

**CODDENHAM PARISH COUNCIL**  
**FILMING, VIDEOING, PHOTOGRAPHY AND AUDIO RECORDING AT**  
**PARISH COUNCIL OR COMMITTEE MEETINGS**

Coddenham Parish Council (the Council) supports the principles of openness and transparency; it allows filming, recording and taking photographs at its meetings that are open to the public. It also allows the use of social networking websites (such as Twitter and Facebook) and blogging to communicate with people about what is happening, as it happens.

As a courtesy to the public, the Council needs to be given reasonable notice, in advance of the meeting, if filming and/or photography is to take place. The Parish Clerk should be made aware of any intention to record, film or photograph a meeting, before the start of the meeting.

The Parish Clerk will then be able to inform the relevant Chair of what is to take place. Where the Council has been notified, the Chair will, at the beginning of the relevant meeting, make an announcement that the meeting will be filmed, recorded or photographed and will ask if anyone objects to this.

It should be noted that the Chair of a meeting will have absolute discretion to terminate or suspend any of the above activities if, in their opinion, continuing to so would prejudice the running of the meeting.

The circumstances in which termination or suspension might occur would include:

- public disturbance, disruption or suspension of the meeting
- the meeting agreeing to formally exclude the public and press from the meeting due to the exempt/confidential nature of the business being discussed, in accordance with statutory procedures
- where it is considered that continued recording/filming/photography/webcasting might infringe the rights of privacy of any individual, or intimidate them
- for any other reason which the Chair considers reasonable in the circumstances.

In allowing recording, filming or photography to take place, the Council requires those participating not to edit the recordings, film 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 lack of respect towards those being recorded, filmed or photographed.

Those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Parish Clerk in advance of the meeting to seek advice and guidance. The use of flash photography or additional lighting will not be allowed unless this had been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

PLEASE NOTE that if no advance notification has been given of the intention to record, film or photograph at a meeting, consent is deemed not to have been given and so no recording, filming or photography will be permitted in those circumstances.

