

Section 1

Key commitments Annual Report Form

1.1 Community Radio Form: Year Ending 31 December 2013

Station details

Licence Number

CR000153

Station Name

Penistone FM

Launch Date

06/06/2009

Web address where you will publish this report.

www.penistonefm.co.uk

When will the report be published / available to view?

After confirmation of satisfaction by Ofcom

1.2 The year in numbers

Please specify the station's achievements in the year under review in numbers as follows:
(some of this may be a repetition of the information supplied in the financial report)

Average number of live hours per week (live material is created at the same time as it is broadcast)	82
Average number of original programming hours per week (Original material includes live plus pre-recorded material, but does not include repeats or automated output). [This figure cannot be less than the station's live hours alone]	89
The percentage of your daytime output that is speech	31
Total number of people trained during the year	24
Total number of volunteers involved during the year	58
Total number of volunteer hours per week	150
If appropriate, a list of languages you have broadcast in	English

(There may be some repetition of this information in other sections such as programming.)

Please indicate whether your station key commitments have been delivered during the reporting period: 1 January to 31 December 2013

1.3 Key commitments: programming

Key commitment delivery	YES	NO
The station offers listeners the opportunity to hear dedicated local and specialised programming at different times of the week.	Yes	
<ul style="list-style-type: none"> Output typically comprises 70% music and 30% speech during the day, with a higher percentage of music in the evening and at night. ('Speech' excludes advertising, programme/promotional trails and sponsor credits.) 	Yes	
<ul style="list-style-type: none"> Music output comprises music from the 1950s to the present day during the daytime, with more specialist music played in the evenings and at weekends. 	Yes	
<ul style="list-style-type: none"> Speech output includes news, interviews, discussions, features, community information, local topics and other programmes. 	Yes	
<ul style="list-style-type: none"> Output is broadcast in English. Other community languages may feature from time to time depending on community demand and the availability of volunteers 	Yes	
<ul style="list-style-type: none"> The service is typically live for at least 7 hours per day, with most live shows taking place in the evening and at weekends. (Live programming may include pre-recorded inserts, if applicable). The majority of the output is locally produced. 	Yes	

Explanatory notes re non-delivery (if applicable):

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1.4 Key commitments: Social gain objectives

Key commitment delivery	YES	NO
<ul style="list-style-type: none"> The station focuses on those people in the community, such as the rurally isolated, who do not have access to the facilities and services enjoyed by other sectors of the region, but also engages with the community as a whole. People have the opportunity to have their opinions heard and to gain experience on radio. 	Yes	
<ul style="list-style-type: none"> To report on people's views and comments, the station aims to send representatives to meetings concerning local issues within the community. 	Yes	
<ul style="list-style-type: none"> All volunteers receive an introduction to the station and its operation. Basic training appropriate to their involvement at the station is also made available. 	Yes	
<ul style="list-style-type: none"> The station offers 12 formal training places a year and approximately ten places a year to take part in less formal training opportunities, based on mentoring. 	Yes	
<ul style="list-style-type: none"> The station offers informal training for non-broadcast roles in line with volunteer demand, for example in administration, PC skills and marketing. 	Yes	

<ul style="list-style-type: none"> The station endeavours to give opportunities to school pupils and members of the community to become involved in the station without becoming a full volunteer where resources permit and demand exists. 	Yes	
<ul style="list-style-type: none"> The station supports community groups and service providers enabling them to participate in broadcasts without having to become volunteer members, under the supervision of Penistone FM volunteers. 	Yes	
<ul style="list-style-type: none"> The station forms partnerships with community organisations and institutions. 	Yes	
<ul style="list-style-type: none"> The station attends events to raise its profile and to develop links within the community. 	Yes	
<ul style="list-style-type: none"> The station acts as a link between people in the community and local businesses, organisations and charities. The station's website is utilised to provide relevant contact information and details of activities and events. 	Yes	
<ul style="list-style-type: none"> The station offers taster sessions, informal drop-in sessions and informal tours of the station, when appropriate and on demand. 	Yes	
<ul style="list-style-type: none"> The station's board of directors oversees the running of the station and ensures its objectives and commitments are maintained. The station has procedures in place for eligible volunteers to become board members when vacancies arise. 	Yes	
<ul style="list-style-type: none"> In addition to the board of directors, the station facilitates a group which meets quarterly to provide independent feedback on the station and its activities and to provide suggestions for development and change: <ul style="list-style-type: none"> The Community Committee consists of key representatives from the community and listeners of the station. Membership of the group is flexible to allow other interested representatives of establishments/groups to join. The meetings are chaired by a Penistone FM director. 	Yes	
<ul style="list-style-type: none"> The minutes of Board meetings and community committee meetings are placed on the station's website and are available in printed form on request. An annual report is also produced and made available on the website, alongside the station's formal complaints procedure. 	Yes	
<ul style="list-style-type: none"> The station holds meetings with its volunteers to hear ideas, suggestions and concerns. Members of the community and listeners are also able to make suggestions for the station's broadcast content by telephone, text, email, post, through the website, in person and at local events. When possible, the station conducts listener surveys to gain community feedback. 	Yes	
<ul style="list-style-type: none"> Day-to-day comments and suggestions are dealt with by the Station Director or nominated person. More serious issues are taken to the station's board of directors. 	Yes	

Explanatory notes re non-delivery (if applicable):

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1.5 Volunteer inputs

Please provide details of the contribution made by volunteers to the station and its operation of the station, such as:

- The approximate number of hours worked on average per volunteer per week.
- Any other information to help Ofcom understand the input of volunteers to the station.

The average volunteer works approx. 3 hours per week for Penistone Community Radio.

In addition to the hours logged in this report we have only started to log volunteer hours for attendance at outside events part way through the year, a valuable input of time into community activity that needs accounting for,

Also volunteer (mainly director) time working at home on Penistone FM business, is also not logged, so the figures you see in this report are on the very conservative.

A number of key volunteers fulfil additional duties beyond that of a reporter/presenter. Role such as web editor, news editor, programme & advertising scheduling & com prod are undertaken by volunteers who are truly committed to providing a valuable service to our community.

1.6 Significant achievements

We have managed to maintain interest in the station from a point of view of new volunteers, additional advertisers and listeners, despite this been our 5th year on air, the community still find us fresh, informative and a great community resource which is a significant achievement in our eyes.

We have continued to be able to commit funds and resource to supporting the town's major events free of charge, Inc. Mayors Parade & Gala, Bonfire event and Christmas Market and lights switch on.

We have recently targeted local retired people to join our reporter team to utilize their local knowledge and people skills. In return our younger volunteers have taught them new technical and PC skills to use the latest digital editing and recording equipment. This partnership has worked really well for us as a station.

We have completed more Youth Training that predicted during 2013 maintaining our partnership will two major Advanced Learning Centres/Colleges, Penistone and nearby Shelly.

One of our younger volunteers who looks after news production / interviews and is partially sighted, has recently been awarded a South Yorkshire High Sheriff Award out of 100 people for his commitment to volunteering at the station and overcoming personal adversity in the "Project Volunteer of the Year" category.

The newly created Ward Alliance Panel, part of Barnsley Metropolitan Borough Council's Local Governance arrangements, have opened discussions with PFM with respect to using PFM as the main broadcast 'hub' for local plan engagement with the areas volunteer and community groups. We are proud to be recognised as the leading medium for the area as regards communicating these plans to local people

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1.7 Significant difficulties

Do you wish this section to be kept confidential?	YES	
The last 12 months have been difficult in terms of attracting non advertising income with grant applications from both large and small organization not proving successful, although each application is a learning experience for next time.		

1.8 Audience research

Please provide a summary of any audience research/ data you have collected during the year.

No Data

Section 2

Declaration

I hereby declare that the information given in this annual report is, to the best of my knowledge and belief, true and correct.

Signature	<i>Darren Holmes</i>
Name	Darren Holmes
Position	Compliance & Development Director
Station	Penistone FM
Email address	Darren.Holmes@penistonefm.co.uk
Telephone number	07866768355

Date	9/4/14
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Section 3

Checklist

Please ensure that you have done the following:

- Read the Annual Report Guidance Notes.
- Checked that all sections of both forms (i.e. this document and the accompanying spreadsheet) are completed.
- Ensured that the declaration is signed and dated by a member of the board of the corporate body which has been awarded the community radio licence, and that the person has the authority to act on behalf of the board.

Then

Submit your form by email to community.radio@ofcom.org.uk

Annual report forms must be returned to Ofcom by Wednesday 9 April 2014.

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