

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 11<sup>th</sup> of April 2023**

Present: B.Robinson (B.R.) M. Sugden (M.S.) A.Millner (A.M.) S.Dobson (S.D.) Joanne Ruston (J.R.)

The meeting opened at 19.10 hrs.

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

1.a Apologies –

1.b Minutes of Board Meeting – the minutes of the meeting held on the 22<sup>nd</sup> of May were approved.

1.c Matters arising – these will be discussed under the relevant agenda items.

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

### **Station Directors & HR & Compliance Report Training & Development, and Grant Fundraising (M.S. & A.M.)**

Taken as read apart from:

S.D. – responded to a question from the board that he did not know when the winner of Tesco Award would be announced.

M.S. – reminded the board that the Tesco bid was for training older people. Adding that the outputs would have to be revised to match the funding awarded.

K.B. – asked if all the newsletters were back in the studio. The consensus was that they were.

S.D. – asked where the replacement banner for Tesco was stored.

M.S. – informed S.D. that it was behind the door in the storeroom.

A.M. - reported on a number of funding pots he was investigating. He asked the board to decide what equipment we needed to apply for.

**Action – A.M.** to collate the responses.

M.S. – reported that another funder wanted to hold a zoom meeting. Adding that their funding was to support improving mental health, or giving young people more confidence and improving their skills and life possibilities.

M.S. – asked A.M. to look at a fund for promotion of the station.

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

Taken as read apart from:

B.R. – reminded the board that it was the Tractor run this Sunday and that the Glensound units were prepared.

B.R. – informed the board that the organisers of the proposed Car Rally were coming to discuss their requirements.

### **OB Report (B.R.)**

Taken as read apart from:

A.M. – reported that he had cancelled the PECB pop up tent for the Penistone Agricultural Show on B.R.'s instruction.

M.S. – reported that one local gala had a new co-ordinator. He added that we had also been asked to attend and comper the Fox Valley food festival. A.B. had volunteered but we were awaiting confirmation of the dates from the organiser.

### **I.T. – Webstreaming (A.M.)**

Taken as read:

### **Advertising (J.R.)**

Taken as read apart from:

A.M. & S.D. – reported that a past advertiser was looking to start advertising with us again.

Action J.R. to contact them to progress.

K.B. – informed the board of the advertising renewals that were due in the coming two months.

### **P.R. Social Media – (J.R.)**

Taken as Read apart from

B.R. – commented that Twitter/X was stagnant since the take over.

### **Speech Com Prod (S.D.)**

Taken as Read apart from:

S.D. – reported that he had a number of plays which needed recording. Adding that there were some which were not Doris and Percy plays. He asked the board for their availability.

### **Community Engagement**

Taken as read:

### **Technical Report – (B.R.)**

Taken as read:

### **H&S Report (B.R.)**

Taken as read:

### **Programming Report (B.R.)**

B.R. – reported that he had scheduled to the end of April.

S.D. asked if we should add the B's and C's from the 80's to the Rewind category – the board discussed and agreed.

**Action K.B.** to add to the Rewind category.

M.S. – added that we needed to change the Rewind Jingle to include the 80's.

**Action S.D.** to have the jingle updated.

A.M. – proposed that we reduced the number of Rewind Hours from the evening schedules.

The board discussed and agreed.

**Action B.R.**

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

Taken as read apart from:

M.S. – stated that we needed to look at advertising and how we generate £20k plus a year – need to start early in Stocksbridge.

### **3. Matters for Discussion –**

Stocksbridge – (M.S. / A.M.)

A.M. – reported on progress in the light of the deadline for any objections against the siting of the areal to be lodged with planning.

M.S. – reported on the progress of the orders for the new equipment and the installation of new power supplies at the site.

K.B. – instructed the board that before anything was installed on site he needed to get insurance cover in place.

Action K.B. to get the insurance in place.

**A.O.B.**

**M.S.** – reported on the progress on completing the Ofcom five year licence renewal application.

**J.R.** – asked S.D. if he had a contact for Pen Grammar School and their Work Experience team.  
**Action S.D.** to forward the details.

**S.D.** – reported that Facebook figures indicate that we have 12% response from people in Sheffield. He asked if we planned to do some leaflets for this area.  
The board discussed and decided to wait (as the signal in Sheffield was weak at its best) until we had completed the leafleting of the Stockbridge and Penistone area's.

A.M. – no

B.R. – no

K.B. - no

Meeting closed at 21:20

**Next Board Meeting – Wednesday 31st of May – in person at the station. 7.00 p.m.**