

Minutes of a Board Meeting of the Penistone FM Board held on Teams on Tuesday the 27th of May 2025

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

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 22nd 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 that since the report there had been two new applications.

OB Report (B.R.)

Taken as read apart from:

B.R. – reported that there was another Tractor Run to add to the list. Adding that this was a vintage tractor event so the numbers would not be as big.

B.R. – informed the board that one of the presenters has requested we did the Remembrance Day coverage as a live event because a lot of older people can't attend it.

The board discussed this in and the best technical solution would be to do it via a phone.

M.S. asked B.R. if we could we ask the person if this would be an acceptable solution.

Action B.R.

I.T. – Webstreaming (A.M.)

Taken as read:

Advertising (J.R.)

Taken as read apart from:

A.M. – reported that he had been speaking to the owner of a local business who had requested a rate card. the Chilli Lounge. He requested that the owner was sent a rate card.

J.R. – volunteered to send the rate card.

Action J.R.

P.R. Social Media – (J.R.)

Taken as read:

Speech Com Prod Community (S.D.)

Taken as read apart from:

There was a discussion on adding flyers into the Community News folder as these are not always easy for presenters to read out. Ther board decided it would be more efficient if they had access to the Community News template. This would give them the opportunity to convert flyers into Community News items.

S.D. volunteered to send out the Community News Template to all Directors.

Action S.D.

Technical Report – (B.R.)

Taken as read apart from:

A.M. – requested that that the board discussed Paul Godley’s quote for an engineering maintenance contract.

The board discussed the engineers two contract proposals.

A.M. – proposed we accept the contract that covered transmitters and link site but that we had no need for the other contract.

The board voted unanimously in favour of A.M.’s proposal.

Action A.M. to inform the engineer of the decision.

B.R. – took the board through the list of Windows 10 PC’s and the need for upgrade and/or replacement. He identified the need to replace S1 PC to run all the apps which are on it.

The board asked B.R. to find out what was needed and to get a price.

Action B.R.

H&S Report (B.R.)

Taken as read:

Programming Report (B.R.)

Taken as read apart from:

S.D. – reported he had put specialist jingles into production for the new 60's and Country shows.

Finance Report (KB)

Taken as read:

3. Matters for Discussion –

All items covered in the discussions on the main agenda items.

A.O.B.

A.M. – none

M.S.– none

J.R. – none

S.D. – none

K.B. - none

There being no further business the meeting closed at

Next Board Meeting on Monday 23rd of June at 7.00 p.m. by Microsoft TEAMS.