

Minutes of a Board Meeting of the Penistone FM Board held remotely on the 1st of November 2022

Present: S.Dobson (S.D.) B.Robinson (B.R.) M. Sugden (M.S.) S.Wilson (S.W) K.Barna (K.B) A.Millner (A.M.)

The meeting opened at 19.00 hrs.

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

1.a Apologies – J.R.

1.b Minutes of Board Meeting – the minutes of the meeting held on the 11th of October were approved.

1.c Matters arising –

S.D. – reported that he had not received a photo of the connections to the battery powered P.A. equipment.

Action B.R.

B.R. – reported that he had sent the Radio Day group the five minutes of audio they had requested.

K.B. – reported that he had got prices for the volunteer fleeces and ordered them.

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 that following discussions templates for contacting community groups had been agreed. In addition, the list of community groups to contact had been shared by the Directors involved.

Training & Development (M.S.)

Taken as read apart from:

M.S. – reported that we had two trainees shadowing presenters who are capable of doing their own shows.

Action M.S. to agree a regular slot in the schedule with these two.

Penistone Media Report B.R.

Taken as read apart from:

B.R. – reported that he had created the list of jobs that was requested by the board.

OB Report (B.R.)

Taken as read apart from:

K.B. – volunteered to attend the bonfire.

M.S. – took the board through the timetable for the Remembrance Day Parade on Sunday 13th of November.

The board discussed and finalised the list of resources required.

B.R. – reported that the Round Table Santa Sleigh would visit the studio on Sunday 18th of December and that we would need volunteers and refreshments to support this.

Action M.S. – ask the volunteers for assistance.

I.T. – Webstreaming (A.M.)

Taken as read:

Fundraising – (A.M.)

Taken as read apart from:

A.M. – advised the board that he had been working on a grant bid with M.S. . Adding that they had revised the bid and that they planned to submit in the next tranche of applications.

Advertising (J.R.)

Taken as read apart from:

K.B. updated board on potential new advertisers and the current advertisers who wanted to revise their scripts.

P.R. Social Media – (J.R.)

Taken as read apart from:

M.S. – who commented that social media activity was stable.

Speech Com Prod (S.D.)

Taken as read apart from:

A.M. – reported on the Food Buddies and Warm Spaces initiatives.

S.D. – asked B.R. if that could be a video. Adding that he was going to meet the groups to set up an interview. He asked A.M. for the contact details.

Action A.M.

K.B. – reported that he was going to interview the Barnsley Food Bank about the collection at Tesco on Dec 1st.

Community Engagement (S.W.)

Taken as read apart from:

S.W. – reported that he had interviewed at the Stocksbridge Park Steels. Adding that he had given him them letter of support.

S.W. – reported that the banner at the Penistone Church Football Ground was 3ft x 9ft. S.W. asked if we were replacing this or waiting for the new frequency?

Board agreed we would do it with the new frequencies.

Action – B.R. to produce designs.

S.W. – asked if he could send the artwork to the Northern Counties Eastern League for their website.

Action S.W. to send logo.

Technical Report – (B.R.)

Taken as read apart from:

B.R. – thanked A.M. for doing the updates.

A.M. – added that since the report he had also reset the Cranford Clock in S1.

B.R. – reported that he had asked the landlords electrician about the LED panels. B.R. added that they would supply but not fit the 9 lights - one of which includes an emergency light.

Action B.R. to ask the electrician for the cost of the lights.

H&S Report (B.R.)

Taken as read:

Finance Report (KB)

Taken as read:

3. Matters for Discussion –

Studio Hygiene – M.S. reported that a volunteer had suggested that the carpets needed cleaning. Board discussed and decided to address this when the studios were repainted in the Spring of 2023.

S.W. – requested a lamp in S1 for Saturday mornings.
The Board agreed.

Stocksbridge – (M.S. / A.M.)

A.M. – gave an update on the progress of finalising the agreement with the transmitter site owner.

A.M. – reported that he was waiting for some of the supporting documentation he needed before he could edit the grant application.

Action A.M. to chase the supporting documentation.

A.O.B.

A.M. – called by a listener about technical problems. They said they had some experience with radio. A.M. took his contact which he passed to M.S.

B.R. – no.

M.S. – no.

S.D. – no.

S.W. – no.

K.B. – reported that the stations address on the Royal Mail was the one issued by the builders developers. Adding that this did not match with the final address issued to the Royal Mail. K.B. outlined the issues this was causing and informed the board that he had started the process of changing the address on the Royal Mail system.

Meeting closed at 9:15

Next Board Meeting – Tuesday 6th December – via zoom. 7.00 p.m.