

Minutes of a Board Meeting of the Penistone FM Board held at the station on the 31st of May 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 – none

1.b Minutes of Board Meeting – the minutes of the meeting held on the 11th of April 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:

M.S. – reported on the Co-op funding on offer and explained the funding process. The board discussed and proposed and outline plan of engagement.

K.B. – asked S.D. when the replacement Tesco banner going up?

Action S.D. to complete this action.

Penistone Media Report B.R.

Taken as read apart from:

S.D. – asked what the reference in the report to a “sub-team” meant.

B.R. – responded that he needed somebody to work with him.

S.D. – volunteered to help B.R.

OB Report (B.R.)

Taken as read apart from:

B.R. – informed the board that four volunteers had signed that they would attend the Penistone Gala and that we needed two more to volunteer to make it happen. He added that all equipment tested.

M.S. – informed the board that he was going to try and encourage more volunteers to come to the

event.

The board also discussed the equipment requirements to make a live external broadcast possible. Due to the current limitations the board decided that we could not carry out a live external broadcast.

B.R. – informed the board that on the 24th of June we were supporting another gala. Adding that he didn't know if we had a tent booked.

Action A.M. to investigate and ensure we had a tent booked.

B.R. – informed the board of the implications of his being on holiday until the 23rd of June.

B.R. – informed the board that the 9th September was the date for the Penistone Agricultural Show.

A.M. – informed the board that we had sent all the paperwork they needed.

B.R. – informed the board that the Motor Rally on the 9th and 10th of December would be the next full O.B. and that they will be based at Tankersley.

I.T. – Webstreaming (A.M.)

Taken as read:

Advertising (J.R.)

Taken as read:

P.R. Social Media – (J.R.)

Taken as read apart from:

A.M. – enquired if we were going to do something with Twitter.

The Board discussed and decided we were going to leave it to go dormant.

Speech Com Prod (S.D.)

Taken as Read:

Community Engagement

No report.

Technical Report – (B.R.)

Taken as read apart from

B.R. – reported that Myriad 6 was available. The plan being to try and implement it over the summer if the computers will be good enough to run it. Adding that the plan was to put it on S3 to start with to familiarise ourselves with it.

M.S. – informed the board that we had an application for a grant in to cover the cost of new P.C.'s.

H&S Report (B.R.)

Taken as read apart from:

B.R. – asked if the planned Fire Alarm test had taken place.

M.S. – reported that it had but the presenter on air reported that that they couldn't hear it with the ear phones on.

B.R. – informed the board that we are supposed to have a strobe. Adding that the landlord would fit one but it is expensive as it is specialised fire proof equipment.

Action B.R. to investigate and report back.

Programming Report (B.R.)

Taken as read:

Finance Report (KB)

Taken as read apart from:

K.B. asked for comments from the board on the Draft accounts for 2022.

M.S. said the number of trainees in the report should be fifteen.

A.M. proposed acceptance of the Accounts with the amendment to the number of trainees.

The board voted unanimously in favour of accepting the accounts.

Action K.B. to get the accountant to amend the report and to produce the final accounts.

K.B. - asked for comments from the normal expenditure forecast he had emailed to the board.

The board discussed and proposed a number of area's where costs could be reduced and where more income could be generated.

3. Matters for Discussion –

Tesco Groundworks Award (A.M.) –

A.M. reported that the application was to train a number of people if we won the maximum award. He proposed that we pro rata the number of trainees to match any award we were given. The board agreed.

Stocksbridge – (M.S. / A.M.)

A.M. – reported that no objections to planning has been received.

K.B. reported that insurance was now in place.

The board agreed that the equipment could be installed.

A.O.B.

M.S. – no

J.R. – requested permission to get recordings of forthcoming local theatre productions to be used as promotions on air.

The Board agreed.

S.D. – no

A.M. – no

B.R. – informed the board that we have the tent for the gala.

K.B. - no

Meeting closed at 21:25

Next Board Meeting – Tuesday 4th of July. Zoom.