

TOWN AND CINQUE PORT OF HYTHE



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STANDING ORDERS

FILMING, AUDIO-RECORDING AND PHOTOGRAPHY OF COUNCIL AND COMMITTEE MEETINGS

WWW.HYTHERTC.GOV.UK/POLICIES/GOVERNANCE

This Policy was adopted by the Council at its meeting held on: 26 April 2021

Minute 318/20

GOVERNING BODY: HYTHE TOWN COUNCIL, TOWN COUNCIL OFFICES, OAKLANDS, 1 STADE STREET,
HYTHE, KENT. CT21 6BG



1. The Openness of Local Government Bodies Regulations 2014 (2014 SI No. 2095), which came into force on 6 August 2014, require local councils to permit any person to film, audio-record or take photographs of, and to report on, the proceedings of any part of a meeting which the public are entitled to attend by law.
2. The Regulations do not require local councils to allow filming recording or photographing any part of a meeting where the public is excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest. Exclusion of the public must be authorised by a resolution of the meeting and the reason for exclusion must be stated.
3. The regulations only apply to formal, decision-making meetings of the Town Council, a committee, or a sub-committee and not too informal meetings or meetings of a working group without decision-making powers.
4. It is required to advise the council or committee via the town clerk that recording will take place. While no prior permission is required to film, record, photograph or broadcast a meeting in open session it is advisable that any person wishing to film or audio record notify the Town Clerk in advance so that reasonable facilities can be provided. Although this amendment is based on good practice, it is still in draft form, and the council may resolve to make changes to it.
5. The council and its officers will afford reasonable facilities (but not equipment) for the recording of the meeting. All external equipment that might be plugged into the Council's electricity supply will be required to have a current PAT test.
6. No additional lighting or flash photography should be used, except by prior agreement, as this may affect the health and well-being of the people attending the meeting.
7. All recordings and transmissions must be open and transparent – i.e., visible to anyone in attendance at the meeting.
8. Oral commentary in the meeting room during a meeting is not permitted by the Regulations and it may be disruptive. The person/s recording the meeting will be asked to cease recording if:
 - (a) There is excessive noise from the moving or setting up of equipment.
 - (b) There are interruptions to the orderly conducting of the meeting (e.g. requests that a person repeats a statement for the purposes of the recording or the distraction of the person/s associated with the recording adding comments during the course of the meeting).
 - (c) There is a movement to areas outside the areas designated for the public without the consent of the chairman.
9. The regulations apply to Councilors as they do to members of the public, but Councilors will ensure that they are not distracted from the business of the meeting.



10. Members of the public who attend a meeting merely to observe it are not taking part in the proceedings and the Town Council requests that these people are not filmed or photographed without their consent. Children or vulnerable adults attending a meeting should not be filmed or photographed. In the case of children, prior consent must be obtained from the Parent or Guardian.
11. Recording equipment may be left running in the meeting room even if the person using it leaves the room. It shall not, however, be left running for a part of a meeting where the public is excluded, and an Officer of the Council shall stop the recording or switch off the equipment under these circumstances.
12. The Town Council is not liable for any actions of the person/s recording which publicly identifies any member of the public or for any publication of the recording.
13. Any person recording the meeting is advised to obtain permission from members of the public to be present before publicising material that identifies members of the public. Those engaged in the recording of meetings are reminded that the requirements of general law apply to their activities, for example:
14. The requirements of the Data Protection Act 1998 may apply to personal information about living individuals including visual images.
15. There may be legal liability for defamatory or offensive statements, including statements made by people being filmed that are 'published' by the person filming.
16. Only the official signed minutes of the Town Council and its committees shall be recognised as the formal statutory and legally binding record of the meeting.
17. The Town Council will display the above protocols as to filming, recording, and broadcasting at its meeting venues and on its website. Those people undertaking the above activities will be deemed to have accepted these requirements whether they have read them or not.

