

**Minutes of Board Meeting of the Penistone FM Board held 27<sup>th</sup> November 2018  
at Unit 7 Penistone 1, Penistone**

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

Apologies: B.R. late

The meeting opened at 20.30 hrs.

K.B. was in the chair for this meeting.

Meeting Opening

1.a Apologies – B.R.

1.b Minutes of Board Meeting – meeting scheduled for October cancelled.

1.c Matters arising

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

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

Taken as read apart from

The purpose and structure of the CIC was discussed.

The Board agreed that a former volunteer could come back.

Premises – new revised agreement has been sent which covered 6 year lease from 2019. The board discussed the long term viability of the station and agreed that we could sign the lease in good faith.

S.D. updated the board on the new applicants wanting to join as volunteers.

S.D. reported that under the current youth training programme – 3 were finishing NCF with another six trainees doing Enrichment.

S.D. reported that the adult trainees included one who is finishing their training and going to do a show on their own. One other who will be ready before Xmas. In addition there is another adult who wants to do their own show while doing a show with another presenter.

## **Penistone Media Report B.R.**

B.R. Since last meeting we filmed CMA awards – more work could come from this.  
Filmed 100 years of the armistice – more work could come from this.  
Filmed a disabled group going around Penistone checking disabled access.  
Waiting until we get registration as a CIC before we do anything else.

D.H. need to guard against investing time and resource into this to the detriment of the Radio station.

The board put on record its appreciation of B.R.'s work and allowing us to use his equipment to produce the video's.

## **OB Report (A.M.)**

Taken as read apart from

A.M. we have had good support from the volunteers for the bonfire and Remembrance Parade.  
A.M. Xmas Lights Switch On – the Mayor has booked the Market Barn and there will be entertainment in there.

A.M. I would like Pen Fm to attend at the Lynch Gate to install the P.A..

M.S. we can do a promotion of the switch on during the afternoon – but it is not a radio event.

S.D. I will bring a CD player and play that out.

B.R. we will be hosting the Santa Sleigh Run team on Saturday 15<sup>th</sup> of December at 6 p.m. B,R, informed the board that he was available and that he had one other volunteer.

K.B. will supply the refreshments.

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

Taken as read apart from

S.D. Programing we now have the Santa Sleigh Promo's and Xmas Schedule. I would like to put some Xmas Carols and Choirs into the schedule.

D.H. we ought to leave that until closer to Xmas as the listeners will be expecting the pop songs – the week before Xmas Eve. The board agreed.

S.D. our new NCFE assessor is going to do a remote sample as they are unable to get in until February 2019.

## **Compliance (D.H.)**

Taken as read apart from

D.H. reported that he went to the Ofcom compliance of the Broadcasting Code meeting at Warrington. Over half the content was about T.V. but 9 from the 12 attendees were from community radio. From the meeting he learned that there is a requirement to inform Ofcom of changes to Directors within 28 days. We need to tell them when we are off air even if it is for a short period.

D.H. added that we need to strengthen our due diligence around training on Broadcasting Code and have a record that all station members have read it.

D.H. no plans for them to do an annual report on our commitments.

**IT Web streaming Reports (AM)**

Taken as read

**P.R. Social Media and Website Content Report (J.R.)**

Taken as read

**Technical Report (BR)**

Taken as read apart from

B.R. not happy with the work done installing the mic processors as the wires were not long enough.

**Health & Safety Report (BR)**

Taken as read apart from

S.D. reported that the First Aid kit was out of date.

Action K.B. to buy a new one.

**Finance Report (KB)**

Taken as read

**3. Matters for Discussion**

Lone Worker Policy (S.D.)

S.D. Lone Worker Policy

The board discussed the current policy and decided to look at other organisations Lone Worker policies before deciding whether any changes were required.

Business Plan (M.S.)

We need to look at a similar business plan to record what we are going to do and when we are trying to do it.

K.B. asked what the purpose of the plan was.

M.S. informed the board that it was useful for grant applications.

D.H. added that we need to discuss what our direction is before we can complete a business plan.

The board agreed.

**A.O.B.**

**A.M. – no**

**J.R. – no**

**D.H. – no**

**M.S. – no**

**S.D. – no**

**K.B. – no**

Meeting closed at 22:45 hrs

**Next Meeting Monday 14th of January 20.00**