

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 23rd of June 2020

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.)

The meeting opened at 19.00 hrs.

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

Meeting Opening

1.a Apologies – none

1.b Minutes of Board Meeting – the minutes of the meeting held on the 6th of June were approved.

1.c Matters arising – there were no 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

M.S. updated the board that there had been no reported issues with the limited return to presenters being live in the studio.

M.S. updated the board on the Studio 1 refit and the progress in regards to the joinery work. The firm arranged to give a second quote had not keep the appointment. The first joiner who had quoted was now in lockdown. M.S. added that we were not scheduled to start work on the deliverables from the project until July with the training to start in August.

The board discussed the potential impact on the project from the current delays to the work and the restrictions imposed as a result of Covid-19. The board decided that while the current restrictions prohibited training people in the studio we should explore the possibility of using remote technology to overcome this obstacle.

Action. C.O. to investigate.

Training & Development (C.O.)

Taken as read – the issues were discussed as part of the above.

Penistone Media Report B.R.

Taken as read

OB Report (A.M.)

Taken as read

Compliance (D.H.)

Taken as read

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

Taken as read

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.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read

3. Matters for Discussion

Interviews – (A.M.) A.M. reported that the local M.P. wanted to bring a delegation to the station to show how volunteers were supporting local efforts to bring help to local people in the current situation.

The board discussed the implications of this in light of the current health and safety restrictions that the station was operating under. It was agreed that access to the station would be limited to one visitor at a time with social distancing measures and cleaning procedures to be followed. Any interviews were to be recorded in the reception to the building using the long mic.

DAB – (M.S.) The board discussed the developments in the latest round of applications for DAB licences in the area. The board decided that if the station were contacted by any applicant to give support we should make it clear that the station would be interested in becoming involved.

Action D.H. to forward information from one applicant to A.M.

A.O.B.

D.H. – Jingle replacement package for September. Given the up and coming change to local radio in the area D.H. asked if the station would support replacing the current jingle suite to improve the stations position once those changes had been implemented.

Action D.H. to circulate a review on what we would need to do to make this happen.

Meeting closed at 20:45 hrs

Next Meeting – date agreed for the **4th August 2020**.