

## **Minutes of a Board Meeting of the Penistone FM Board held remotely on the 22<sup>nd</sup> of March 2023**

Present: B.Robinson (B.R.) M. Sugden (M.S.) A.Millner (A.M.)

The meeting opened at 19.15 hrs.

AM. was in the chair for this meeting.

1.a Apologies – KB

1.b Minutes of Board Meeting – the minutes of the meeting held on the 5th February were approved.

1.c Matters arising –

There were no matters arising.

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

### **Station Directors & HR & Compliance Report Training & Development (M.S.)**

Taken as read apart from:

MS reported that training applications were on the uptake with seven joining with another potential three from local community groups.

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

Taken as read:

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

Taken as read apart from:

AM – reported that he had booked a plot for the Penistone Agricultural Show. #

BR – re[ported that he had booked a pop up tent, as a result Penistone Community Equipment Bank (PCEB) needed to be notified that we no longer need to hire theirs.

Action A.M. to inform the PCEB

### **I.T. – Webstreaming (A.M.)**

Taken as read:

### **Fundraising – (A.M.)**

Taken as read apart from:

A.M. – reported that Awards For All Lottery (AFA) bid had been successful. As a result we could now plan for the order and installation of the transmitter kit.

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

No Report.

However S.D. reported that he had produced two new adverts for Stocksbridge Fox Valley and Market. These have been sent for approval. These will then be scheduled by BR.

### **P.R. Social Media – (J.R.)**

No Report

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

No Report:

### **Community Engagement**

Taken as read:

The board discussed having a visit from the local councillors.

**Action A.M.** - to review after local elections conclude in May.

### **Technical Report – (B.R.)**

Taken as read apart from:

B.R. reported that there had been some issues about accessing some web based content. Adding that this was due to the firewall configuration which was set to limit access and secure our network.

AM – reported that the RDS clock synchronisation is not working as expected so clocks are drifting.

**Action B.R.** to investigate and rectify

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

Taken as read:

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

Taken as read apart from:

B.R. reported that the station output was scheduled to end of March.

## **Finance Report (KB)**

Taken as read:

### **3. Matters for Discussion –**

Stocksbridge – (M.S. / A.M.)

M.S. - reported that AFA Lottery bid success has enabled us to engage with our engineer to organise the installation of our transmitter to provide a better signal into Stocksbridge Adding that funding applications were being investigated to cover the cost of promoting of the station into Stocksbridge.

A.M. reported that the Church Faculty had approved our installation of the transmitter.

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

**M.S.** – Discussed the option of distributing 1k leaflets around Penistone, Millhouse Green, Thurlstone, Springvale and Cubley. We can then look at a much larger delivery to Stocksbridge, Penistone East and West.

**Action AM** to ask leaflet distributors to quote for delivery.

**A.M.** – no

**B.R.** – discussed a local author, and he will invite her to an interview. Adding we could build on this to a regular local author spot.

Meeting closed at 20:29hrs

**Next Board Meeting – Wednesday 12<sup>th</sup> April – via zoom. 7.00 p.m.**