



Watton Town Council

Live Streaming and Recording of Public Council Meetings Policy

Adopted June 8th 2021

Next review date	Date actually reviewed
June 2023	

Watton Town Council is committed to the Community's interest and engagement, being open, transparent, and accountable for meetings and decisions of Council to residents and the public by providing access to Town Council Meetings. All residents and the general public are invited and entitled to attend Meetings of the Town Council. Live streaming provides access to Council Meetings for residents who are unable to attend and/or the timing or location of a meeting may be problematic.

PURPOSE

This policy will provide guidelines for the live streaming and transparent management of recordings of Town Council Meetings held in the Council Chamber, Wayland Hall, Middle Street, Watton IP25 6AG

SCOPE

1. This policy applies to the live streaming, recording, storage and distribution of recorded meetings held in the Council Chamber.
2. This policy applies to all persons attending Town Council Meetings including Councillors, staff, invited speakers, observers, presenters and members of the public, both as visitors in the public gallery and as contributors to the meeting.
3. All persons attending meetings are required to act in a professional and ethical manner.
4. This policy applies until such time as is concluded by way of resolution of Council.

PROCEDURES

1. Town Council Meetings are held in the Council Chamber, Wayland Hall. Town Council Meetings will be live streamed/recorded and can be viewed on the Town's Councils website. Any meetings or portions of meetings that are closed to the public shall not be broadcast or recorded.
2. It is the intent that the camera position will only provide vision of the Chairman, Deputy Chairman, Councillors, designated staff and presenters/speakers who are present at the meeting. It is not intended that there be either live or recorded footage of the public, however, there may be incidental capture. Members of the public should inform the Clerk if they do not wish to be filmed so they can be directed where to sit out of the camera view.
3. Presenters and Members of the Public who address Council shall be live streamed and recorded.
4. To ensure those present at Town Council Meetings are aware that Council Meetings will be live streamed and recorded, at the commencement of each meeting the Chairperson/Presiding Officer shall notify those present, including members of the public, that the meeting is being live streamed and recorded in accordance with this policy. Signage is to be posted and clearly displayed to ensure presenters and members of the public are aware that Council Meetings will be live streamed, recorded and made available over the Town Council's website.
5. The announcement and signage will remind people of the recording and the expectation that they shall refrain from making potentially defamatory statements or inappropriate comments.
6. A designated staff member or Councillor shall be responsible for the operation of the live streaming and recording equipment.
7. The Town Clerk, or in the absence of the Town Clerk the Chairperson/Presiding Officer, has the discretion and authority at any time to direct the termination or interruption of the live streaming and recording of the meeting if he or she considers it prudent or advisable to do so.
8. To resume live streaming, direction shall be provided by the Town Clerk, or in the absence of the Town Clerk the Chairperson/Presiding Officer.
9. Following any meeting, the Town Clerk, or in the absence of the Town Clerk the Chairperson/Presiding Officer may direct staff in writing to remove recordings or portions of recordings from the Town Council's website.
where it is considered prudent or advisable to do so.
10. Opinions and statements expressed and made during a Town Council Meeting are those of the individuals making them.

11. Watton Town Council does not accept any responsibility for any verbal statements made by the public during meetings which may be inaccurate, incorrect, or defamatory.

12. No protection will be afforded to Council officials or the public for comments and statements made during the live streaming of Council Meetings which may be or are subsequently challenged in a Court of Law and determined to be potentially defamatory or inappropriate.

13. This policy does not extend to confidential meetings closed to the public. Privileged or Private Meetings shall not be live streamed or recorded. Should a meeting be adjourned for a Privileged meeting, a motion of Council is required, and this Privileged Meeting shall not be live streamed or recorded. The Town Clerk, or in the absence of the Town Clerk the Chairperson/Presiding Officer, shall provide direction to resume live streaming.

14. The Town Council will make every reasonable effort to ensure that a live stream and recording is available. There may be situations where due to technical difficulties the live streaming and recording will not be available. If such circumstances occur, the Chairperson/Presiding Officer shall advise those present that live streaming and recording is not available. In the event the technical difficulties are not identified during the meeting, this information will be displayed on the Town Council's website and/or the Town's social media venues for notification.

15. Viewing live streaming or recordings of Council Meetings over the internet consumes data. The user is responsible for any charges that a service provider may impose for data usage, particularly over a mobile internet connection. Council does not accept any responsibility or liability for any loss, damage, cost or expense that may be incurred as a result of viewing live streaming or recording of Council Meetings.

16. Live streams and recordings of Council Meetings are the property of Watton Town Council and cannot be reused or reproduced without the approval of the Town Council. If requested, permission may be granted to produce or reproduce the recordings posted on the Town's Web Portal, provided that the copied material is not modified or altered and ownership of the material is attributed to Watton Town Council. No person may use the recordings for political party advertising, election campaigns, or any other politically partisan activity. Unless expressly authorized herein, no part of the recorded materials posted on the Town Council website may be reproduced without the written permission of the Town Council. Copyright remains with Council.

17. Video/recordings will be available to the public over the Town's Civic Web Portal for a period of seven (7) Years from the date of the meeting. Once the seven (7) year period has elapsed the recording shall be removed from the Town's Civic Web Portal.

18. Meeting recordings published to the Town's Web Portal are for information purposes only. The adopted Minutes of the Public Council Meetings remain the official records. The live streaming and recordings are to promote broader access to meetings only and for information purposes only