

# THRAPSTON TOWN COUNCIL

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## FILMING, RECORDING AND PHOTOGRAPHY POLICY

# **FILMING, RECORDING AND PHOTOGRAPHY POLICY**

## **THRAPSTON TOWN COUNCIL**

The Openness of Local Government Bodies Regulations came into effect on 6 August 2014. Broadly, the Regulations give the public the right to film, record audio, take photographs, and use social media and the internet at meetings to report on any meetings that are open to the public.

### **Reporting means:**

- Filming, photographing or making an audio recording of proceedings at a meeting.
- Using any other means of enabling persons not present to see or hear proceedings at a meeting as it takes place or later.
- Reporting or providing commentary on proceedings at a meeting orally or in writing so that the report or commentary is available as the meeting takes place or later to persons not present.

### **The Openness of Local Government Bodies Regulations 2014**

- The filming, photographing or making an audio recording of proceedings of meetings of the Authority and its Committees and Sub-Committees and the Cabinet and its Committees whilst those meetings were open to the public is permitted.
- Those persons wishing to film, photograph, or make an audio recording of proceedings should give two days prior notification in writing or by telephone to the Clerk at [clerk@thrapstontowncouncil.gov.uk](mailto:clerk@thrapstontowncouncil.gov.uk) of their intentions to film or record prior to the commencement of the meeting.
- The filming, photographing or audio recordings should only be made from the designated public seating area and with the knowledge of the Chair of the meeting.
- Filming, photographing or audio recordings should not be disruptive and distracting to the good conduct of the meeting and recording devices must be set in silent mode.
- If filming at a public meeting the camera should remain in one fixed position throughout the meeting. No flash or additional lighting is permitted or excessive movement allowed that might disrupt the meeting.
- Attendees will be advised at the start of the meeting that it is being filmed, photographed or audio recorded.
- A person undertaking the filming or audio recording shall respect any request from members of the public that they do not wish to be filmed.
- Quiet tweeting and blogging using a mobile phone or tablet is permitted but there shall be no oral commentary permitted in the meeting.
- The Regulations apply to Councillors as they do to members of the public but Councillors will wish to ensure that they are not distracted from the business of the meeting.

### **Stopping filming, recording or photographing**

The chair of the meeting shall instruct that filming, photographing or audio recordings be stopped where:

- During those parts of the meeting when the press and public have been excluded due to the nature of the business being discussed i.e. either exempt or confidential matters.
- There is a public disturbance or suspension/adjournment of the meeting.
- The recording has become disruptive or distracting to the good order and conduct of the meeting.
- Photographers have moved from the designated area to take close up photographs of attendees. This will not be tolerated. The photographer will be asked to cease taking

photographs immediately. Failure to do so will mean the photographer is asked to leave the meeting with immediate effect.

- Members of the public who are attending the meeting merely to observe it are not taking part in the proceedings and should not be filmed or photographed without their consent.
- Continued recording is against the wishes of an individual.

Children and vulnerable adults attending a meeting should not be filmed or photographed.

The Chair of the meeting has the power to veto or curtail filming at any time if he or she believes there is a risk of distorting the democratic process of the meeting.

### **General Law**

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.

The Town Council cannot advise on general law and accepts no liability for any material created by those filming a meeting.

***The Town Council reserves the right to amend and update this policy from time to time.***

Adopted by Thrapston Town Council

12<sup>th</sup> November 2019

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Chairman

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Town Clerk