

Thame Town Council

Social Media and Council Meetings Guidelines

1. Arrangements

- 1.1 The Upper Chamber will be made available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
- 1.2 Set up must be done 15 minutes before the first meeting if meetings are 'back to back'.
- 1.3 Filming and recording will be permitted at Council meetings to which members of the public/press have access within the public designated area and have not been excluded from the meeting due to the sensitive nature of the business.
- 1.4 The use of digital and social media recording tools, for example Twitter, blogging or audio recording will only be allowed as long as it is carried out in a non-disruptive manner and does not interrupt the course of the meeting.
- 1.5 Councillors choosing to use social media during Council meetings must refrain from disrupting other councillors and the debate of any business being considered.
- 1.6 Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the right to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.
- 1.7 The Chairman 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.
- 1.8 Any person or organisation filming, recording or broadcasting any meeting of the Council is responsible for any claims or other liability resulting from such and by choosing to film, record and broadcast accept that they are required to indemnify the Council, its Members and Officers in relation to any such claims or liabilities.
- 1.9 Those recording, filming or broadcasting proceedings must not edit such in any way that could lead to misinterpretation of the proceedings, or infringe on the values of the Council. This includes refraining from editing an image or views expressed in a way that may include, or show lack of respect towards those being filmed or recorded.
- 1.10 The arrangements as to filming, recording and broadcasting at Council meetings will be displayed at the venue where such meetings take place and those undertaking these activities will be deemed to have accepted them whether they have read them or not. The Council's wi-fi facility is available to use (TTCpublicaccess).
- 1.11 The Council is unable to allow members of the public to use electric plug sockets for their equipment.
- 1.12 The guidance on the filming, recording and broadcasting of meetings will be published on the Council website.