

# LOOE TOWN COUNCIL

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## Broadcasting & Social Media at Meetings Policy

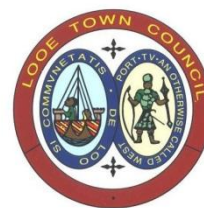
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Adopted by Council:  
29th September 2026

Next review: 30th June 2028

# LOOE TOWN COUNCIL



## BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS POLICY

### Introduction

The right to record, film and broadcast public meetings of the Council, Committees and Sub-Committees is established following the issuance of 'the Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations")'. These rights are in addition to the rights of the press and public to attend such meetings, except that the press and public may be excluded for the whole or part of a meeting if it is resolved by Council that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution.

In summary, 'the 2014 Regulations' provide that -

A person may not orally report or comment about a meeting as it takes place if he/she is present at the meeting of a parish council or its committees but otherwise may:

- i. film, photograph or make an audio recording of a meeting;
- ii. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- iii. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

(Reference: NALC Legal Briefing L02-14 and NALC Legal Topic Note LTN 5, (para's 31-42 incl.)

The following is Looe Town Council's policy regarding the public recording, filming, broadcasting or using social media at a public meeting of the council or its committees.

### Policy Statement

1. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
2. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
3. Members of the public present at a meeting are not permitted to orally report or comment about a meeting as it takes place.
4. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
5. The use of digital and social media recording tools, for example, X, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.

6. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debates.
7. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
8. 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 Data Protection Act 1998. In particular, those exercising the rights to film, record or broadcast at a meeting may film, record, photograph or otherwise report upon children or vulnerable persons only with the express consent of the parent or legal guardian in the case of children or a medical professional, appointed carer or legal guardian in respect of a vulnerable adult.
9. The Chairman of the meeting, or any such Council representative as designated by the Chairman, 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.
10. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
11. The 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 a lack of respect towards those being filmed or recorded.
12. The Council will display the 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.
13. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
14. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

**SAMPLE NOTICE TO BE DISPLAYED AT ALL MEETINGS OF THE COUNCIL, ITS COMMITTEES AND SUB COMMITTEES**

'This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.'