

SHALFLEET PARISH COUNCIL. Policy on filming etc . Chairs Script in line with policy and in line with current legislation.

This script is designed to be calm, polite and firm, exactly the tone that works best in a small, respectful council like yours.

Opening Statement

“Before we begin, I’d like to remind everyone that filming, photography and audio-recording are permitted under the Openness Regulations, provided they are carried out quietly and respectfully.

Members of the public who are here simply to observe must not be filmed or photographed without their clear consent.

If anyone does not wish to be filmed, please let me or the Clerk know now.”

(Pause briefly.)

“Thank you. We’ll now proceed with the meeting.”

If someone films members of the public without consent

“Excuse me — filming members of the public who have not given consent is not permitted.

Please adjust your equipment so that you are recording the meeting itself, not individuals.

Thank you.”

If the behaviour continues

“I need to be clear: the Council’s policy requires that members of the public are not filmed without their consent.

You are now disrupting the meeting.

Please stop filming individuals immediately.”

---If the individual persists

“You have been asked to stop filming members of the public without consent and you have not complied.

I am now asking you to leave the meeting so that business can continue.”

(If they refuse, the Chair may adjourn briefly.)

If recording is used in a harassing or intimidating way

“Recording must not be used in a way that targets or intimidates individuals.

Your behaviour is causing distress and disrupting the meeting.

Please stop immediately.”

If someone raises online misrepresentation during the meeting

“This meeting is not the place to debate online commentary.

The Council’s policy is clear: recording must not be used to misrepresent proceedings or target individuals.

We will now return to the agenda.”

When moving into a confidential session

“We are now moving into a confidential item.

All recording must stop and all equipment must be switched off.

If any unattended equipment is still recording, it will be switched off by an officer.

We will invite the public back in once the confidential business is complete.”

Closing the meeting

“Thank you for attending and for respecting the Council’s policy on recording.

“This meeting is now closed”