



## **MARDEN PARISH COUNCIL** **FILMING AND RECORDING OF MEETINGS POLICY**

### **Recording of Face-to-Face Meetings**

The right to record, film and to broadcast meetings of the Council, Committees and Sub-Committees is established under the Regulations published following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Marden Parish Council acknowledge that any member of the public is entitled to record or film the Council meetings and a sign regarding this will be placed in the meeting room to advertise the fact to all in attendance.

Press and public will not be permitted to film or record any meetings to which they are excluded from (Public Bodies (Admission to Meetings) Act 1960).

Members of the public are permitted to film or record meetings of Marden Parish Council to which they are permitted access in a non-disruptive manner.

Marden Parish Council allows the use of digital and social media recording tools, for example Twitter, blogging or audio recording as long as it is carried out in a non-disruptive way and only to the extent that it does not interfere with any person's ability, even where he or she has a disability, to follow the debate.

The Chairman of any Parish Council 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.

Marden Parish Council asks those recording proceedings 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.

Marden Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

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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 other people attending under the General Data Protection Regulations 2018.

Any person or organisation choosing to film, record or broadcast any meeting of Marden Parish Council is responsible for any claims or other liability from them so doing.

Marden Parish 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.

### **Virtual Meetings**

During any period of time when the Parish Council has to meet via virtual means the same rules apply.

The Clerk, as the virtual meeting host, will, on request from any member of the public, give access to record.

The Chairman will give notification to the meeting that the proceedings are being recorded.

*Adopted by Marden Parish Council on: 14<sup>th</sup> October 2014*

*Reviewed/Amended on: 14<sup>th</sup> August 2018 / 11<sup>th</sup> June 2019 / September 2020 / 6<sup>th</sup>*

*April 2021 / 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025*

*Review date: March 2026*

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