

**HOTHFIELD PARISH COUNCIL**  
**POLICY REGARDING**  
**RECORDING AND USE OF SOCIAL MEDIA AT COUNCIL MEETINGS**

Hothfield Parish Council supports the principles of openness and transparency in its decision making. It supports video or audio recording by the public and press of meetings that are open to the public, for either live or subsequent broadcast. It also supports the use of modern communication methods such as Twitter, Facebook and blogs to report what is happening at meetings as they take place.

The following information is intended to guide any members of the public who may wish to report on meetings, either by recording them for simultaneous or later broadcast, or via social media.

Anyone wishing to take advantage of these facilities should contact the Clerk to the Council before the meeting, so that arrangements can be discussed in advance.

**FILMING, PHOTOGRAPHY AND RECORDING**

An area will be set aside for anyone wishing to film, photograph or record a meeting.

The right to film, photograph or record is limited to the duration of the meeting.

Recording must not start until the meeting is called to order, and must cease when the Chairman closes the meeting.

The Public Interval must not be filmed, photographed or recorded.

Only battery operated equipment can be used.

The Council will not allow cables to trail across the floor.

Filming or recording equipment cannot be left in the meeting room at times when the public is excluded due to the confidential nature of the business being discussed.

Intrusive filming of a specific individual or individuals will not be permitted.

The Council will ask those filming, photographing or recording the meeting to respect the wishes of any members of the public who object to being filmed, recorded or photographed in any way, and will expect these wishes to be complied with.

Any member of the public not wishing to be filmed, photographed or recorded should inform the council prior to the start of the meeting.

Film or audio recordings must not be edited before transmission in a way that misrepresents what occurred.

Filming or recording is not permitted if the effect would be to interrupt or disturb the proceedings. Therefore the following must be adhered to:-

- a. Oral commentary is not permitted.
- b. Equipment must be set up before the meeting starts.
- c. Excessive noise, intrusive lighting, and the use of flash photography are not permitted.
- d. Speakers will not be asked to repeat statements for the purpose of recording.
- e. “Roaming” while filming or recording is not permitted – those operating equipment must stay in the area designated to them.

If the Chairman believes a person filming, photographing or recording a meeting is interrupting the proceedings or causing a disturbance they will be asked to stop and if they refuse to do so will be asked to leave the meeting.

### **REPORTING VIA SOCIAL MEDIA**

Blogging, Tweeting, or other commentary on meetings through social media must not interrupt or disturb the meeting.

The same rules apply as set above.