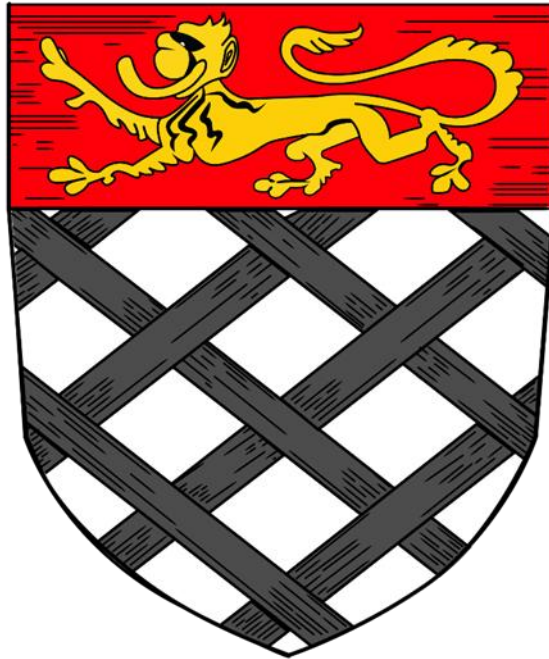


**MEPPERSHALL
PARISH COUNCIL**



**MEETINGS
RECORDING AND
FILMING**

As adopted at a meeting of Meppershall Parish Council on 8th June 2026

DOCUMENT CONTROL

Organisation	Meppershall Parish Council
Title	MPC Meetings Recording and Filming
Creator	Alessandra Marabese – Clerk
Source	Clerk
First Adopted	Monday 14 th October 2019
Last Approval	Monday 8 th June 2026
Distribution	Internal and External
Filename	MPC Meetings Recording and Filming v2.0 2026©
Owner	Clerk
Subject	Standards
Protective Marking	None
Review date	Biennially or as required

DOCUMENT AMENDMENT HISTORY

Revision No.	Originator of change	Date of change	Change Description
v1.0	Clerk	14/10/19	Creation
v2.0	Clerk	10/10/23	Change to announcement to include civility and respect.
v3.0	Clerk	08/06/26	Change to announcement.

PROTOCOL ON THE RECORDING AND FILMING OF COUNCIL MEETINGS

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council, or a committee, including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. 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.
4. 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.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
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. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. 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.
11. 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:

- Moving outside designated public areas
- Excessive noise during debate
- Intrusive lighting and use of flash photography
- Asking people to repeat for the purpose of recording
- Failure to observe this protocol

12. 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.

13. 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.

14. 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.

15. 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.

16. Generally, archived recordings made by the Council will be available on request.

Notice and announcement by the Chairman of Meppershall Parish Council at meetings



Openness, transparency, civility and participation

The law permits any person to film, record, photograph or use social media to report on the proceedings of a Council meeting when they are open to the public. This does not extend to live verbal commentary. Anyone wishing to report on the meeting should notify the Clerk or Chairman prior to the meeting so that they can be afforded reasonable facilities. Filming and photography will only be permitted from a designated area. No flash photography or additional lighting can be used without prior consent. People under the age of 18 or other members of the public not wishing to be filmed or photographed should notify the Clerk or Chairman and should sit in an area designated for this purpose.

Members of the public are welcome to speak or make comments on agenda items or other matters they wish to bring to the attention of the Council only and during the public participation section. The council is unable to make actionable decisions or resolutions during the public participation session as these can only be made during the formal meeting.

Once the formal meeting begins, members of the public are welcome to observe but cannot take part or speak unless specifically asked to do so by the Chair.

Meppershall Parish Council has adopted the Civility and Respect Pledge. We ask that all comments made during the meeting, whether by councillors, officers or members of the public, remain respectful, courteous, and relevant to the business of the meeting as set out in the agenda.

Improper conduct or any disruptive behaviour from members of the council or the public could result in expulsion from the meeting.