



STOTFOLD TOWN COUNCIL

FILMING, RECORDING AND BROADCASTING OF COUNCIL MEETINGS POLICY 2026

Version 2.0

1. Purpose

- 1.1 This policy sets out how Stotfold Town Council manages the filming, recording and broadcasting of its meetings by members of the public, the press and Members. It explains the rights of those wishing to record proceedings and the conditions that apply, so that meetings remain open and transparent while being conducted in an orderly manner.

2. Scope

- 2.1 This policy applies to all meetings of the Council, its Committees and Sub-Committees that are open to the public.
- 2.2 It applies to any person attending such a meeting who wishes to film, record or broadcast the proceedings, including members of the public, the press, broadcasters and Members of the Council.
- 2.3 This policy does not apply to any meeting, or part of a meeting, from which the press and public are lawfully excluded.

3. Definitions

- 3.1 **Recording:** any filming, photographing, audio recording, live streaming, broadcasting or use of social media to capture or report the proceedings of a meeting, by any means or device.
- 3.2 **Chair:** the person presiding over the meeting, or any Council representative designated by them to act in this respect.
- 3.3 **Member:** an elected or co-opted councillor of Stotfold Town Council.

4. Policy Statement

- 4.1 The right to film, record and broadcast meetings of the Council, its Committees and Sub-Committees is established by the Openness of Local Government Bodies Regulations 2014, made under the Local Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.
- 4.2 Members of the public are permitted to film or record meetings to which they have access, in a non-disruptive manner and only from public areas.
- 4.3 Meetings, or parts of meetings, from which the press and public are excluded may not be filmed or recorded.
- 4.4 The use of digital and social media tools, blogging or audio recording, is permitted provided it is carried out in a non-disruptive manner.
- 4.5 Those exercising the right to film, record or broadcast must respect the rights of other people attending the meeting under the Data Protection Act 2018 and the UK General Data Protection Regulation. Any personal data captured must be handled lawfully, fairly and proportionately.
- 4.6 While those attending meetings are deemed to have consented to being filmed, recorded or broadcast, those exercising these rights remain responsible for complying with data protection law in respect of the footage or recordings they produce.
- 4.7 Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from doing so. By choosing to film, record or broadcast proceedings, they accept that they are required to indemnify the Council, its Members and officers in relation to any such claims or liabilities.



- 4.8 The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or that infringes the core values of the Council. 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 filmed or recorded.
- 4.9 The Council will advertise that all meetings are held in public and may be filmed or recorded by broadcasters, the media or members of the public, and will display the requirements as to filming, recording and broadcasting at its meeting venues. Those undertaking these activities will be deemed to have accepted the requirements whether they have read them.
- 4.10 The Council will publish this policy on its website.

5. Roles and Responsibilities

- 5.1 **The Council** will make the Council Chamber available to the public for 15 minutes before and after meetings for the setting up and removal of filming equipment. Equipment is not to be left unattended at any time.
- 5.2 **The Chair** has the authority to stop a meeting and take appropriate action if any person contravenes this policy or is deemed to be recording in a disruptive manner.
- 5.3 **Members** who choose to use social media during a meeting must refrain from disrupting other Members or Council debate. Members who record, film or broadcast meetings, including using social media, are reminded of their responsibilities under the Council's Code of Conduct, including its confidentiality requirements.
- 5.4 **The Town Clerk** is the owner of this policy and is responsible for ensuring it is displayed at meeting venues, published on the website and applied consistently.

6. Training and Support

- 6.1 Members will be made aware of this policy through induction and ongoing Code of Conduct training. Officers supporting meetings will be briefed on the practical arrangements set out in this policy.

7. Compliance

- 7.1 Failure by any person to comply with this policy may result in the Chair taking action under clause 5.2, including suspending or adjourning the meeting. Conduct by a Member that breaches this policy may also be dealt with under the Council's Code of Conduct.

8. Monitoring and Review

- 8.1 This policy is monitored by the Governance & Resources Committee.
- 8.2 It will be reviewed every two years, or sooner if there is a relevant change in legislation or guidance.

9. Related Policies and Documents

- Standing Orders
- Code of Conduct
- Privacy Notice and Data Protection Policy
- Press and Media Policy
- Local Audit and Accountability Act 2014 and the Openness of Local Government Bodies Regulations 2014
- Data Protection Act 2018 and the UK General Data Protection Regulation



Version History

Version No	Date Approved/ Reviewed	Author/ Owner	Summary of Changes	Responsible Committee	Review Date
1.0	April 2024	Town Clerk	Update to clause 1 (filming equipment not to be left unattended).	Governance & Resources	April 2026
2.0	July 2026	Town Clerk	Full review and reformat structure. Data Protection Act 1998 reference corrected to the Data Protection Act 2018 and UK GDPR. Statutory basis, scope, definitions and roles sections added. "Chairman" updated to "Chair" and "Councillors" to "Members".	Governance & Resources	July 2028