

**ANNUAL GENERAL MEETING**  
**26<sup>th</sup> JANUARY 2024 – 7pm-10pm**  
**GATEWAY STUDIOS, EASTGATE CENTRE**

1. ATTENDANCE

Danny Lawrence	Ros Connors	Richard Yates
Laura Anderson	Paul Scarlett	Steve King
Chris Tiernan	Emmanuel	Liam Corrigan
Shane Sheppard	John Jenkins	Jacqui James
Steve Shrimpton	Ari Pap	Oliver Whitworth
Jack Surridge	Logan	Simon Turp
Kurt Wilson	Bola	Simon Law
Nicole	Aston Avery	

2. APOLOGIES

Ashwyn Smythe	Dave Montier	Pam Bickle
Neil Matthew		Jack
Stephen Alden		

3. MATTERS ARISING FROM PREVIOUS MINUTES

No matters arising

4. MINUTES APPROVED

Aston Avery approved the minutes seconded by Steve King

5. ACCOUNTS UPDATE FOR PERIOD ENDING 31.12.23

We have changed the dates the accounts to be presented to the accountants. We have had a good year, with finances steadily improving.

6. EXECUTIVE DIRECTOR REPORT AND PROGRAMME CONTROLLER – ROS CONNORS

Programming

Looking at the schedule for an average weekday, our programmes start at 6am and go on until 12 midnight, so that is 18 hours of entertainment each day, 17 at weekends excluding overnights. I've always worked to the original Ofcom requirement of providing 8 hours of local programming each day even though in recent times the rules have become less strict on when and where that programming occurs. This means you can provide less on one day and more on another depending on how many volunteers you have. Overall, we have maintained the same as in recent years. A question I have been asked at least twice by different members last was about pay. "Who here gets paid for presenting shows", or "if I take on this presenter slot, will I get paid for it". I want to be clear and transparent with all the members that there is a small core of people here who are paid a monthly wage, and this is where they take on admin or engineering tasks most days and are helping keeping us on

air, are teaching young people, or who are actually running the business side of Gateway full time. Gateway cannot survive without its core team. All is budgeted for and can only be provided when funding becomes available to pay a member who is prepared to give their time for set task or who will take on responsibility for a regular role. Another example would be if someone was to take on selling advertising for Gateway, and had the time to regularly go out and about to gain new clients, then any efforts would be rewarded by way of commission. I would like to thank Ian Campfield for actively taking on this role in 2023, and in addition, Ian took on the task of presenting a breakfast show on Sunday mornings which he doesn't get paid for. Presenting is part of the volunteering and learning aspect of Gateway and always has been. Sometimes we are able to give concessions, for example with fuel costs or with parking. These are usually exceptional circumstances. A small moan about presenters keeping to time during all live daytime shows. Our current hour clock works to the North East, South, West format. Please observe this. I've noted some presenters being nearly 10 minutes late going to travel, commercials, community action etc. I can understand a small overrun if there is a good interview guest on, but the shows where I am hearing these overruns are ones where there are no guests at all, and I can only assume too many songs are being played in an hour. Each presenter should be watching the clock as they go, and if they find themselves overrunning, then knock out a song if it is sitting ahead of a commercial break and it is half past or quarter to. Speak to me if you are having problems, or would like to make subtle changes which can sometimes be accommodated. Thank you to Aston for backing me up in his role as studio manager, helping with social media posts, online schedules and pointing out errors when they occur so that they can be corrected. We still have a problem with some presenters either only using 'X' or only using facebook, even though we have provided hootsuite which posts on both of those as well as Instagram. I asked at last years AGM if we could address this, but as far as I can tell, nothing has changed. Can presenters also be more aware of emails in the studio inbox by way of useful press releases or even messages sent to their shows which I've observed some sitting there still unopened after their shows have finished?

#### Notable Events

A Thursday drivetime show from the community hub in Billericay was well received and thank you to all those who helped me with that.

Wat Tyler history of radio was Steve King's project which also included live broadcasts for Gateway and the hospital radio using retro equipment. We were able to involve other local groups and charities, the mayor, the MP, the radio club, David Hamilton. If we can access more money from the Heritage lottery fund, perhaps we can do it again? Basildon Pride, the event is growing and Gateway is partner to the charity. Gateway continue to sponsor films at the Billericay Community cinema. Gateway receives Princess Royal Training Award.

#### Christmas

Providing entertainment from the town centre for the Christmas launch. I want to thank all who were involved. A raft of various entertainment played out on Gateway over the two week festive season. It is quite a complex operation programming it each year, but again thank you to all those who contributed shows.

#### New for 2024.

Cameron Woodberry from tomorrow takes the helm of a new two hour coffee and tea, a new and reformatted pride matters show with guest David Burton Sampson of Basildon pride. Kurt is helping produce this hour long show alongside producing a new two hour alternative anthems show for Saturday afternoons. Another outside broadcast is pencilled in for the community hub in Billericay on 4<sup>th</sup> April.

## Emails

Many spam emails are still going to our studio account with me constantly junking them as and when I spot them. I asked last year for people not to click on them and people are still doing so. Please don't click on them, they could contain malware. All music submissions should be coming through to me not sent to studio. Press released should be sent to editor Johnny and not to studio. All emails sent directly to studio are deleted daily.

Thank you to all who contributed to our programming in 2023, and finally, this is very likely to be my final stint in the role of Director and Programme Controller after which I am standing down. I look forward to handing over to my successor in three years where I will have then been in this role for 20 years.

## 7. Executive Director Report/Business Development – Danny Lawrence

We have continued to be successful with grants – 20 active grants and 12 waiting on. Education has continued throughout the year and course qualifications – NCFE level 2 and 2, all who took part passed. Ari will have more to say in his report. Grants range from children in need, national lottery, Essex county Council and Basildon Council as well as Essex Fire and Rescue to name just a few. We became a good employer Gold holder and signed the good charter as well as the Armed Forces Covenant and continue our disability accreditation. We celebrated the Kings coronation with specialist programming and event which was funded and continued our active Essex fitness via grant. Our Christmas advertising sales went up – thanks to Ian for his hard work. We offered training days with Paul Chantler and Scrutton/ Wyatt. Subs continue to be set at £15 per year, if you are a member of radio club or unemployed you are excluded. We have had 5000 people visit the project – John Jenkins will update us with the years stats in total in his report, including interviews and work placements. 2023 has been a good year, however, 2024 there will be changes to the cost of living, like 2023 we continue to strive with projects such as Gateway cuppa and winter warmth bags.

We received a grant from million hours which means Ari is here most days and our work with trainees, Uni and college placements and schools including us with CSS. We became the ecc multiplier advertiser across Basildon which focus on maths. Two main funders are ending this year with new applications in to continue these funds to which I am awaiting decisions

DAB was not taken up this year as it is a costly exercise and in my DAB report you will hear about small scale development.

The Eastgate is under new management whom we have met and excited about their ambitions for the centre.

We had a wonderful summer radio project which Steve ill talk about with both him and John Taylor were awarded High Sheriff award and Danny Barrow received a Jack Petchey award for his work on that as well.

We attended Princess Royal Training award ceremony in London in November 2023, we were awarded again in 2023 for our training. Cameron, Ari and myself both met the Princess Royal.

Our business has changed with project work being delivered via the radio and this is the only way Gateway stays ahead.

2024 will be a challenging year but projects should keep us ahead of the game.

This meeting is asked to consider at this AGM a change to wording in the memorandum of articles last updated in 2020.

To make it clear, that we are a not-for-profit company, therefore we are asking members to agree for the following wording to go into our articles.

We are a Not for Profit Company.

The Company is not established or conducted for private gain, any surplus or assets are used principally for the benefit of the community. Proposed by Danny and seconded by Ros.

#### 8. Director/Editor Report – Johnny Jenkins

Thanks to all presenters. It has been another strong year of content on air.

Welcome to our new presenters on board: Cameron – taking over coffee and tea, our new Pride Matters show and Kurt's alternative anthems.

Special thanks to our regular daytime and drivetime presenters, Aston, Ryan, Ros, Danny and Aris.

We have engaged with 313 young people – up on last year.

We had had 1338 guests on air – around the same as last year.

Events last year include local elections – thanks to Ros and Steven. Reporting at Armed Forcers Day and other events with the radio club.

Our stage at Basildon Pride – well done to Ryan & Kurt for hosting, Aston for reporting and the whole team.

Events from this year – Whitmore School on 1.6.23, workshop. Ofcom to Baldock – 14.6.23 – trip, Mayfest interviews – 1.5.23. Armed Forces Day 24.6.23 – Interviews, History of radio – 1.7.23 – workshop and Basildon pride – 2.9.23 – fun day.

OBIT – a reminder that we must always be on alert for a Royal or significant death. In every studio is a guide. It could be the King or anyone else. Even the US president is mentioned (he is 81).

Grant Projects - Gateway to Fitness

Regular exercise classes on air. One a month plus one mental health features a month. Please sign up online at [gateway978.com/fitness](http://gateway978.com/fitness)

Content - prospects – sent out each weekday morning at 8am via email with details of the content for Daytime and Drivetime. It only works if you send me details of your content or upload them to the shared calendar by the afternoon before. I write and schedule the email

the night before, so if you send me the details late, it won't be in prospects. Aston can help add to the calendar.

Guests – I try to get most local guests on daytime or drivetime, but you need to be looking for content too. If your shows are regularly quiet, then you need to work with me to get interviews and other content.

Website content – keep blogging interviews. Aston for example blogs every time they do an interview. If you do a specialist show, you can do a special blog post for each show. Or Part does a blog for their regular updates. If you need your password reset, let me know. If you need help with blogging, let me know. We also take press releases, local content and national news on our website.

Thanks to Aston who has stepped in running blogs and social media. Including for Sunday Delight, drivetime, unsigned Gateway.

Coming up – Elections? Live overnight programme on Thursday 2<sup>nd</sup> May – please let me know if you want to be involved. Big event this year as all 42 seats are up- for grabs. We are also expecting a general election in the second half of the of the year and will update you our plans for this.

Pride in September – let me know if you want to be involved.

If you need any help, advice or content, let me know. I'm here to help and ensure we have the best on air and online content possible.

#### 9. Studio Manager Report – Aston Avery

As you all know it is my role to make sure that the studio is looked after by all of us for example, cleanliness, tidiness and even data logging.

Firstly, I would like to say a massive thank you to everyone who has managed to make sure that the Gateway studios and other facilities are looked after properly, even at weekends.

Studio hygiene is very important, there is a problem in bringing food into our premises, this has to be consumed in either the training area or reception area only. This has been maintained so well done everyone. Our sanitisers are there to be used, so when you first arrive at Gateway, please sanitise your hands, especially in the winter months as seasonal illnesses are more than likely to occur, the sanitisers can be found by the signing in desk, in the training area and by studio 2. Also, the pull up banners will be staying in both studios, the same will also be said for the screens, so don't move them.

Studio maintenance is very important. What can sometimes happen after the studios are used is that faders are left down, buttons are pressed and dials on the mixer are not putback to how it was found. Please put everything back to how it was found.

Just a reminder to everyone, we have a signing in screen in the reception area.

If anyone has any questions regarding studio maintenance or studio hygiene you can email and I will respond.

10. Engineering Control – Steve King/John Taylor/Paul Scarlett

Both Studios 1 and 2 have been regularly serviced throughout the year

The transmitter from the Basildon hospital has been maintained and services alongside the 5.8G which connects the audio from the galleries to the hospital.

January to March start of a new project called the History of radio which was a joint effort between myself and John Taylor, Ari. Danny arranged the funding the project.

April 2<sup>nd</sup> new streaming service has now been added not just broadcasting as MP3 but as AAC format, one lower bit rate and another higher bit rate, this geared up for DAB transmission for the future AAC

May – portable studio was serviced ready for the first outside broadcast with cables renewing and servicing the mixer for portable studio.

July-August. A fairly busy month with two outside broadcasts, first was Billericay High Street with the community hub and the second was the History of radio project at Wat Tyler Park. This was a month events with a fully working studio, slide shows.

October – Studio to computer to have an upgrade with new motherboard and hard drive to support windows 11. This is a test platform ready to be rolled out throughout the station with the new operating system over the next year. John Taylor was the main leader of rebuilding and installing the new computer.

Myself, John Taylor, Paul Scarlett and Simon Turp will inform of the progress of windows 11 .

11. Website Communications – Simon Turp [REDACTED]

Simon updated us on the web stats, updated us on the website, planning on working on the new listen again service. Confirmed that the phone system is all working and in good order and will also plan on setting the stream up on AAC in anticipation of DAB.

12. Radio Club – Laura Anderson/Aris Pap

Radio club in 2023 has been keeping healthy numbers with new members coming in and more people being curious about the club. NCFE radio broadcasting course, has 3 members doing level 2, and 3 doing their level 1. And in the summer, everyone passed last year's course – congratulations to Cameron for level 2 and Evie, Kazney, Danny and Jamie.

Last year's Jack Petchey programme was a success. Danny and Jamie got the award this year and special thanks to Danny who helped out with Steven King's History of radio project.

We participated in the History of radio project as well as doing some bonding activities like Laser Tag and we tried out the new Dino mini gold that has opened. Also covered events like Mayfest and the Christmas launch.

Produced special shows like the Christmas special.

The Big Award that the radio club played a big part in getting was of course the Princess Royal Training award for 2023. Myself, Danny and Cameron went to collect from Princess Anne.

We are looking forward to all the trips, events and shows coming in 2024.

Finally, Logan and Evie are the Jack Petchey winners.

13. Training – Ari - New people coming through the Gateway doors to learn about radio has increased this last year. We had a new presenter of the year, Gold Community award with Ian Campfield as a result of the training. At the moment I have 6 trainees of whom 3 are on the way to do their first live day time show. Schools and colleges have increased interest and send in their students for their work experience.

#### 14. ADMIN AND OFFICE SUPPORT – CHRISTINE TIERNAN

We all want to work in a clean and dust free environment, but who do you think keeps the offices clean? Mostly Danny and myself. Is this fair, that one of the directors of the company has to Hoover, empty the bins and dust. Who do you think washes the cups up that are left on the cupboard, the list goes on.

A bit of consideration would be appreciated and if you have a few spare minutes check the bin, whether any cups need washing up, and if convenient, put the Hoover around. Try not to leave empty water bottles, used tissues, papers etc in the studios and training areas. Please see me afterwards if you are unsure how to plug in a Hoover or wash cups.

My desk is not a dumping ground for all your rubbish. I come in and find batteries on my desk, are they dead or not, I am not a mind reader. Plus, empty packets that are just left, please use the rubbish bin.

#### 15. ELECTION OF A DIRECTOR – PROPOSER/SECONDER

Ros Connors was due for re-election and has agreed to stand for a further 2 years. Proposed by Richard Yates and seconded by Chris Tiernan.

#### 16. GATEWAY DIGITAL UPDATE – DANNY LAWRENCE

We did not run a DAB on Essex over last summer or Christmas 2023 due to the expense and saving capital. I became a director of the Essex/East London radio multiplex which means should the company be successful Gateway will be able to go straight onto the multiplex (not for printing at zero carriage rate, I will sell to Ros for a peppercorn).

A small piece of equipment to send the stream like a Barrix encoder will send the stream and Simon has already updated our stream to AAC

#### 17. EASTGATE PREMISES UPDATE

Danny confirmed that the Eastgate had new owners in March 2023, invited them for a tour of the studios. Have had discussions with them about marketing of the Eastgate and was very impressed with their outlook on the centre.

18. ANY OTHER BUSINESS

There was no other business.

END OF MEETING - BUFFET