

Policy Title:	Filming, recording and social media reporting of meetings Policy
Approved by:	Finance, Policies and General Purposes
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Signed:	

1. Introduction

In accordance with current legislation this policy outlines guidance on the filming, recording and social media reporting of meetings which are open to the public.

2. Social Media

- 2.1 The use of social media for the reporting of Parish Council and Committee meetings, which are open to the public, is permitted.
- 2.2 Anyone wishing to use social media during a meeting open to the public must ensure that this causes no disruption to the overall running of the meeting and all social media devices must be set to silent for the duration of the meeting.
- 2.3 Where the respective Chair of a relevant meeting considers that the use of social media is causing a disruption, the person causing the disruption may be asked to leave the meeting and the meeting may be adjourned for such period as necessary to restore order.

3. Recording and Filming

- 3.1 The recording and filming of Town Council and Committee meetings which are open to the public is permitted in accordance with legislation.
- 3.2 Anyone, including Members of the Council, wishing to film or record a public meeting is asked to notify the Chair in advance of the meeting commencing.
- 3.3 Anyone filming at a public meeting is required to give due consideration at all times to ensure that there is no disruption to

normal proceedings. In this regard, flash photography or additional lighting is not permitted without the prior permission of the Chair.

- 3.4 In accordance with legislation it is important to note that the permission to film does not relate to filming members of the public or anyone who is not part of the formal proceedings of the meeting. Filming an individual without their express permission might be an infringement of an individual's human rights and therefore the Town Council gives no permission to film anybody seated in the public seating area.
- 3.5 Anybody wishing to film the proceedings of a meeting at which children or young people are present/taking part must not film them unless they have the express permission of the parent/carer.
- 3.6 Where the respective Chair of a relevant meeting considers that the filming/recording is causing a disruption, the person causing the disruption may be asked to leave the meeting and the meeting may be adjourned for such period as necessary to restore order (Standing Order 69. refers).
- 3.7 Examples of causing a disruption to the meeting may include:
 - the setting up or taking down of filming equipment and lighting
 - moving around the public seating area whilst filming
 - asking for people to repeat statements for the purposes of recording.

4. Editing Recordings

The Town Council expects that anybody reporting/filming/recording proceedings provides a balanced and factually accurate representation of the proceedings and not to edit the coverage in any way that could lead to misinterpretation of the proceedings.

5. Exclusion of Public and Press

Under exceptional circumstances, where there is a valid reason to do so, some items are discussed and determined in confidential sessions during which time members of the public and the press are asked to leave the meeting. Whilst these sessions are not recorded the minute and decision taken is made available to the public and press.

