Stantonbury Parish Council
Stantonbury Parish Office, 126 Kingsfold
Bradville, Milton Keynes, MK13 7DX

Telephone: 01908 227201
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Policy on the reporting of meetings of the Council

This policy details the acceptable use for public meetings to be filmed, audio-recorded, photographed and the permitted use of social media. Under these new regulations:

1. Officers, councillors, guests and members of the public may be filmed, audio-recorded or photographed during a meeting which is open to the public. This may only be performed from the public seating area allocated at each meeting.
2. Out of courtesy any persons present wishing to film or audio record a public meeting must advise the Clerk before the meeting commences of their intent to do so, submitting their name and contact details which will be held by the Clerk. Filming and audio recording may be performed from the public seating area allocated at each meeting. Flashes must be switched off before the start of the meeting and intrusive lighting is prohibited.
3. The Chair will announce at the start of each meeting, any notice which has been provided of the intent to film or audio-record the meeting including the person's name who will be performing this recording. Anyone present who actively objects to being filmed must inform the Chair following this announcement, so the recorder can ensure that this request is adhered to; so long as it does not undermine the transparency of the meeting. All persons present have the right the view the footage recorded at the meeting, which must be supplied to the Clerk following the meeting.
4. Meetings where the press and public are excluded, may not be filmed and all recording equipment and devices must be removed and switch off before this closed session begins, to ensure that confidentiality is not breached. This includes Council and councillor equipment. The Council must ensure that they satisfy themselves that this has been adhered to before the closed part of the meeting commences.
5. The use of social media such as blogging, Facebook and Twitter is also permitted by the public during this meeting, so long as it does not disrupt the proceedings. All devices must be switched onto silent during the meeting to prevent any disruption. Councillors or officers wishing to film or use social media during a meeting should retire to the public area designated for this purpose.

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6. Under the Council Standing Orders any disruptive behaviour may result in you being asked to be excluded from the meeting. In relation to this policy examples of disruptive behaviour, but are limited to are; asking people to repeat statements for the purpose of the recording, flash photography, excessive noise in recording or setting up of equipment during the meeting, filming or recording from any other area than the designated public seating area or oral commentary during the meeting.

Signed _____ Dated _____