

Minutes of a Board Meeting of the Penistone FM Board held by Zoom on the 8th January 2024

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

The meeting opened at 19.05 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 21st of November 2023 of 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. reminded the board that he was preparing plays to be recorded at the volunteer evening on the 12th of March.

S.D. – asked if there had been a response from Ofcom on the licence application made in 2023.

The board discussed and agreed that we should contact Ofcom to find out where they were in the process.

Action M.S. to contact Ofcom.

Penistone Media Report B.R.

Taken as read: apart from:

The board discussed how the station could promote the Penistone Arts Week in March.

Action – **K.B** to get details of the planned events and distribute to the board and volunteers for Community News.

OB Report (B.R.)

Taken as read apart from:

B.R. – informed the board that one of the local organisations we normally supported with an O.B. had stopped being an organisation and were cancelling their planned events.

M.S. – informed the board that Stocksbridge Council had asked the station to do an O.B. during their gala.

I.T. – Webstreaming (A.M.)

Taken as read:

Advertising (J.R.)

Taken as read:

The board discussed the Look Local advertising package. The board decided that a quarter page advert package would be more effective than having leaflets printed and distributed.

Action A.M. - to respond to Look Local

Action - A.M. / M.S. – to write the grant application to fund the advertisement.

P.R. Social Media – (J.R.)

Taken as read:

Speech Com Prod Community (S.D.)

Taken as read apart from:

S.D. informed the board that he had written a number of plays to refresh the one's currently on the schedule.

Action S.D. - to organise.

Technical Report – (B.R.)

Taken as read apart from:

B.R.: reported that the Studio 1 update had taken one and a half hours longer than the rest.

B.R. : informed the board that he was doing remote live on the 20th January.

Action B.R. to report back after the trials.

H&S Report (B.R.)

Taken as read:

Programming Report (B.R.)

Taken as read:

Finance Report (KB)

Board discussed the level of reserves on the Finance report. K.B. explained the figures.

3. Matters for Discussion –

- 1) Welcome Pack (M.S.)

The board discussed and agreed to develop this and deliver on a monthly or bi-monthly basis.

A.O.B.

A.M. - No

B.R. - No

J.R. - No

S.D. - No

M.S. – No reported that he had contacted Eddies daughter and she thanked us for all the messages that have been sent.

The meeting closed at 21.15.

Next Board Meeting on Monday 19th February by Zoom at 7.00 p.m.