

Minutes of a Board Meeting of the Penistone FM Board held on Team the 30th of March 2026

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

The meeting opened at 7.00 p.m.

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 23rd of February, 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:

B.R. – reported that when he and M.S. reviewed the previous Coop advert they decided that nothing needed changing so that is the one on air.

OB Report (B.R.)

Taken as read:

I.T. – Webstreaming (A.M.)

Taken as read apart from:

A.M. – reported that it was interesting to note that lunchtime shows are getting a large number of on line listeners.

Advertising (J.R.)

Taken as read apart from:

J.R. – updated the board on the progress with the revision of different adverts.

K.B. – updated the board on the progress with different advertisers.

P.R. Social Media – (J.R.)

Taken as read:

Speech Com Prod Community (S.D.)

Taken as read apart from:

B.R. queried reported that number of interviews is only 10 and not the 12 included in the report.

S.D. – agreed adding that he had double counted some of them.

Technical Report – (B.R.)

Taken as read apart from:

The board discussed the number of new trainees who were progressing to solo presenters. The board agreed to purchase two additional RVT kits to accommodate them.

Action B.R.

H&S Report (B.R.)

Taken as read:

Programming Report (B.R.)

Taken as read apart from:

B.R. – reported that he had scheduled to April 19th

A.M. – informed the board that the 12th of April was the next Microsoft windows update day.

Finance Report (KB)

Taken as read:

3. Matters for Discussion –

Business Development Officer Position (M.S. / B.R. / K.B.)

K.B. – informed the board that M.S. and B.R. would be stepping down as directors for a year to deliver the Ofcom project. During that time they would be managed as employees by himself. Adding that they would remain as the Managers of their respective area's of responsibility.

M.S. – reported that he and B.R. have a plan for delivering the project.

The board discussed the plan and suggested some area's outside of the current plan for their consideration.

Town of Culture (M.S)

M.S. reported that it was now a joint bid by Penistone and Barnsley.

A.O.B.

M.S. – no.

B.R. – no

J.R. – no

A.M. – no

S.D. - no

K.B. – no

The meeting closed at 20.10

Next Board Meeting on Monday 27th of April 2026 by Microsoft TEAMS.