



Midsomer Norton Town Council - Recording Protocol

1. Recording and reporting of meetings of Midsomer Norton Town Council and its Committees

The Council strives to be open and transparent in the conduct of all its business. As part of this commitment the Council welcomes filming, photography, audio recording, tweeting, text messaging and live blogging of all Council and Committee meetings.

The Council also welcomes the broadcasting of any recording of its proceeding via social media such as Facebook, Twitter, blog sites and websites as an accessible and cost effective means of keeping residents informed of the Council's decision making process

2. Procedures and facilities for recording Council and Committee meetings

Anyone, including elected members, will be entitled to film, take photographs, make audio recordings, tweet and text messages or live blogs during any Council or Committee meeting which to which there is public access.

Anyone wishing to film photograph or make audio recordings of Council or Committee meetings should advise the Chair of the meeting, or an Officer such as the Town Clerk, of their intention to do so before the meeting starts.

There is a presumption that in all but a minority of cases (for example when the public and Press are excluded), permission to film, photograph or make audio recordings of Council or Committee meetings will be granted.

The Council will continue make space available for the reporting and recording of its meetings and this will also include access to Wi-Fi connections, electrical charging points and space for tripods and laptop computers.

3. Restrictions on the reporting and recording of Council and Committee meetings.

If permission to film, photograph or audio record a meeting of the Council or Committee is granted the Chair of the meeting will ask any members of the public present, who does not wish to be filmed, photographed or audio-recorded, to identify themselves. The person(s) making such recordings will be instructed by the Chair of the meeting to exclude such members of the public from the recording. Failure to comply with such an instruction could lead to exclusion from the meeting.

Filming, photography, audio recording, tweeting, text messaging and live blogging will be conducted without disruption to members of the public, council officers or councillors in attendance at the meeting. The Chair of the meeting has the authority to order anyone filming, taking photographs making audio recordings, tweeting, text messaging or live blogging to leave the meeting if they cause disruption to others.