

**Minutes of Board Meeting of the Penistone FM Board held 2nd July 2018
at Unit 7 Penistone 1, Penistone**

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

Apologies: K.Barna (K.B.), J Ruston

The meeting opened at 20.15hrs.

AM was in the chair for this meeting.

Meeting Opening

1.a Apologies –J R and K.B

1.b Minutes of Board Meeting 4th of June – approved.

1.c Matters arising Meeting on 4th of June

Add **video production** to B.R.'s agenda item on Penistone FM Media. This should replace the "Grant Funding" Agenda item – **still outstanding**

SD contacted a grant funder to establish what the balance of the funding still to be received .

SD reported that grant funded Mic Arms and Chairs had been delivered.

M. S clarified the guidelines around grants for volunteer development and expenses in providing opportunities for them to do so in the wider community

YouTube access enabled by B.R. Remote Access to applications by D.H checked and are now working.

Volunteer meeting to be held at Waggon and Horses, A.M to agree a date in July and book with the venue. No catering required, just bar to be provided.

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

CMA Conference Event is on 15th September 4 tickets to be purchased at £25 each for the whole event. Discussion followed on how much the station would contribute to the cost of admission.

There will be an August Board meeting. Monday 6th August.

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

Taken as read apart from

EPIP – S.D. showed the Board the letter of response from EPIP. The Board noted EPIP's comment that we could still apply for further project funding.

Still waiting for decision on Power to Change fund for £60k to fund people.

S.D advised of intention to bid for funding from the Tesco Bags funding pot. This may involve a bid centred round Penistone Archive and history project.

S.D re-affixed the Pen FM banner above Tesco, but the Board noted the mobile phone number is no longer used, so S.D was actioned to purchase a new banner from Simply Signs

OB Report (A.M.)

Taken as read apart from

A.M advised of successful Mayor's Parade and Gala support from volunteers.

A.M advised of successful OB at Cawthorne Summer Fete 23rd June – S.D. and M.S. attended.

M.S B.R and S.D attended Armed Forces Day – 100 years of the RAF with PA and received very complimentary comments. A.M discussed the potential of arranging interviews with John Ownsworth who has a remarkable inventory of wartime munitions. He has published a book which is on sale and would form the basis of subsequent interviews. S.D to investigate how Pen FM may involve him and Penistone Archive group for a community project.

Compliance (D.H.)

Taken as read

IT Web streaming Reports (AM)

Taken as read

A.M noted a reduction in June online listeners and short surfing access. Likely to be impacted by World Cup in Russia, with people watching that instead.

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

No report

Technical Report (BR)

Taken as read

B.R confirmed that both him and A.M will be on holiday for Scout camp events over the next two months, so there is a potential of lack of normal technical cover until end August

B.R advised that the Server will need replacing soon, so we need to consider a funding bid to incorporate that and potentially also Myriad upgrade.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

No report

3. Matters for Discussion

1. OfCom Coverage extension (to Stocksbridge and Deepcar)

D.H advised of 4 options available to apply to Ofcom for increased power and coverage.

1. Increased power of existing TX site. – the Board agreed not to progress this option
2. Increased power and additional coverage for Stocksbridge and Deepcar - the Board agreed not to progress this option
3. Apply for new frequency for Stocksbridge and Deepcar. – **the Board agreed to progress this option.**
4. Do Nothing – the board agreed not to progress this option

D.H and M.S to discuss likely shortlist of new TX locations with our engineer. D.H to collate all information for a report application by end August.

A.M to review with Stocksbridge contacts to confirm Community and business group contacts known to Stocksbridge Parish Town Council. A.M to send updated list of contacts to S.D who will contact them to obtain their support for our application.

If the bid is accepted by Ofcom, then we should engage with grant funders involving the Stocksbridge Council and other local businesses to fund the costs to implement an OfCom agreed solution. We will also need to consider re-branding and change of name of the station.

A.O.B.

M.S. – No

B.R. – Pen FM Media leaflet was reviewed with changes noted and to be updated by S.D and B.R

D.H. – No

M.S. – No

S.D. - No

K.B. – No

Meeting closed at 23:00 hrs **Next Meeting Monday 6th August 20.00**