

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 12th of April 2021

Present: K.Barna (K.B.)
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 – Steve Dobson (S.D)

1.b Minutes of Board Meeting – the minutes of the meeting held on the 8th of March were approved.

1.c Matters arising – none.

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

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

Taken as read apart from

C.O. informed the board that a volunteer had requested they have an hour of specialist music programmed in to the time they are on air.

The board discussed and agreed.

M.S. started the discussion of the request from a volunteer to have some promotional items made which related to one of the features they ran.

The board discussed and decided not to because it did not fit with the stations brand image.

Training & Development (C.O.)

Taken as read apart from

C.O. – asked if the station wanted to extend the Wave licence.

The board discussed and decided to cancel it until there more interviews to use it on.

C.O. reported back on the presenter feedback on the feedback they had received from their shows.

The board discussed and decided to continue their support through this mechanism.

Penistone Media Report B.R.

Taken as read apart from

B.R. reported that he was still waiting to be contacted by one of the remaining groups to be filmed as part of a grant award.

Action S.D. to go back to the funders and ask them who they want us to film that group or another group.

OB Report (A.M.)

No report

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

Taken as read apart from

The board discussed the current adverts and agreed that they needed refreshing, editing and updating.

Action S.D. to find out what services the advertisers were currently offering and to initiate change to their messages and to action if they approved.

IT Web Streaming Reports (AM)

Taken as read apart from

The board discussed the OBIT schedule and agreed when it should end and the format for coverage of Prince Philips funeral.

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 –

DAB (M.S.)

M.S. Reported that the consortium we were part of did didn't get the DAB licence.

Annual Policy Review S.D.

A.O.B.

C.O. asked if the NCFE membership was still active as there was a trainee who needed to be assessed through it.

M.S. – replied that it was but we needed to try and get the assessment done for August. As the renewal was due in August we would have to decide whether there was any value going forward in paying the renewal fee.

Meeting closed at 21:00 hrs

Next Board Meeting – date agreed for **Monday** the 10th of May **2021**.