

**Minutes of Board Meeting of the Penistone FM Board held 13th January 2020
at Unit 7 Penistone 1, Penistone**

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

Apologies: S.Dobson (S.D.) B.Robinson (B.R.)

The meeting opened at 20.00 hrs.

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

Meeting Opening

1.a Apologies – S.Dobson (S.D.) B.Robinson (B.R.)

1.b Minutes of Board Meeting – the minutes of the 7th of October were read and agree by the board. The meeting on the 25th November was not quorate and did not take place.

1.c Matters arising – there were no matters arising from the 7th of October 2019.

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

M.S. – asked D.H. if a response had been sent to Ofcom about our last application.
D.H. reported that he had not made a response up to that point.

Penistone Media Report B.R.

Taken as read

OB Report (A.M.)

Taken as read apart from

A.M. outlined initial plans for 2020 including the Tour de Yorkshire and the 75th Anniversary of V.E. Day. over the weekend of the 8th of May.

D.H. informed the board that there were other Armed Forces events scheduled for 2020 which had not been on the 2019 OB calendar.

The board discussed and decided it would have to decide on individual requests for support at events.

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

Taken as read apart from

The board discussed the current level of speech content and the measures that could be taken to increase it. The board decided that it would facilitate voice tracking. It was also felt that the volunteers needed greater access to the current schedule. This would allow them to know where the gaps were and cover and / or voice tracking was needed.

Action A.M. to publish the weekly presenter schedule as a thread on The Penistone FM Volunteers Facebook page.

Compliance (D.H.)

Taken as read

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. asked if there was any support for the idea of running a Linked In business account. The board agreed to set up a business account.

Action J.R. set up a Linked In business account.

Technical Report (BR)

Taken as read

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read

3. Matters for Discussion

Windows 10 Upgrade – A.M.

A.M. outlined the need to upgrade the software licences from Windows 7 to Windows 10. The board approved the upgrade.

Action A.M. and B.R. to determine which PC's need the upgrade.

Meeting Dates for 2020 K.B.

K.B. proposed that the board carry on with the second Monday in the month for board meetings. In principle the board agreed to this date.

A.O.B.

D.H. – no

J.R. - no

M.S. – no

A.M. – asked the board if we should lobby the area’s M.P. to get more support or funding for Community Radio.

M.S. – informed the board that the Community Radio fund of £400,000 had remained the same while the number of Community Stations has increased. Adding that he would support contacting the local M.P. to ask for support for Community Radio.

The board agreed to this.

Action A.M. – contact the local M.P. to explain the situation and ask for support/

K.B. – no

Meeting closed at 22:00 hrs

Next Meeting – date agreed for the **10th** of February.