



# Ribble Valley Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

## NOTIFICATION OF RECORDING A COMMITTEE MEETING

Name: .....

Address: .....

.....

.....

Telephone N<sup>o</sup> during office hours: .....

I would like to record the meeting of (please insert name of meeting and date):  
.....

I have read the guidelines for recording and will comply with these.

Please state below which recording equipment you will be using:  
.....  
.....

Once the Committee Services receive your completed request form they will contact you to discuss arrangements prior to the meeting.

Signed: ..... Date: .....

All Council Meetings and Committees start at 6.30pm.

**PLEASE RETURN THIS FORM BY 5PM AT LEAST ONE DAY BEFORE THE MEETING TO:**

**Committee Services  
Ribble Valley Borough Council  
Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA**

**or email: [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)**

# RIBBLE VALLEY BOROUGH COUNCIL

## Filming or Recording Meetings

### WHAT YOU NEED TO DO IF YOU WISH TO RECORD A MEETING OF THE COUNCIL

1. The filming, photographing or audio recording or use of social media at Council meetings or other meetings which are open to the public is allowed provided it does not disrupt the meeting. Members of the public can only do this from a fixed point in the public gallery.
2. If a meeting passes a motion to exclude the press and public then, in conjunction with this, all previous rights to record the meeting by any means are immediately cancelled.
3. The Press, those intending to bring large equipment, or wishing to discuss any special requirements are advised to contact the Council's Communications Officer (email; [theresa.sanderson@ribblevalley.gov.uk](mailto:theresa.sanderson@ribblevalley.gov.uk)) in advance of the meeting to agree arrangements. The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.
4. Individuals or organisations who wish to film, photograph or record by any means are advised to contact the Council's Committee Services team at least one day before a meeting to discuss and agree arrangements – (email: [committee.services@ribblevalley.gov.uk](mailto:committee.services@ribblevalley.gov.uk)).
5. At the beginning of any meeting, where it is known that filming, recording or photography will be taking place the Chair will make an announcement to that effect.
6. Anyone filming or photographing meetings should only focus on recording Councillors, Officers and any speakers ie those directly involved in the conduct of the meeting and should avoid recording children, the vulnerable and other members of the public who actively object to being filmed.
7. Those recording proceedings should not edit the film, recording or photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may misrepresent, ridicule, or show a lack of respect towards those being photographed, filmed or recorded.
8. The Chair of the meeting will have absolute discretion to stop or prevent any filming, photographing, use of social media or recording meetings if, in the opinion of the Chair, it is disruptive or otherwise disturbs the conduct of the meeting or likely to do so.
9. During meetings all phones or other mobile devices must be switched off, or set to silent mode whether or not they are being used to record.
10. If recording is considered to be disruptive or otherwise disturbs the conduct of the meeting the Chair will apply the provisions of Standing Order 25 set out below:

### **DISTURBANCE BY THE PUBLIC**

25.11 If a member of the public interrupts the proceedings at any meeting the Chairman will issue a warning and if the interruption continues the Chairman shall order the removal of that person from the premises where the Committee meeting is taking place. In case of general disturbance in any part of the premises open to the public, the Chairman shall order that part to be cleared.