

# **BRIEF MINUTES OF ANNUAL GENERAL MEETING OF GATEWAY COMMUNITY MEDIA CIC**

**Date 25<sup>th</sup> January 2012 at 7.30pm**  
**At Laindon Community Centre in the Canteen Area**

## **ATTENDANCE**

Mayor Mo Larkin	Yvonne Williams	Ros Connors
Danny Lawrence	Irene Farmer	Richard Yates
Chris Tiernan	Tyler Pittaway	Richard Becker
Michelle Durant	Ryan Stokes	Andy Roberts
Steve King	Mel Carnaby	Harry Carnaby
Jade Renvoize	Steve Gallant	Mark Hardie
Paul Gonzo Dawney	Charles Peck	Tony Weaver
Ben Gliddon	Mrs Gliddon	Mr. Gliddon

## **APOLOGIES**

Andy Coleman-Wood	June Coleman-Wood	C. Coleman-Wood
Louis Beeden	Ryan Beeden	Ashwyn Smyth
Gerry Smith	Brian Wesley	Lewis Blaney
Ricky Everett	Arthur Johnson	

There being no amendments, the motion to adopt the minutes of the last meeting was proposed by Charles Peck and Michelle Durant.

## **Yvonne Williams (Chairman's Statement):-**

The Company continues to maintain money in bank and is never indebted and intends not to be so.

Any expense we incur is within reach as our income exceeds our outgoings. A copy of the year's accounts is on the table.

As Danny will report, the past year has shewn remarkable growth, our settling into the Galleries suite and planning the launch and development of Gateway Media Trust, this will move our activity into the area of TV and put us in a position to offer multi media, radio, internet and TV.

Our planned move into the creche area will be delayed at least 6 months if current plans for the car park renovation proceed.

I would like to thank all those members for their time and effort, which is remarkable in a year featuring a Royal visit and the Big Society Award and in which so many members received Essex Arts and Diana Awards.

Our aim is to be a model for community radio: we have made a promising start.

Danny will outline development plans and Ros will provide details of how programme development is proceeding.

### **Danny Lawrence (Business Development Director):-**

The last year has been an interesting one as far as business development goes. In previous years, even before we had our license, we were bouncing ahead with courses and one school had booked up most of our diary for 3 years! It came as no surprise to me that other schools would be keen to get involved or we would find it hard when gaps in our diary became vacant at any time to secure others, their having been locked out for so long.

So with Government cut backs affecting everyone including us, it came as a bit of a relief when the Basildon Academies changed their stance and we were able to continue with them on a smaller scale and we were able to open our diary to others. It also meant that whereas we were taking students with behavioural problems from schools, this budget was cut, but with a bit of juggling, we secured a contract with Essex County Council to do the same work with more students.

List of statistics from January 2011 to January 2012:-

During the year we ran 12 school courses with local schools from the period Jan to July 2011 = 12 weeks – 360 visits

16 weeks of a level 3 journalism course on a Wednesday = 80 visits

17 weeks of a NCFE course with Seevic college 3 days a week = 153 visits

2 weeks of a summer school = 50 visits

2 weeks of a ground work course for NEETs = 50 visits

3 weeks of public courses throughout the year = 50 visits

The above is equal to 52 weeks of training with a total visit to the station of 743: 26 weeks worth of special placements for various students needing extra help = 5 students = 130

Via ECC this has brought in additional income to the station

We ran 10 weeks of a radio club to at a local school – Jan to March = 5 students = 30

We provided work experience via Trident directly for 24 weeks of the year = 30 students

Plus visits to the station by local junior schools and talks to NEETs at Groundwork.

What does this all mean in numbers and statistics?

### **Young People**

933 young people have been through our door in the last year, excluding our volunteers that do shows and help with technical and admin.

In addition, we have been a provider for TNG and life skills placements in the past year.

Basildon Volunteers – 2 placements in the past year.

Other agencies - 6 placements in the past year.

Mix that with our volunteers who present work in technical areas on the road shows, we have had in excess a total of over 1000 people signing in to the station.

So in total, for the year 2011 we have had around 2000 visits to the station, this does not include guests to programmes of approx 601.

## **Achievements**

OCN learning centre continues

NCFE – we became a centre this year for another exam body

Winning a National Lottery grant for the 2<sup>nd</sup> time

High Sheriff of Essex Certificate of Excellence

Volunteers Award for the centre from Volunteering in England

OCN passes for students level 1 or level 2 around 12 passes

12 young people gaining the Diana Award of Excellence

The station gaining 2 Diana Crystal as a Centre of Excellence

Two young persons gaining the Diana Award

40 young people gaining the Essex Arts Award over the course of the year

Winning the Volunteer Young Person of the Year Award with Harry Carnaby

Visits by VIPS such as the Lord Lieutenant of Essex and his Deputy

A Royal Visit from HRH Duke of Gloucester

No 10 Big Society Award from the Prime Minister

An assessment for the Queens Award, widely regarded as an equivalent to an MBE

In programming, Digital Blues was nominated for a blues award

BBC Essex – asked Gateway to run a 6 week promotion

BBC North West – asked me to run Dale Farm material for them

## **The Year Ahead**

To continue to build our volunteer base, broaden our output and to engage more schools/colleges into what we do.

Grants are very hard to find and we are lucky to juggle grants and build upon our advertising revenue.

We must develop our revenue streams across the board.

## **Ofcom Commitments**

It is very important that as a station we hit our commitments, this is not just about how many hours we agreed to broadcast live or recorded output.

This is about how many people we have through the door, how many courses we run, how many placements we have, how many guests on shows we have at the end of the license year or Ofcom period. I will be asked to provide numbers against how many we predicted would take part.

I have now been informed that the Ofcom report is due out on 31<sup>st</sup> Jan and therefore what I report here will be in that report alongside our commitments and finance commitments.

Luckily having been down this road before, I set our targets at an attainable level. That is why it is so important that in due course if I ask you for a breakdown of your show, it is important that everybody keeps the following:-

A list of guests and topics covered plus a list of days that you come in and present.

All this will help me when it comes to give stats at the end of the year.

2012 to 2013 is going to be an exciting year as we bed more into the community. We have been approached by a school outside our area to run courses in addition to those we already do. We are also building a studio in Kent at a school as well as pursuing enquiries from other schools in the Basildon area.

We aim to become a charity so our education and social gain arm grows and this is being processed as I speak as we have been invited to become one.

Our new patrons are now in place and Yvonne will update you in due course on who they are and what it means.

We hope in 2012 to expand our operation into the creche area and would advise members that there may be times over the next 6 months when output may come from Kelting House because of the car park refurbishment and it will be well into 2013 before we really see any movement on expansion in my opinion.

One thing I would like to add is that the station is run with money from education, Grants, bursaries and advertising.

I am grateful this year that a sponsor has come along to offer bursaries to people who cannot afford or have the opportunity to go on a course as well as giving some money to outreach activities.

I see 2012 as an exciting year but also one where we will have to be tight with money expenses.

Road shows for example, we have been doing for many years but have now reached a stage where we must look at charging for this service and only taking on events that we benefit from as well.

In the past, the road shows have been a drain on our finances and we must now treat them as an income strand. If not, then we must not do them. We cannot afford to have drains on our resources like this one, so we have decided to continue on a smaller scale and offer charities free of charge, but charging everyone else. As in the old saying – we want quality road shows rather than quantity.

Once again, I thank everybody for an enjoyable year. I would also add that Yvonne's computer and mine both house important documents. We would appreciate members keeping clear of these.

Can I also add that writing bids including the No. 10 one takes lots hard work. The No. 10 bid took 5 weeks to write and most bids take weeks to write and a 7 month wait to see if we are successful.

I am saying this now because I don't think people are aware of the painful hard work that goes into bid writing and we don't just win things, we have to be in to win. My job is to raise the profile of the station and make us lead not just as a station, but within the sector.

I would ask that members also think before they act – it is a nice thought that people want the

very best for the station, but sometimes the correct procedures are not taking place and things like ordering items on behalf of the station can have serious consequences if you place the order without consulting management.

Around 11 million people are now able to tune into community radio stations across the UK.

A record 200 community stations are broadcasting and another 30 are preparing to take to the airwaves.

The average station reports the involvement of around 75 volunteers over a year. Across the industry, more than 40,000 volunteer hours are spent each week producing more than 15,000 hours of original radio output. Ofcom estimates that with over 180 stations on air, volunteers currently contribute more than 2 million hours per year to community radio.

### **Ros Connors (Director and Programmer Controller):-**

Programme Controller is a very difficult job to deal with and is a 7 day a week task keeping the schedule on the air going. The figures in the stats for transmission hours show about 12 hours a day of programmes. The question I get asked most is why don't we broadcast through the night, why don't we repeat some daytime programmes through the night. Why don't we schedule during the night for shift workers. It is something I have been thinking about expanding, but the fact is we must prioritise Ofcom commitment hours of 6 in the morning until 10 at night. I have to make sure those hours go first, those are obviously our commitment in our licence application and grant.

I can look at these hours first and then I can look at these things after this. I have been asked about repeating the daytime show at night, which I would love to do but daytime shows have things like traffic reports, news throughout the day and goes out on the half hour and we wouldn't like to repeat that. This would take a lot of editing to do and we wouldn't like to repeat an accident that has happened that went out live at the time, it would take a lot of editing and we just haven't got the time or people to do chopping programmes and editing them again.

### **Richard Yates – Station Engineer**

Richard gave a brief report on progress at Gateway which inadvertently made clear the debt of gratitude we owe him for shouldering the heavy burden of responsibility for keeping so complex an organisation on air.

### **Election of Directors**

The Chairman explained that according to our constitution, at least one third of our Directors is to stand down or for re-election each year at the AGM. Yvonne Williams is thus standing for re-election. There being no other candidates the motion to elect her was moved by Michelle Durant and seconded by Mel Carnaby.

### **Any Other Business**

Gonzo suggested having a collection box for people to leave a donation towards tea, coffee and sugar costs.

Regarding 'Schools Out' under 16s to do schools out. New volunteers should have 6 months familiarisation before going on and the programme should feature young people drawn from different schools. It should have more teachers on air. And invite participation from more schools. Harry wishes to add more spoken and school generated content.

Starter profile – action to raise

Reorganise what time of day show covers

Listener survey. Raising profile at station

Presenter contact. Tony Weaver leading team structure for Good Afternoon.

We have been social networking. Develop it better, updating Facebook for Gateway.

Diary of events – formal promotional planning for events

Charles Peck suggested moving the AGM meeting next time – Wickford was suggested. It was noted that we would indeed consider this, but bearing in mind that travelling to and from this area would be difficult as buses do tend to finish early.