

**Minutes of Board Meeting of the Penistone FM Board held 10<sup>th</sup> February 2020  
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.)  
C.O'Rourke (C.O.)  
J. Ruston (J.R.)  
M. Sugden (M.S.)

Apologies:

The meeting opened at 20.00 hrs.

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

Meeting Opening

M.S. welcomed C.O. to the board.

1.a Apologies –

1.b Minutes of Board Meeting – the minutes from the 13<sup>th</sup> January were approved.

1.c Matters arising – there were no matters arising from the 13<sup>th</sup> of January.

**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 board discussed the requirement for Disclosure and Barring Service renewals for members of its training team.

M.S. asked C.O. to check her certificate and renew that if required.

**Penistone Media Report B.R.**

Taken as read apart from

B.R. informed the board that with regard to the Windfarm Grant we still needed to purchase the equipment to do the work.

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

Taken as read apart from

A.M. – wanted to discuss the station’s involvement on the VE Day 75<sup>th</sup> Celebrations (Friday 8<sup>th</sup> of May). He informed the board that the station had been asked to broadcast Churchill’s speech at 3.00 p.m.

The board agreed to broadcasting the speech. The board also discussed whether it had the capacity to get involved in any of the other activities that would be taking place during the day. The board decided that (depending on volunteer availability) it should limit its involvement to doing interviews between 3 and 6.

Tour De Yorkshire - Sat 2<sup>nd</sup> of May.

A.M. informed the meeting that there would be a Tour meeting in Penistone 25<sup>th</sup> of March.

B.R. updated the board on the planning he had already done around the equipment needed to cover the event.

M.S. added that he thought it would be a good time to replace the banner on the wall outside as we as painting up the bike on the wall.

**Action J.R.** to get a replacement banner.

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

Taken as read apart from

B.R. – reminded the board that we needed to secure a half page advert in the Mayors Parade and Gala Magazine.

**Action – J.R**

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

Taken as read apart from

D.H. – circulated the DAB coverage map simulations for the area proposed by Ofcom. The board discussed the coverage areas and their possible implications.

### **IT Web Streaming Reports (AM)**

Taken as read

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

Taken as read apart from

J.R. updated the board on the progress in advertising the volunteering opportunities at the station. The board discussed how we could reach various potential groups of volunteers in the area.

**Action J.R.** add to the Penistone Living for the next edition.

### **Technical Report (BR)**

Taken as read apart from

B.R. updated the board that three of the laptops and one computer wouldn't upgrade to Windows 10. He added that we had called the P Squared Help Desk for assistance. Adding that this might result in us being billed for the call.

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

Taken as read

### **Training & Presenter Development (C.O.)**

Taken as read

### **Finance Report (KB)**

Taken as read

## **3. Matters for Discussion**

**None**

**A.O.B.**

S.D. – no

B.R. – requested that a vinyl sign be made up with the logo on to go on a light in the studio.

**Action J.R.**

J.R. – informed the board that she had offered her self up to do a 29 day accumulator challenge for Barnsley Hospice . She asked if Penistone FM wanted to buy the last spot.

The board agreed it would take the last spot.

A.M. – informed the board that the square areal had also been damaged when the main areal fell off the transmitter site.

M.S. – no.

D.H. – informed the board that a lot of radio stations were now using “smart speaker” on their strapline. He asked the board for their idea's on what our strapline should be. The board agreed to listen to different stations and discuss by email.

C.O. – no

K.B. – no

Meeting closed at 22:55 hrs

**Next Meeting** – date agreed for the 9th of March.