



<b>Policy Title</b>	<b>PROTOCOL ON AUDIO/ VISUAL RECORDING OF MEETINGS</b>
<b>Policy No.</b>	<b>023</b>
<b>Policy Aim</b>	To inform the Council's Policy on the audio and video recording of meetings open to the public.
<b>Approval Date</b>	29 September 2014
<b>Review Date</b>	July 2025
<b>Responsible Officer</b>	Responsible Finance Officer
<b>Approving Body</b>	Full Council
<b>Minute Reference</b>	C25/060

### Version History

Date	Version	Author / Editor	Comments

### Reviewed Record

Date	Type of Review Conducted	Summary of Actions Taken or Decisions Made	Completed By
24 July 2025	Routine	Formatting for consistency	Deputy Clerk

1. The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The [Openness of Local Government Bodies Regulations 2014](#) became active legislation in August 2014. This is in addition to the rights of the press and public to attend such meetings.
2. This Policy sets out the protocol for the filming of recording the meetings of Cullompton Town Council.
  - 2.1. The right of the Council to exclude the press and public from parts of Council meetings for contractual and staff confidentially reasons remain unaffected.
  - 2.2. Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
  - 2.3. The use of digital and social media recording tools, for example Twitter, blogging or audio recording is permitted provided it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, including where he or she has a disability, to follow the debate.
  - 2.4. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of others people attending under the [Data Protection Act 1998](#). This will include the particular rights of any children or vulnerable adults attending the meeting.
  - 2.5. Any person or organisation choosing to film, record or broadcast a meeting of the Council or a committee is responsible for any claims or other liability from them so doing.
  - 2.6. The councils asks those recording proceedings do not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.
  - 2.7. The council will display requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

- 2.8. The Council may itself photograph, film, record or broadcasting at its meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.