



---

## PROTOCOL FOR REPORTING AT MEETINGS

[Annex to Standing Order No: 3 (l,m,n)]

### 1. Introduction

1.1 This Protocol provides guidance to members of the public or press who wish to report on proceedings at any of North Waltham Parish Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Photographing, sound recording, internet streaming and similar means of transmission and use of social media at meetings which are held in public is permitted:

- (a) subject to the provisions of this Protocol; and
- (b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone reporting a public meeting subject to paragraph 1.4 of this Protocol.

1.4 Reporting on a meeting or part of a meeting where the Council has resolved to exclude the press and public on the grounds 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 as determined by the Council.

1.5 For the purposes of this Protocol reporting includes photographing, filming, sound recording, internet streaming and similar means of transmission and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

### 2. At the meeting

2.1 Notices will be displayed in the meeting room advising that proceedings may be reported upon and the Chairman will make an announcement to this effect at the beginning of the meeting.

2.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

2.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

2.4 Photography or filming must ensure that the view of Councillors, officers, public and press, is not obstructed.

2.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman.

### **3. After the meeting**

3.1 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

3.2 Only the official signed minutes of the Council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

*Revised December 2017 by Hampshire ALC legal advisors*

Approved at Parish Council meeting, minute reference .....233/FC/12/18-19.....

Signed ...*G Chapman (Chair)*..... Date .....19<sup>th</sup> March 2019.....

## NORTH WALTHAM PARISH COUNCIL

# IMPORTANT NOTICE

## PROTOCOL FOR REPORTING AT MEETINGS

1. The Council supports the principles of openness and transparency in the way it conducts its meetings. **Filming, photographing, and use of social media** at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;

and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. The Chairman will make an announcement at the start of the meeting to advise all participants of the right to report on the meeting.

3. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.

19<sup>th</sup> March 2019

Rosemary Coulter, Clerk to North Waltham Parish Council