Corsham
TOWN COUNCIL

# Guidelines for Recording, Filming, Photographing and Broadcasting Town Council Meetings

1. Recording, filming, photographing and broadcasting of Town Council meetings is allowed during the proceedings of any public session of the Council or its committees, provided that the Chair of the meeting or Chief Executive are informed that this will take place before the meeting commences. Any recording must cease if the Town Council resolves to move into confidential session as per the Public Bodies (Admission to Meetings) Act 1960. Reporting of a meeting may only take place in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as amended and Section 3 of The Openness of Local Government Bodies Regulations 2014.

2. The use of artificial intelligence, note-taking software or other computer software to record meetings is only permitted with the prior notification to the Chair of the meeting or the Chief Executive by the person wishing to record the meeting.

3. The Chair of the meeting may decide to designate a separate or specific area in the meeting venue to accommodate:

   i. members of the public who are present at the meeting and do not wish to participate in the meeting but who object to being recorded, filmed, photographed or otherwise reported about;

   ii. children and vulnerable adults where the relevant responsible adult has not given consent for them to be recorded, filmed, photographed or otherwise reported about.

4. Flash photography, additional lighting or large equipment will *not* be permitted, unless agreed in advance and it can be accommodated without causing disruption to the proceedings. Requests to use equipment of this nature will be subject to consideration of the constraints of the meeting room.

5. The Town Council may permit online, hybrid and remote attendance at its meetings. This will mean all present may see each other and may choose to record the meeting. Those joining remotely may choose to switch their camera off.

6. Councillors who choose to use social media during Town Council meetings must refrain from disrupting other Councillors and Council debate.

7. The Chair 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.

8. The Town Council expects that images, film or audio recordings will not be edited before transmission in a way that could lead to misinterpretation of the proceedings or the comments made. 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.

9. PLEASE NOTE: Any person or organisation choosing to record or broadcast any meeting is responsible for any claims or other liability from them so doing and by choosing to 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.

10. The Town Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.

David J Martin - CHIEF EXECUTIVE December 2025

*Ref: Rev.1.2 File: policies and procedures/council*