

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 16th of August 2021

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

1.b Minutes of Board Meeting – the minutes of the meeting held on the 5th of July 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

B.R. – reported that it would cost £20 a month in Paypal charges to have a donate now button on the website.

The board discussed and decided that as the donations were not likely to cover this cost it was not beneficial to proceed.

K.B. – proposed that we put the stations Paypal address on the website.

The Board Agreed.

Action: B.R. to add to the website.

M.S. – reported that the replacement transmitter was in transit from the supplier.

Training & Development (C.O.)

Taken as read apart from

C.O. updated the board on the first Active Mind's session and that Penistone Grammar School pupils would be offered enrichment with the station. Adding that she had done an interview on the Active Minds project with Radio Sheffield.

Penistone Media Report B.R.

Taken as read apart from

C.O. reported that the station had been given permission by a local community group to go and film with them.

OB Report (A.M.)

No report.

In A.M.'s absence the board discussed the requirements for the Penistone by the Sea event and the Cawthorne Gala.

M.S. – reported that we had paid for six tickets to the Penistone Agricultural Show. He asked the board if we needed any more.

The board decided that six would be enough.

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

Taken as read apart from

K.B. – enquired who was getting the two banners back from the local organisation we had loaned them to.

Action - S.D. to get them back.

IT Web Streaming Reports (AM)

No report

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

Taken as read

Technical Report (BR)

Taken as read apart from

K.B. reported that Windows froze in S1 during a programme.

B.R. reported that to avoid this the PC needed to be restarted at some point every week.

M.S. – asked if A.M. could do this on a Sunday or was there any other day which would be more convenient.

Action: A.M. to restart the Windows PC at some point during the week.

C.O. reported that there was a crackly on the News fader.

B.R. – reported that the problem was at the news service providers system and that they were working to resolve it.

Health & Safety Report (BR)

Taken as read apart from

B.R. reported he was going to contact a local firm about PAT testing.

Finance Report (KB)

Taken as read apart from

K.B. reported that stations current bank was stopping the provision of charge free community accounts. He outlined to the board the alternative free accounts on offer. He also informed the board that the application process for some required there to be an official Chairperson of the organisation. Adding that while he acted as chair for the meetings this was not the same as being Chairperson of the company.

K.B. asked for nominations for the position of Chairperson.

B.R. nominated Martin Sugden for the position.

A.M. seconded the proposal.

There being no other nominations and no objection from Martin Sugden then Martin Sugden was duly appointed as Chairperson of Penistone Community Radio Ltd.

3. Matters for Discussion –

a) Stockbridge Wortley (M.S.)

M.S. – updated the board on the progress made by A.M. and himself.

The board agreed that they should continue to progress this.

b) Volunteer Return Policy (M.S.)

M.S. – outlined a proposal for former volunteers who wanted to return to the station.

The board discussed and agreed that any policy would need to include the need for re assessment and re training, the need for commitment to supporting the stations other activities beyond programme output and the repayment of any arrears of contributions.

Action M.S. to formalise proposal.

d) NCFE Membership Renewal (M.S. and S.D.)

S.D. reported on the NCFE visit and assessment the previous week. Adding that he was not happy about the way the visit had gone and that he was still unclear as to whether the person being assessed had passed.

M.S. – reported that the licence renewal was due and that it was around £1,000. M.S. proposed that given the number of trainees showing an interest in the award we did not renew.

The board discussed and decided not to renew the licence.

A.O.B.

There was no other business and the meeting closed at 20.10.

Next Board Meeting – date agreed for **Monday** the 6th of September **2021**.