

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 11th of October 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 6th of September were approved.

1.c Matters arising –

A.M. – enquired if any progress had been made with regard to doing the Pat Testing.

B.R. – informed the board that the testing needed to be carried out by “a competent person” and that this did not mean they had to be certified to carry out the work.

The Board discussed and agreed on that basis we could do it in house on the basis that we had “competent persons”.

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

M.S. – informed the board that it would need to redistribute the roles being carried out by the Business Development Manager once the funding for the post ended.

Action M.S. to clarify with the post holder which (if any) of the roles they would continue to do as a volunteer.

M.S. – informed the board that he thought the organisation needed a Community Director.

M.S. – Proposed that we added the post of Community Director to the board. The position would involve liaison with other local groups and organisations, community news and interviews.

K.B. seconded the proposal.

The board discussed and voted in favour of the proposition.

Action - M.S. to do a role description and a person spec. and send A.M. contact details for community groups.

Action – B.R. to check the community@penistonefm.co.uk email address.

Training & Development (C.O.)

Taken as read.

Penistone Media Report B.R.

Taken as read apart from

B.R. updated the board on progress with various video projects. Adding that we had received a thank you from the event organisers for the video from the Tractor Run.

B.R. informed the board that it was Local Radio Day this week.

M.S. reported that we had a Local Radio Day Jingle with our name on playing out. Adding that the theme being adopted by some community stations was “Love your Place” – with some stations putting a note on the board to write their favourite place in the local area. M.S. requested that we put something up for volunteers to write their favourite place on and that we engage with them social media to get volunteers to tell us what their favourite place is.

Action – C.O. to put up a sheet in Studio 1 for the places to be recorded.

OB Report (A.M.)

Taken as read apart from

A.M. asked if we had the details needed to establish the requirements for the outside broadcasts which were scheduled up to the end of the year.

B.R. reported that he knew what was required for The Remembrance parade but not sure what is required for the Xmas Light Switch On.

A.M. informed the board that for the Xmas Light Switch On radio mic's were needed for the Mayor to address the crowds Adding that for the Round Table Bonfire we need to liaise with Chris Fox who is providing the P.A.

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

Taken as read apart

IT Web Streaming Reports (AM)

Taken as read

No report

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

Taken as read apart from

J.R. reported that she thought that improving the stations social media presence would benefit from it being supported by a professional agency. J.R. reported that this would cost around £2,000 a year. J.R. requested that the station look for grants to support social media promotion

and a new website.

The board agreed.

M.S. suggested that J.R. try B.C.V.S. and S.Y.F.A.B.

C.O. – proposed that having content around building a radio from a radio advent calendar might be a good idea to promote the station up to Xmas.

The board agreed.

Action K.B. to buy.

Technical Report (BR)

Taken as read apart from

The board discussed the routines for software updates and PC rebooting.

It was agreed that A.M. initiate the updates on Sunday mornings when they were in the studio.

A.M. to reboot the PC's during Sunday morning as well.

Action A.M. - to update and reboot on Sunday's.

A.M. reported that one of the desk top PC's was not compatible with Windows 11. Adding that Windows 10 would stop being supported after 2025. A.M. proposed we looked for a grant to replace the PC's.

The board agreed.

B.R. asked if Programming was now being included in the Technical report.

Action K.B. to update the Agenda.

B.R. reported that he had started making contacts for free national ads, created an area for "Teaser Trailers" and set up a clock to play them.

M.S. suggested we could put something together for presenters to script their "teaser" cart.

Action B.R. – to coordinate the teaser trailer work.

Health & Safety Report (BR)

Taken as read

Finance Report (KB)

Taken as read apart from

K.B. reported on the HSBC proposals to the stations bank accounts. He informed the board that initial enquires with HSBC indicated that the station would lose it's free banking facilities. K.B. asked for approval to look for a bank who would offer the station free banking and to change the bank account.

The board agreed.

Action K.B. – to source a free business bank account and to change to that account.

3. Matters for Discussion –

a) Tascam Retrieval Update – K.B. and A.M.

K.B. and A.M. reported back to the board on the confidential discussion that took place with the volunteer who had the Tascam recorder. They informed the board that the volunteer wanted the opportunity to discuss the way they felt directly to the board.

K.B. proposed that the board allow the volunteer be invited to the next board meeting to give them the opportunity to discuss the way they felt to the board.

A.M. seconded the proposal.

The board discussed the proposal.

The proposal was put to the vote and the majority of the board voted against the proposal.

Action K.B. to inform the volunteer of the decision.

A.O.B.

None

Meeting closed at 20.10.

Next Board Meeting – date agreed for **Monday** the 1st of November **2021**.