

Walberswick Parish Council

Protocol for the Reporting of Meetings of the Council or Committees

Formally adopted November 2018

1. A person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
2. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
3. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
4. Reporting is restricted to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting
5. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
6. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
9. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
10. Persons reporting on a meeting who act improperly or in a disruptive manner could be excluded from the meeting. ‘Disruptive behaviour’ would include any action or activity which

disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:

- a. Moving outside designated public areas
 - b. Excessive noise during debate
 - c. Intrusive lighting and use of flash photography
 - d. Asking people to repeat for the purpose of recording
 - e. Failure to observe this protocol
11. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
 12. Recording and reporting the council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council Meeting on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.
 13. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.
 14. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.