

**Minutes of Board Meeting of the Penistone FM Board held 29th November 2017
at Unit 7 Penistone 1, Penistone**

Present: K.Barna (K.B.)
S.Dobson (S.D.)
D.Holmes (D.H.) from 21.45
A.Millner (A.M.)
B.Robinson (B.R.)
J.Ruston (J.R.)
M. Sugden (M.S.)

Apologies: J.Lukey

The meeting opened at 20.30hrs.

KB was in the chair for this meeting.

1. Meeting Opening

1.a Apologies – J.L.

1.b Minutes of Board Meeting 31st October 2017 – approved.

1.c Matters arising from the meeting on the 31st of October 2017 –

S.D. H&S Report issues have been reported and a programme of remedial work was in place.

2. Reports to Note – the reports issued were taken as read apart from the following points:

a) Outside Broadcasting (J.L.)

Taken as read apart from:

M.S. updated the board on the final timetable and requirements of the Light Switch On and Santa Sleigh Run hospitality.

B.R. – reported that he had been contacted by Underneath the Stars who are going to provide more details in January 2018.

b) Speech Output, Programming, Adverts & News Report (S.D. / J.R.)

Taken as read apart from

K.B. updated the board on overdue payments from customers.

Action K.B. to find out how much it will cost to go to the small claims court.

S.D. informed the board about broadcasting Xmas stories and poems.

c) Station Directors & HR Report (MS)

Taken as read apart from

K.B. asked about the next volunteer update meeting and Station Open Day meetings.

The board discussed.

M.S. updated the board on the progress of the grant funded projects.

S.D. – updated the board on the progress of the trainees and when they were likely to be ready to go on air.

S.D. – updated the board on progress on work placements.

- d) IT Web Streaming Report (A.M.)
Taken as read
- e) Community Engagement Panel (S.D.)
Taken as read
- f) Compliance Report (DH)
Taken as read
- g) P.R. Social Media & Website Content Report (JR)
Taken as read
- h) Technical Report (BR)
Taken as read apart from
B.R. – updated the board on the costs of office software and the capability of the current computers to operate it.
B.R. – informed the board that he was trying to find a solution to make remote voice tracking operational again.
B.R. – informed the board that more work was needed on the listen live feature to incorporate an RSS Feed.
- i) Health & Safety Report (BR)
Taken as read apart from

S.D. – informed the board that the fire alarm had been triggered the day before.
- j) Finance Report (KB)
No report.

3. Matters for Discussion

As all matters tabled for discussion had been handled during ordinary business there were no matters for discussion.

A.O.B.

A.M. - No

B.R – informed the board that he had been approached by a local junior school enquiring about support from the station for training in radio for their lunchtime speaking group. The board discussed and M.S. agreed to action.

D.H. - No

M.S. – No

S.D. – informed the board of a request from C.O. on behalf of the young volunteers who want a separate category on the system for young local talent who come in to record items. Emerging Local Voices. The board agreed.

J.R. – No

K.B. - No

Meeting closed at 22.15 hrs

Next Meeting Tuesday 9th of January 20.00