

# Frome Community Productions

## AGM Minutes

Tuesday 15<sup>th</sup> December 2010

Present :

Phil Moakes; Maggie Gregory; Sheila Hedges; Alex Hart; Andrew Bryant; Peter Beard; Steve Barton; Laurie Parnell; Mark Besley; Mike Adams; Rachel Hutchinson; Jan Besselink; Darren Giddings; Anthony Lacny; Gaz Hutchinson.

Apologies :- Christine Meadows, Helen Ottaway

1. **Welcome and Introduction**. Phil welcomed everyone to the meeting and delivered an overview of progress through 2008 and 2009. Main highlights – formation of the Community Interest Company in May 2008, relocation to Old Fire Station July 2008, regular weekend broadcasting from Sept 2008, 24/7 broadcasting from Jan 2009, web site upgrade March 2009, mobile phone stream Sept 2009.
2. **Accounts** - The final accounts for the period 2008/2009 were circulated for members via email. They showed a loss of appx £1200. The loss was a result of FCP owning appx £13K of assets, which were depreciating at 25% per year. The meeting recognised the need to develop more robust income streams for 2010. Post Meeting Note :- Accounts have now been filed with HM Revenue and Customs and Companies House. The Community Interest Company Report (a further obligation on CICs to ensure that they are still fulfilling community benefits) will be filed as soon as possible.

Annual running costs are appx £15K per year.

**Decision :- To accept and approve the accounts for 2008/2009**

3. **The Programme for 2010** - PM provided an overview of the programme for 2010. The programme is made up of several distinct projects – some of which have community benefits as their goal, some being economic regen, some with revenue earning potential. The ideal project has all 3. The plan for 2010 is attached. The headlines are
  - Production and delivery of downloadable audio tour guides
  - Production of audio books using local talent/writing
  - A feature on Gertrude Bugler (google her – we already have the rights to her last interview from 1992), hopefully produced in association with the BBC (there is a memorandum of understanding about how the BBC may work with community radio that we intend to call upon)
  - RSL for Frome Festival 2010 and a festival audio guide

- Talking Newspaper – we are working up a partner project with the Frome Talking Newspaper which will deliver us a weekly news show and help them make their work sustainable.
- PreParenting project – a pilot within which we provide audio services to support a parenting project in schools. Awaiting SCC take up of an FCP proposal, managed by Christine Meadows. The meeting was briefed that Christine owns the IPR to this programme and that FCP would act as a co-ordinating body. Both Christine and FCP would earn revenue from the project if it is taken up.
- Full FM Licence application. We expect OfCom to decide in Q1 if they are going to extend community radio licences to a 3<sup>rd</sup> round.

**Decision :- To pursue the projects as specified in the 2010 Plan.**

The delivery of all of these projects requires some enabling capital expenditure. The proposal is to make a bid to the Market Towns Regeneration Fund for this ‘enabling’ funding. The meeting supported this approach and the identified projects (see the diagram for the bigger picture). A significant part of the enabling project will be a web shop to enable us to sell audio (tour guides etc). We will utilise existing PayPal engine, but will need to develop a new FCP site with web shop functionality. PM has already discussed this with Adam.

**4. Ideas - members brought forward a range of thoughts and ideas for further consideration.**

- **Sports reports.** Local sports clubs produce reports of their matches. We need someone to pick this up as a weekly show to move it forward (existing volunteer or do we know someone who may be up for it). Also good opportunity for marketing FFM.
- **Acoustic Plus.** Can we record live sessions from Acoustic Plus ? Investigate.
- **Radio workshops during the Festival.** Good marketing and will raise a few quid.
- **FromeFM showcase night during the Festival**
- **Use of South Parade Club for fundraising nights.**
- **Change of name from FromeFM.** Since we’re on the internet, FromeFM is misleading as a name. PM view is that we continue as is until we know if we can get a full FM licence and then revisit. If we can, the name is OK, if not, then maybe we’ll need to rebrand.
- **Editing.** We need to turn around shows within 2 or 3 days after live broadcast. Peter Beard, Darren Giddings, Mark Besley and Andrew Bryant have volunteered to help Phil Moakes and Adam Bowman with this.
- **Membership and Subscriptions.** Sheila has updated the membership register. So far we only have responses from 35 members, whereas we know we have about 80. Everyone involved must re-affirm their membership to Sheila if they haven’t replied to her so far. Also, some members do not make the monthly subscription. There are exemptions for students, low income or if you wear 2 FromeFM hats, but otherwise we need members to pay their subs. This is self certification, so if you can’t afford it then no problem, but it’s not fair on those that do pay subs if there are others who can but won’t. Only members are covered by our insurance for regular radio work, so please make sure that you sign up for 2010 with Sheila if you are going to be involved.
- **Quorum for future meetings.** The membership agreed to reduce the quorum required at general meetings from 15 to 10. This was proposed by Phil Moakes and seconded by Maggie Gregory.

## **5. New 2010 steering committee**

Christine Meadows and Phil Moakes will continue as directors, but will be supplemented by a new steering committee.

- Finance :- Verena Dahl
- Membership : Sheila Hedges
- Health and Safety : Andrew Bryant
- Fundraising : TBA (Helen Ottaway is co-ordinating lottery funding bid, but we need an overall co-ordinator)
- Marketing : TBA

If any members wish to self nominate for these or other roles then please contact Phil Moakes.

**Decision :- To accept the existing Steering Group Nominations and to call an initial meeting early in the new year.**

## **6. Health and Safety**

New regulations have come into place which means that we should ensure that we have 1 first aid trained member on hand whenever the station is generally open. Suggestion is that all Studio Managers should receive first aid training. This will cost about £500. PM to include this in funding bid to FTC. We also need some new signage, conduct a risk assessment and complete PAT testing.

**Decision : To progress Health and Safety issues according to the programme plan under the guidance of the Health and Safety Rep.**

## **7. Sponsors**

Current sponsors are :- ArtMusic, Friends Of The River Frome, Driving Ambition, Frome Wholefoods, Western Star Recording Studios, Carla Hanrek.

We need about 60 sponsors, but we have leads on about 7 more for January 2010. We need to convert them ASAP.

George Wimpey (the builders) are donating £500 to us in January 2010

**Decision : To continue with the drive for sponsors and to find additional opportunities within which sponsors can be highlighted (sponsors event etc)**

## **8. AOB**

The AGM closed at 9.45pm