

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 4<sup>th</sup> of April 2022**

Present:       K.Barna (K.B.)       S.Dobson (S.D.)       C.O'Rourke (C.O.)  
                  B.Robinson (B.R.)     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 21st of February were approved.

1.c Matters arising –

M.S. – Penistone Arts Week improved our social media presence.

S.D. – asked if one of the advertisers wanted to change to their summer advert.

J.R. – informed the board that she had spoken to them and was waiting for a reply.

**Action J.R.** - to contact them again for an update.

**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. – reported back to the board on the investigation in to a complaint against a volunteer.

The board discussed the matter and decided that M.S. discuss the matter with the volunteer.

**Action M.S.** to call the complainant back when he has done this.

### **Training & Development (C.O.)**

Taken as read apart from:

B.R. – reported that one volunteer was just sat on the guest mic and not trying to run the desk.

M.S. – responded that it was permissible for him to be a co-presenter if that is what they wanted to do.

M.S. – reported that C.O. had received a request from BMBC to do a presentation on the Active Minds project.

C.O. – reported that she had spoken to her contact and that she had not realised the funding was only for 6 months.

### **Penistone Media Report B.R.**

Taken as read apart from:

B.R. – reported that we did manage to interview Graham Ibbetson the sculptor and people were watching video.

### **OB Report (A.M.)**

No report.

B.R. updated the board on the current list of events adding that the Football Outside Broadcast on the 20<sup>th</sup> April evening may not happen as there is an issue with the date of the football match. The other confirmed events being

- Mayors Parade is 12<sup>th</sup> of June
- Armed Forces Day is 19<sup>th</sup> of June
- Agricultural Show – 10<sup>th</sup> of September
- Bonfire – 5<sup>th</sup> of November
- Remembrance 13<sup>th</sup> of November

### **IT Web Streaming (AM)**

No report

### **Fundraising (AM)**

No report

### **Advertising (JR)**

Taken as read apart from:

J.R. – reported that she was going to

- Visit the new business on the High Street 5<sup>th</sup> of April.
- Try and get all advertisers to pay in to the correct bank account..
- Going to deliver the newsletter in surrounding villages this week.

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

Taken as read apart from:

J.R. – reported that Twitter and Facebook are up and down.

### **Speech Output & Community News (S.D.)**

Taken as read apart from:

B.R. - asked S.D. if he had noticed that some of the interviews left on the system were out of date?

S.D. – replied that he hadn't.

**Action – S.D.** - to replace the out of date interviews.

B.R. – reported that Springvale Gardens were coming in for the promotional video. In addition they are also going to do an interview telling us what is going on.

### **Health & Safety Report (BR)**

Taken as read apart from:

C.O. – reported that the landlord’s Fire Safety Officer had done an inspection and said we should not have the fire extinguisher in the Comms Room as it was out of date.

**Action B.R.** – replace the extinguisher.

M.S. – reported that the issue with the fobs is a software problem and not our fobs. It seems that it only happens when they update the fob software.

### **Technical Report (BR)**

Taken as read

### **Programming Report (BR)**

Taken as Read

### **Finance Report (KB)**

Taken as read

## **3. Matters for Discussion –**

Community Promotions (B.R.)

B.R. – reported that he and A.M. had updated the list of groups who we are going to record new / revised promotions. Adding that there was a schedule of when we are going to record them.

Stockbridge Extension (M.S.)

M.S. – reported that there was no news on this yet. The consultation period is over now. There is the possibility of a new Grant which he would discuss with B.R.

**Action M.S. / B.R.**

### **A.O.B.**

M.S. – received an email from a volunteer saying they were not in good health and not allowed to drive. Adding that they did want to remote voice track.

B.R. - reported that he was training the volunteer how to do this.

K.B. - asked if the board wanted to schedule a volunteer meeting.

The board discussed and decided to try for face to face on the 25<sup>th</sup> of May in the Scout Hut at 7 p.m. to 8.30 p.m.

Meeting closed at 8:30 p.m.

**Next Board Meeting – Monday 9<sup>th</sup> of May 2022.**