



Perschore Town Council

PROTOCOL FOR ATTENDING AND REPORTING MEETINGS

Please note this is a summary of the requirements – a copy of the Town Council's policy on recording, filming, photographing and broadcasting Perschore Town Council meetings can be found on our web site www.perschoretowncouncil.gov.uk

Members of the public and press are welcome to attend meetings of Perschore Town Council and its committees. Details of forthcoming meetings are published on the Council's website and copies of the agendas for meetings are available both in the Town Council noticeboard and on its website.

What can be recorded, filmed, photographed or broadcasted?

Members of the public can make a record of any Council meeting, whilst these meetings are *in public session only*. This record may be made in the following ways:-

In writing

Audio recording

Filming

Taking photographs

Using the internet and social media

The report can be made at the time of the meeting or afterwards. You may also make an oral report but not in the meeting itself.

There may be a few occasions when part of a meeting is closed to the public and you will not be able to make a record of what happens. The meeting will have to make a decision to exclude the press and public and this will be made clear to you if it happens. You must not leave any recording equipment in the room where a private meeting is being held. The agenda for each meeting usually shows where the public and press are likely to be excluded.

What facilities are available?

We provide chairs for all those attending a meeting but if you feel you may need a table as well please advise us in advance of the meeting. Wi-Fi is available and if access is needed please ask the Town Clerk for the password in advance of the meeting. A few paper copies of the agenda will be available at the meeting.

We ask you

Please let us know by the day before a meeting if you wish to record it. This helps us to make appropriate arrangements.

Please do not make a verbal record in the meeting room, this may be disruptive and prevent others from hearing what is going on.

Please stay in one place. You are able to leave the meeting whenever you wish. To help the meeting run as smoothly as possible, we ask that you do not move around during the meeting as this can disrupt the business.

Please remember it is your right to record the meeting but other members of the public present may be attending only to observe and may not wish to be filmed or recorded by you. Please comply with their wishes if they indicate that they object to being filmed or recorded.

Please do not interrupt the meeting

The Chair is responsible for how the meeting is run and should be able to conduct the meeting without interruption. Examples of disruptive behaviour include:-

- Moving around without the Chair's consent
- Making a noise
- Setting up or re-siting equipment during the meeting
- Using flash photography

If the Chair asks you to stop doing something to prevent the meeting being disturbed, please respect their request. If the Chair considers you are being disruptive, he or she may exclude you from the meeting altogether.

Contact:- Town Hall, 34 High Street, Pershore WR10 1DS – 01386 561561
Email:- townclerk@pershore-tc.gov.uk