



Seaford Town Council

Guidance for Recording of Meetings

Audio and Video recording of Council meetings is welcomed providing the following guidelines are observed:

- ✦ When recording, you should sit in the reserved area at the front of the public gallery.
- ✦ At no times in the meeting should you cause a disruption as a result of recording the proceedings i.e. moving around, swapping seats etc.
- ✦ You should try your utmost to ensure that members of the public are not video recorded (audio recording is inevitable during any public participation).
- ✦ If asked to stop recording by the Chairman of the meeting, as a result of breaching any of the above requests, you should do so immediately or risk being asked to leave the meeting.
- ✦ We would ask that where members of the public do plan on recording meetings, they inform the Council in advance so the Council can make preparations for the filming to take place.