

**Minutes of Board Meeting of the Penistone FM Board held 12<sup>th</sup> March 2018  
at Unit 7 Penistone 1, Penistone**

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

Apologies:

The meeting opened at 20.10hrs.

KB was in the chair for this meeting.

**1. Meeting Opening**

**1.a** Apologies –

**1.b** Minutes of Board Meeting 7<sup>th</sup> February 2018 – approved.

**1.c** Matters arising Meeting on 7<sup>th</sup> February 2018 – None

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

a) Outside Broadcasting (A.M.)

Taken as read apart from

S.D. – reported that he been asked to provide support for RAF day on 30<sup>th</sup> of June.

A.M. – updated the board that the plans for that day had yet to be confirmed.

In addition A.M. updated the board on plans to light a beacon in the church yard on the 11<sup>th</sup> of November, and a project to record a reenactment of the trials of conscientious objectors.

The board discussed and agreed to provide support where it could without over promising.

A.M. updated the board on requirements for the Tour of Yorkshire.

b) Station Directors & HR Report (MS)

Taken as read apart from

M.S. – updated the board that the new areal would be fitted this weekend.

S.D. updated the board on progress in the My Town My Community project.

B.R. proposed that we pre-recorded interviews with more than two people and edit them to avoid the low volume issue.

The board voted on this and agreed a maximum of two people interviewed live.

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

Taken as read.

d) Community Engagement Panel (S.D.)

Taken as read apart from

S.D. updated the board on progress made to get the members of the CEP to meet. These included going out to visit local businesses to supplement our engagement with the community.

- e) Compliance Report (DH)  
Taken as read
  
- f) IT Web Streaming Report (A.M.)  
Taken as read apart from  
B.R. – requested an increase to the number of on line listeners for the 4<sup>th</sup> of May.  
Action : A.M. to arrange with the supplier.
  
- g) P.R. Social Media & Website Content Report (JR/DH)  
Taken as read
  
- h) Technical Report (BR)  
Taken as read apart from  
D.H. asked whether we could use the two Glensound units at once.  
B.R. – informed the board that it was possible but you needed to use the News Feeder.  
Adding that a new desk would need to include additional channels to accommodate this.
  
- i) Health & Safety Report (BR)  
Taken as read
  
- j) Finance Report (KB)  
Taken as read

### **3. Matters for Discussion**

- (i) GDPR Update (A.M.)  
S.D. – handed A.M. documents on the policies and procedures.  
A.M. – requested help to do this. M.S. and S.D. offered help on this.

(ii) Young People Report by Cera relayed by S.D.

(iii) OBIT Procedure.

The board discussed a proposed revision to the Obituary Procedure. It was decided to simply the procedure.

#### **A.O.B.**

B.R – asked if the board would consider having hands on experience of radio presenting at the Mayors Parade and Gala. Adding that we would need to buy a 28 day licence from Myriad. The board discussed the cost and potential risk of somebody saying something over the P.A. In view of this risk the board decided not to pursue this.

A.M. – no

D.H. – No

M.S. – reported that the Community Media Association conference was on the same day as the Penistone Agricultural Show. The date is now Saturday the 15<sup>th</sup> of September in Sheffield.

S.D. – reported on the storage of hard copies of all station policies and there renewal dates.

The board agreed that S.D. send them out by email to the board two weeks prior to the renewal date for approval / amendment.

J.R. – informed the board that she has sent out information on corporate fun days. The board agreed to progress this as soon as possible.

K.B. - No

Meeting closed at 22.20 hrs

Next Meeting Monday April 9<sup>th</sup> 20.00