



WESTON-SUPER-MARE TOWN COUNCIL

# Recording and Filming of Meetings

**History of Policy Changes**

Date	Version	Author	Origin of change e.g. change in legislation	Changed by

This policy applies to Weston-super-Mare Town Council.

Date policy adopted	18 <sup>th</sup> August 2025
Approved by	Finance and General Purposes Committee (18.08.25)
Review cycle	Bi -Annually
Review date	August 2027

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## 1. Overview

Weston-super-Mare Town Council always strives to be open and transparent. This applies across all our meetings, services and activities.

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.

This policy sets out the protocol for the filming or recording of Weston-super-Mare Town Council public meetings.

Meetings or parts of meetings from which the press and public are excluded, may not be filmed or recorded (Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 ss100 and 102). The right of the council to exclude the press and public from parts of Council or Committee meetings for contractual and staff confidentially reasons remain unaffected.

This policy should be read in conjunction with and an awareness of:

- a. Press Policy
- b. Public Participation at Meetings Policy
- c. GDPR Data Protection Policy
- d. Standing Orders

## 2. Scope

Members of the public have the right to record, film, and broadcast meetings of Weston-super-Mare Town Council, including its committees and sub-committees.

This right includes the ability to:

- a. Film, photograph, or make an audio recording of a meeting.
- b. Use any other methods that enable persons present to see or hear proceedings as they take place or at a later time.

- c. Report on or comment about the proceedings in writing during or after the meeting, or to provide an oral report or commentary after the meeting has concluded.
- d. Use any form of communication, including the internet, to publish, post or otherwise share the results of their reporting activities during or after the meeting.

These rights are subject to the following conditions:

- 1. Recording or reporting must not disrupt the meeting or breach any lawful exclusion, such as when confidential or exempt information is being discussed, or in instances of disorderly conduct.
- 2. Individuals present at a meeting are not permitted to provide a live oral commentary or report on the proceedings while the meeting is in session.

**Note - Weston-super-Mare Town Council accepts no liability for the actions of individuals making recordings at meetings, including any identification of members of the public or subsequent publication of those recordings.**

**Official minutes of the meeting remain the statutory and legally binding record of Council decisions.**

### **3.Procedures and Guidelines**

Attendees will be asked to notify the CEO/Town Clerk or Chair before the meeting begins if they intend to record or photograph, to minimise disruption.

At the start of each meeting, the Chair will read a standard notice outlining procedures and will ask if anyone present intends to record or photograph, so this can be announced for public awareness.

If the Council chooses to record a meeting, the Chair will announce this at the start to inform those present.

Council recordings will be deleted once the minutes have been approved and signed, unless there is a specific reason to retain the recording. Any decision to retain will be

formally noted and reviewed at the following meeting, at which point the recording will be deleted.

The Council may photograph, film, record, or broadcast its meetings and will manage such material in line with its retention and GDPR policies. If the Council opts to routinely record all meetings, this policy will apply in full.

Key points to read and understand:

**Public Recording Permitted:** Members of the public may film or record meetings they are allowed to attend, provided it is non-disruptive and remains respectful.

**Movement Kept To A Minimum:** Individuals will be provided with an area to sit and/or stand to record and must avoid disrupting proceedings.

**Public Participation Period:** May not form part of the formal meeting. Those recording should seek their own legal advice on recording this part.

**Confidential Sessions:** No recording is permitted when the press and public are excluded due to confidential matters.

**No Right to Interrupt:** Individuals recording cannot interrupt, ask questions, or request repetition for the purpose of their recording.

**Disruption:** The Chair may stop or suspend recording at their discretion if it disrupts the meeting or breaches guidelines.

**Consent and Data Protection:** Attendees are deemed to have consented to recording, but recorders must respect data protection laws.

**Note - No filming of under-18s or vulnerable adults without written consent from a parent, guardian, or carer.**

**Large Equipment or Special Requirements:** Those with larger recording devices or special needs should contact the CEO/Town Clerk in advance to arrange accommodation.

**Use of Lighting/Flash:** Permitted if it does not disturb others; may be restricted for health or disruption reasons.

**Responsibility for Equipment:** Recording devices must not be left unattended. The owner is responsible at all times.

**Legal Compliance:** All recordings must comply with the law and Weston-super-Mare Town Council Policies highlighted at the beginning of this policy.

**Note - Editing that misrepresents or disrespects proceedings is prohibited. Any breach will result in the Council requesting content be removed and the necessary authorities contacted and legal procedures implemented.**

**Council Liability:** The Council holds no liability for third-party recordings or publications unless officially released by the Council.

## **4. Policy Review**

The working of this policy will be reviewed by Weston-super-Mare Town Council bi-annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.