

Minutes of Board Meeting of the Penistone FM Board held 8th May 2018  
at Unit 7 Penistone 1, Penistone

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

Apologies: B.R.

The meeting opened at 20.30hrs.

KB was in the chair for this meeting.

Meeting Opening

1.a Apologies – B.R.

1.b Minutes of Board Meeting 9th April – approved.

1.c Matters arising Meeting on 9th April – none.

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

**Station Directors & HR Report (M.S.)**

Taken as read

**Grant Funding Report (M.S.)**

Taken as read

**Outside Broadcasting (A.M.)**

Taken as read apart from:

M.S. reported that the Tour de Yorkshire event went well.

## **Speech Output, Programming, Adverts, News Report and Community Engagement Report (S.D. / J.R.)**

Taken as read

## **Compliance Report (DH)**

Taken as read apart from:

D.H. reported that the Ofcom License renewal was ready to be sent.

## **IT Web Streaming Report (A.M.)**

Taken as read

## **P.R. Social Media & Website Content Report (JR/DH)**

Taken as read apart from:

J.R. proposed producing a video to promote the station.

Action: the board to come up with a story board. B.R. to record the clips.

## **Technical Report (BR)**

Taken as read apart from:

S.D. reported issues with the speed of the Studio PC's.

D.H. commented that the station sounded different since the change to the areal and the processor.

M.S. informed the board that the engineer was aware and was going to adjust the sound the next time he is in.

## **Health & Safety Report (BR)**

Taken as read:

## **Finance Report (KB)**

Taken as read:

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

#### **(i) GDPR Update (A.M.)**

A.M. – reported that he had met with M.S. and S.D. and they reviewed the documents which had been distributed. The templates have been created. There is other work to be done before the 25th of May.

K.B. asked if the station needed to be registered under the Information Commissioners Office.

Action K.B. to investigate and resolve if necessary,

A.O.B.

A.M. – no

D.H. – no

M.S. – requested that the date of the next board meeting can we move to Monday the 4th of June before the Mayors weekend. The board agreed.

A.M. ask M.S. to create a Facebook event for the Parade Weekend on the volunteers Facebook page. A.M. informed the board he had booked equipment and a pitch for the event.

S.D. – no

J.R. – informed the board that she would not be able to attend further board meetings until August.

K.B. - No

Meeting closed at 22.50 hrs

Next Meeting Monday June 4th 20.00