop or suspend recording if in their opinion continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules. The circumstances in which this might occur might include:
  - recording is disrupting the proceedings of the meeting
  - there is public disturbance or a suspension of the meeting
  - the meeting has resolved to exclude the public for reasons which are set down in the Council's Standing Orders.This list is not exhaustive.
6. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording. The Council would expect any recording in breach of these rules to be removed from public view.

7. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010 and the laws of libel and defamation.

8. If the Committee needs to discuss confidential or exempt information and the public are excluded from the meeting, then all recording equipment will need to be switched off and removed immediately from the room.

9. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

10. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

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

Please contact Royston Town Council on 01763 245484 in advance of the meeting you wish to record, if the recording you wish to make involves large equipment or special requirements. A failure to follow these requirements may lead to a request to record being refused.