



## Application Form

### *Community Sound Broadcasting Service for South West Tipperary – Tipperary and Cashel Towns And Their Environs*

Read the *Guide to Submissions for a Community Sound Broadcasting Service for South West Tipperary – Tipperary and Cashel Towns and Their Environs* ("Guide"), pursuant to Section 65(8) of Broadcasting Act 2009, published on the Broadcasting Authority of Ireland's (BAI) website [www.bai.ie](http://www.bai.ie) before completing this Application Form. The Guide details the requirements for the application.

Complete the application form in its entirety. Incomplete submissions will not be considered as a valid Application.

An applicant is required to submit fourteen (14) copies of the application (including fourteen (14) copies of any demo material) as well as one electronic copy of the same application, in PDF format not exceeding 8MB, for publication on the BAI's website. The application may be submitted in either Irish or English.

All information submitted as part of an application for a community sound broadcasting contract must be true and correct. You are required to include with your application a declaration by a suitable authorised person that the information contained in the application and in the additional documentation accompanying the application is true and correct to the best of that person's knowledge and belief. Should any amendments need to be made by any applicant to the Application or its accompanying documents, the Committee should be informed immediately. No material alterations will be permitted to the proposals in the Application without the consent of the Committee.

The application and all copies thereof must be submitted to the BAI at its offices at 2-5 Warrington Place, Dublin D02 XP29 by **12 noon on 1<sup>st</sup> August 2017**

**May 2017**



## 1. Index

1.	Index .....	2
2.	Details of Applicant .....	3
	Introduction to the Applicant .....	3
3.	Community Ethos .....	5
	Applicant's Approach to Providing the Proposed Community Radio Service .....	5
4.	Ownership and Control of the Applicant which will operate the service .....	7
	4.1 Organisation Structure and Governing Body .....	8
	4.2 Membership Structure .....	12
	4.3 Management Structure .....	13
	4.4 Character of the Applicant .....	19
5.	Programming .....	20
	5.1 Programming Strategy .....	20
	5.2 Programme Policy Statement .....	23
	5.3 Programme Schedule .....	29
6.	Studios and Transmission .....	29
	6.1 Studios .....	29
	6.2 Transmission .....	34
7.	Market Analysis, Financial and Business Plan .....	38
	7.1 Overall Financial Strategy .....	38
	7.2 Investment Proposal .....	38
	7.3 Sources of Funding and Expenditure .....	39
	7.4 Financial Projections .....	40
	7.5 Staffing matters .....	40
	7.6 Paid Staff .....	41
	7.7 Volunteers .....	43
8.	Proposed Commencement of Broadcasting .....	43
	8.1 Readiness date .....	43
	8.2 Critical Path Analysis .....	44
	Annex 1: Studios .....	45



## 2. Details of Applicant

<b>Introduction to the Applicant</b> <i>The Applicant will hold the community sound broadcasting contract with the BAI and must be a single legal entity. A copy of the Certificate of Incorporation and Memorandum and Articles of Association must be included with the application where the Applicant is a body corporate.</i>	
<b>2.1 Applicant's name and contact details</b> (Contact person, address, telephone no. and e-mail)	Tipperary Mid West Radio Co-Operative Society Limited St. Michael's Street, Tipperary Town.
<b>2.2 Trading Name</b>	Tipperary Mid West Radio
<b>2.3 Registered Company Name</b> (if applicable)	Tipperary Mid West Radio Co-Operative Society Limited

<b>2.4 Main Contact Details:</b> <i>For public purposes: Please nominate at least one individual to deal with any press or public enquiries.</i>	
Contact Person's Full Name:	Anne Power
Contact Person's Job Title:	Station Manager
Contact Person's Email Address:	anne_power@eircom.net
Contact Person's Phone Number:	(0620 52555 (086) 8188895
Contact Person's Postal Address:	C/O Tipperary Mid West Radio, St. Michael's Street, Tipperary Town.



<b>2.5 Proposed Station Name:</b>	Tipperary Mid West Community Radio.
<b>2.6 Brief description of the programme service (please summarise in one short paragraph the type of programme service proposed):</b>	<p>The Programme Service at Tipperary Mid West Community Radio is for the entire listening audience. The Service provided is very unique, personal and interactive. It is ideally suited to those in our community who feel isolated, the elderly the housebound and others who feel alone. The entire community has an opportunity to become involved if there are issues they wish to discuss, or community events they wish to bring to the notice of the listeners. The morning call show gives a platform to communities to bring their events to the notice of the public; it also discusses matters of local and national interests.</p> <p>The station broadcasts live from 8.a.m. to 12 midnight 7 days per week and our night service repeats the previous day's programmes. We broadcast news on the hour every hour. We buy in news from Newstalk. This news is broadcast at 8.00 a.m., and from 7.00 p.m. – Midnight. We produce our own local, national and international news from 9.00 a.m. to 6.00 p.m. except at the weekends and holiday periods such as Christmas where the News Talk news goes out every hour on the hour.</p> <p>We operate on a 60;40 music, talk.</p> <p>We have a weekly all Irish show of 30 Minutes duration, We have a weekly hour long farming programme, We cater for sports with our 3 dedicated sports programmes. We also broadcast a weekly hour long current affairs programme.</p>



2.7 Please identify the names and addresses of the Applicant's (where applicable):	
2.7.1 Consultants	Ronan O Connor, Radio Services. Caherconlish, Co. Limerick. (Transmission) Michael Farrell Radiomation. Church Street, Roscommon (Computers/ Trafficing etc..)
2.7.2 Auditors	Lloyd Bowmaker, Chartered Accountants Marion House Oliver Plunket Street, Bandon, Co. Cork
2.7.3 Solicitors	Kieran T Flynn and Company. St. Michael's Street, Tipperary Town.
2.7.4 Bank	Bank of Ireland, Main Street, Tipperary.

### 3. Community Ethos

The information provided in this section will assist in determining whether the application satisfies the statutory requirements of section 64 of the 2009 Act and is thereby eligible to be considered for the award of a community sound broadcasting contract. In this regard, applicants should provide as detailed information as is necessary to respond to each of the requests made hereunder. **Please note that this information will only be considered for the purposes of determining whether the application is eligible or qualifies to be considered for the award of a community sound broadcasting contract.** If the application is found to be eligible for the contract award, the information provided in this section will not form part of the assessment of the most suitable applicant pursuant to the statutory criteria under section 66 of the 2009 Act.

#### Applicant's Approach to Providing the Proposed Community Radio Service

3.1 Please define and provide a profile of the geographic community to be served:

The Community to be served is Tipperary and Cashel towns and their environs. Tipperary Mid West Community Radio will serve the general community within that area. The station has close links with people living both within the urban and rural communities, people living in isolated areas and people who are housebound or people with disabilities. For these people the local radio is a lifeline.

Unfortunately part of the community that Tipp Mid West Community radio serves has suffered greatly

during the recession and like many rural towns is seeing businesses literally struggling to survive and also sees business closing on a daily basis. Large parts of the centre of Tipperary Town in particular are closed with For Sale signs in the windows. On one street alone there is one 2<sup>nd</sup> hand shop the next 6 buildings are closed and marked For Sale. We try to hold our public representatives to account; with regular interviews we also give space on Tipperary Mid West Community Radio to traders to voice their frustration regarding such matters as parking fees and rates.

The younger generation are moving to the cities or are emigrating, leaving generally an aged Community. While our community has little or no industry we rely on farming and tourism for any prosperity there is in the region. Our current transmission arrangements are satisfactory.

**3.2 Please set out how community representation and accountability will be provided for the community to be served:**

Tipperary Mid West Community Radio has a Committee of Management of 18 people 12 Men and 6 women. We are in the process of co-opting 2 ladies on to the committee in order to ensure a gender balance. This is to be done at our next committee meeting. (2 ladies have had to resign due to the change in rules where staff cannot become committee members). All Shareholders are invited to attend the A.G.M. where they have a vote on the appointment of Members to the committee of Management.

The Committee has 4 representatives from the Cashel Area and the other members are well spread over our franchise area. The Volunteers representative, though not a member of the Committee of Management, attends meetings to report on any volunteer matters. Likewise the Programme Controller and Staff representative. The Committee of Management then appoint members to sub-committees

Accounts are presented to the General Body of Shareholders at the A.G.M. so all members are entitled to question the Accountant and the Manager on the state of the finances.

A finance subcommittee oversees all the finances of the co-operative, and Management Accounts are presented quarterly to the Committee of Management. The Society is run in accordance with our rules.

**Attachments**

Original Rules dated by the Society on 3<sup>rd</sup> March, 1988 and acknowledged by the Registrar of Friendly Societies on 21<sup>st</sup> April 1988

See Appendix 1 (3.2)

First Amendment to rules signed by the Registrar of Friendly Societies signed on the 20<sup>th</sup> February 1990

See Appendix 2 (3.2)

Second Amendment to rules signed by the Registrar of Friendly Societies signed on the 30<sup>th</sup> July, 2014

See Appendix 3 (3.2)

Third Amendment to rules signed by the Registrar of Friendly Societies on the 12<sup>th</sup> day of June 2017.

See appendix 4 (3.2)

Summary of Rules incorporating the changes. It should be noted this is not a legal document but was compiled by the staff of Tipp Mid West Community Radio, hopefully incorporating all the amendments.

See appendix 5

Recruitment Policy,

See Appendix 6

Financial Procedures were updated and presented to the Committee of Management on the 12<sup>th</sup> May 2017 and agreed unanimously. List of Sub-committees are also attached.

See Appendix 7

Tipperary Mid West Community Radio has obtained funding from the Department of Social Protection under the Community Services Programme (CSP) administered by POBAL

The Radio is closely connected to its listeners, where there are daily quizzes, phone in shows and open days at the studio. Ticket sellers liaise with ticket buyers resulting in further feedback.

**3.3 Please outline the station's approach to ensuring that it will:**

i) serve the interests of the community; and,

ii) provide a social benefit to the community.

Please include evidence to support your answer.

We provide a social benefit in the form religious services, Obituaries, Community Diary, Job Line, information slots including the Citizens Information Centre and the Lost and found section. The morning talk show provides an excellent opportunity for communities to inform the listeners of upcoming events. Our sports shows give all local results, discusses games that have been played and give opinions of forthcoming games. We have a weekly farm show which is of huge interest to our farming listeners, it talks about events happening or about to happen in the area, and it gives information of cattle and milk prices. The Excel a community arts and heritage centre in Tipperary Town has a weekly slot to inform people of what is happening there. We cover events such as the Cashel Arts Festival. The programmes are all live so we measure our success from the direct feedback we get from listeners.

The station also provides work experience for transition year students, students in college and people with intellectual disabilities.

**3.4 Please provide details on how the Applicant's financial proposals align with the requirement that the service will be not-for-profit:**

Tipperary Mid West Community Radio started broadcasting in April 1990 since that time any surplus recorded in any given year is left in the accounts to provide a reserve and also provide cash for the purchase of up to date equipment & refurbishment of buildings.

#### 4. Ownership and Control of the Applicant which will operate the service

The members of the Applicant, being members of a local community, must be representative of, and accountable to, the community concerned.<sup>1</sup> A community sound broadcasting service must be "owned and controlled by a not-for-profit organisation" whose structure provides for "membership

<sup>1</sup> Section 64(a) of the 2009 Act.

management and operation and programming primarily by members of the community at large".<sup>2</sup> The information provided in this section should clearly demonstrate how the ownership and control structure of the Applicant will comply with these requirements at all levels of the operation of the service.

Please note the Authority will normally require, prior to the signing of the contract with the successful applicant, that the commitments undertaken with respect to the ownership and control structure of the station are embodied in the constituting documents of the station (for example, the Rules of the Co-operative or the Memorandum and Articles of Association).

*Where the proposed membership for the radio service and the applicant group are two different entities, please note that the information requested hereunder refers to the entity to be established for the proposed radio service.*

For the purposes of this section, the following interpretations apply:

**"Control"** – is in a position proprietarily, financially or in terms of voting rights to determine or direct the policy of the company, with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

**"Substantial interests"** – has sufficient proprietary, financial or voting strength within a relevant company or companies to be able to influence directly or indirectly to an appreciable extent the strategic direction or policy (which shall include editorial policy) of the company (companies), with regard in particular to programme output, that is, sourcing, production, supply or delivery to the audience.

**"Communications Media"** – the provision of a broadcasting service, the provision of a broadcasting services platform or the publication of newspapers or periodicals consisting substantially of news and comment on current affairs.

#### 4.1 Organisation Structure and Governing Body

**4.1.1** Please describe the type of corporate structure established or proposed for the community sound broadcasting service (e.g. a company limited by guarantee with no share capital, a co-operative society or other not-for-profit organisation):

A Co-Operative Society

**4.1.2** Please state the type of Executive Organ proposed for the applicant (e.g. a Board of Directors or Committee of Management):

Committee of Management

<sup>2</sup> BCI Policy on Community Radio Broadcasting.

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**4.1.3 Please provide the following details in relation to the members of the Executive Organ:**

a) The number of members proposed:	18
b) The number of members who will be appointed in a representative capacity and provide details of such representation:	We follow the Co-op rules when appointing a Committee of Management. The General Body of Shareholders, who come from the entire area, appoints the Committee of Management.
c) The nomination, election and/or appointment procedures for members:	As per our co-op rules 1/3 of the existing Committee of Management must retire every year, but can seek re-election. New members must be proposed and seconded by a Shareholder and sign that he/she is willing to serve on the Committee. These nomination papers must be with the secretary at least 3 days before the AGM. Existing retiring members who wish to put their name forward do not have to be nominated.

**4.1.4 Please provide the following details in relation to each member of the Executive Organ:**

- a) name, home address, age and occupation;  
 b) background and experience (including but not limited to media/broadcasting, community and management experience);  
 c) other business, community and/or media interests held (please specify); and/or  
 d) involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e. position/role held) and period of involvement (commencement date and date of departure).

Name & personal information requested	Other information (b – d above)
Pat O'Brien, Carrigbeg, Doon, Co. Limerick Pat is 70 years of age	Pat is the Current Chairman of the Board of Management. He is involved in broadcasting at the station since 2009. He now produces and presents his own 2 hourly weekly show. In his private capacity he is now retired. Pat farmed for many years, he was for a time a shopkeeper and also worked in the Co-op movement, he was on the PLC Board of Golden Vale for approximately 17 years. He was the Chairperson of Doon Community Council; He is currently chairman of Doon Pastoral Council.
Mike Maher, Galtee View, Bansha, Co. Tipperary.	Mike has been involved with the radio since the beginning as a presenter and fund raiser He was a self

Mike is 69 years of age	employed haulage contractor. He is now employed part time as a bus driver. Mike is very involved in fundraising for TMWCR and also for South Tipperary Hospice Movement.
Denis Hartnett, Dundrum Road, Tipperary Denis is 62 years of age.	Denis is a presenter with the station for over 20 years. He was the Manager of Cahir Credit Union for many years. He is also involved in the historical society, and the writers club. He has recently retired from his job and is now in a position to devote more time to his hobbies which include reading and attending historical society meetings.
Jim Fitzgerald, Riundhill, Galbally, Co. Limerick. Jim is 70 years of age.	Jim is one of our PROs and has contributed to programmes since the beginning. Jim is self employed and runs his own farm and nurseries. He has been self employed all his life and has been on Boards of Co-operatives for a number of years. Jim has been involved with the radio since the beginning.
Mairead Horan, Drumwood, Donohill, Co. Tipperary. Mairead is 70 years of age.	Mairead is Secretary of the Co-op, she is a retired Primary schoolteacher. She has acted as secretary to the co-operative for a number of years. She presents a weekly two hour show for over 12 years. Mairead also stands in to do continuity announcing when needed to do so.
Larry Breen, No 3 New Houses, Donaskeigh, Larry is 68 years of age.	Larry worked with the Station for a number of years on a FÁS scheme. Prior to that he worked in Thurles Sugar Factory. He is now retired, helps with fundraising. Larry's passion has a passion for music and he presents a weekly music show.
Mary O'Brien, 6, Avondale Crescent, Tipperary. Mary is 70 years of age.	Mary is a presenter at the station for over 25 years; she also runs events for fundraising. Mary has been Secretary to a number of Voluntary Organisations including St. Anne's Secondary School Parents Association.
Tim Cooney, Glenconnor, Clonmel, Co. Tipperary. Tim is 75 years of age.	Tim retired from self employment some years ago. Tim always had an interest in radio and has been involved with Tipp Mid West Community Radio since the beginning. He presents a weekly music programme at the station.
Joe O Connell, Hollyford, Tipperary Joe is 55 years of age.	Joe has recently been appointed Vice Chairman he is self employed and is involved in a number of community activities, such as community alert. he is on the Board of South Tipperary Development CLG. Joe joined the Board on the 26 <sup>th</sup> June, 2014.



Dan Hogan, An Grianain, Stoklaun, Tipperary Aged 74	Dan is a retired farmer with a very special interest in the Environment, he contributes to the Morning Call programme on environmental matters, weekly. His principal interests are The Irish Language, World Music, and History. He is a member of Bird watch Ireland and An Taisce. He is a volunteer with the radio since 1999.
Joe Power, Ranacrohy, Greenane, Tipperary. Age 75	Joe is a retired farmer and has been involved with the radio since 1994. He is a valued ticket seller for the two draws that are held yearly to help raise funds for the station. Joe is a Life President of Arravale Rovers G.A.A. club, having served as Chairman and PRO for the club for a number of years.
Teresa Lowry, Ballysheehan, Cashel, Co. Tipperary. Age 65	Teresa is a retired shop assistant. She is a Volunteer with the Radio from the beginning, initially as a receptionist for her husband, John Lowry, she has presented a weekly music show for the last 22 years. Theresa is a member of Cashel Town School Boys Football Club and is Director of South Tipp School boys league. She is also interested in Hurling, Football, and Rugby
Colin Samworth Age 65	Colin has volunteered at the station for the last 10 years. He is retired from his employment and is involved in helping out with the Special Olympics for many ears. He assists in the selling of tickets. He organises the raffle at all our fund raising events.
Anne Devitt Shanballa, Cashel, Co. Tipperary. Age 68	Anne has been broadcasting since 1990. A valued volunteer with Tipp Mid West Community Radio. Anne does the morning talk show every other Friday. Anne is area President of the I.C.A., she is also a member of the Cashel Arts Festival, and a committee member f Halla na Feile.
Gobnait Long Farrankindry, Cashel, Co. Tipperary Age 60	Gobnait is a retired Bank Official, she has been presenting a weekly music show for the last 10 years. Gobnait is a member of Cashel Choral and Dramatic Society.
Michael Maguire, Lattin East, Tipperary Age 76	Michael is a past Chairman of the Committee of Management. He has been involved in Community work all his life, He played Football for his local club, He was elected to South Tipperary County Council. He is also former chairman of South Tipperary County Council . Michael is also a past Chairman of Tipperary County GAA Board.



Sean Murphy, Windmill, Cashel, Co. Tipperary. Age 49	Sean is self employed and is chairman of Halla na Feile
Eileen O'Brien, Deerpark Road, Cashel, Co. Tipperary. Age 79	Eileen is involved in radio since the beginning, she is also involved in drama.
	Two further members are due to be co-opted and details of these ladies will follow.

**4.1.5 Please indicate who will be appointed Chairperson:**

Pat O'Brien. Appointed at the first Committee of Management meeting after the A.G.M.

**4.1.6 Please set out the Applicant's proposals for involvement in and of, and ensuring accountability to, the community:**

The radio station is a Co-operative run under the rules of the Society. All Shareholders have a say in who is voted on to the Committee of Management. Committee of Management meetings are attended by the elected Committee Members. Committee meetings are also attended by The Volunteers Representative, The Staff Representative and The Programme Controller. These people attend in an ex officio capacity and do not have a vote, at the Committee of Management Meetings.

Since its inception, TMWCR has operated an open door policy where everybody is welcome. Our listeners have a right of reply to items aired in our shows, and if they have an opinion on something are offered time on air to give that opinion.

**4.2 Membership Structure**

**4.2.1 Please state the current number of members of the Applicant:**

Tipperary Mid West Radio has hundreds of shareholders

**4.2.2 Please identify and describe the categories of membership proposed and explain how the overall membership will be representative of the community to be served:**

There is only 1 category of Shareholders. These Shareholders come from the entire geographical area that we serve.

**4.2.3 Please set out, where applicable, the categories of shares and the prices of such shares or any other fees associated with membership:**

Shares are sold in lots of 15 at €1 each.

**4.2.4 Please detail the strategies to source and increase membership over the term of the contract proposed:**



Shares are always available to the public to purchase but from time to time we run a promo inviting people to become Shareholders.

**4.2.5** Please provide the names and home addresses of all the current members of the Applicant and identify the categories of membership to which such members belong:

Full list attached (See Appendix 8)

**4.2.6** Where a member of the Applicant is a corporate body, please provide the following details in respect of the directors and "significant" members of that body<sup>2</sup>:

- a) name, home address, age and occupation;
- b) background and experience (including but not limited to media/broadcasting, community and management experience);
- c) other business, community and/or media interests held (please specify); and/or
- d) involvement in any sound broadcasting service including the name of the service, the nature of the involvement (i.e. position/role held) and period of involvement (commencement date and date of departure)

Name & personal information requested

Other information (b – d above)

N/A

**4.2.7** Please state the rationale for the involvement of the corporate body in the Applicant, if relevant:

N/A

**4.2.8** Please outline any proposed procedures, in addition to those specified in the Applicant's Articles of Association, for ensuring that the Applicant (the Executive Organ and members) will be accountable to the community to be served:

TMWCR is accountable to the community by having an Annual General Meeting which gives an opportunity for people to meet and discuss the Community Radio. It submitted a Business Plan to POBAL in April 2016; this business plan resulted in TMWCR being successful in obtaining funding for a Manager and 3 F.T.E for the station for a further 3 years under the Community Services Programme. Being a co-operative any change in rules require a 2/3 majority.

#### 4.3 Management Structure

**4.3.1** Please describe, in the form of a chart/diagram and narrative, the existing or proposed management structure of the Applicant, clearly indicating the roles and status of management staff to

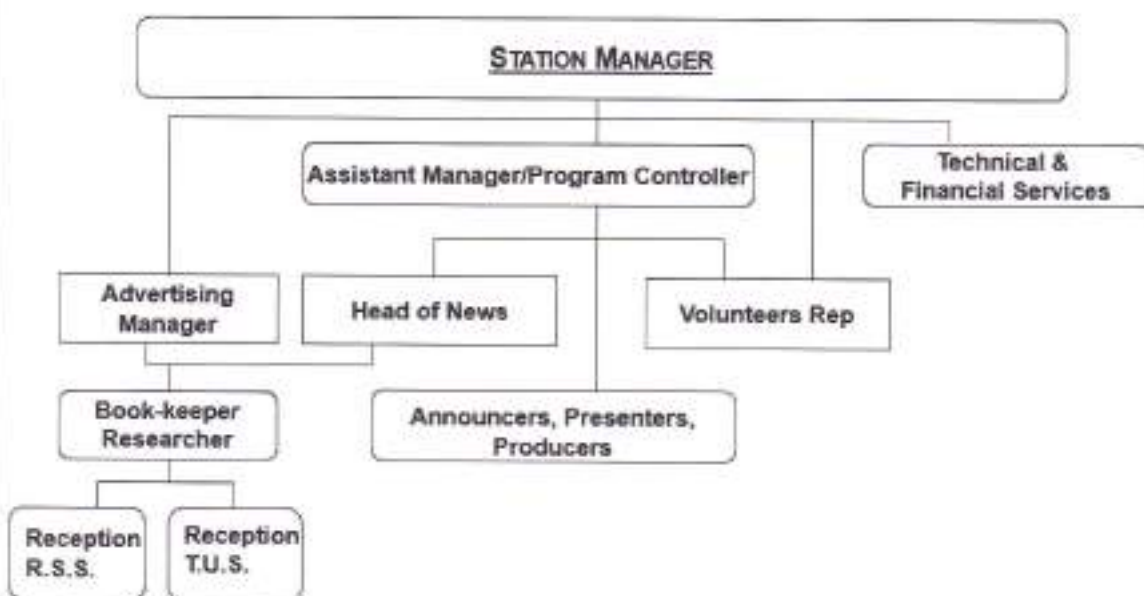
<sup>2</sup> A person will be deemed to be a "significant" member if s/he is the legal or beneficial owner of shares in the applicant to which are attached ten percent (10%) or more of the voting rights exercisable at a general meeting of the applicant.

be appointed (full-time, part-time and/or volunteers):

#### Technical Support Service

We contract 2 companies to take complete charge of our technical support and computer backup system. They are not employees but on contact to the Radio Station.

#### **Tipperary Mid West Radio Management Structure**



#### Station Manager/ Compliance Officer

Tipperary Mid West Radio employs a full time station manager, who has the overall responsibility of running the station on a day to day basis. She reports to the Committee of Management at each meeting. She is also responsible for managing finance and ensuring financial procedures are in accordance with the procedures as agreed by the Committee of Management. She also looks after human resources, and the technical resources of the radio. She ensures compliance with the B.A.I. contract. She supervises staff and ensures that all staff records are kept up to date.

#### Assistant Manager/Programme Controller

TMWCR employs a part time Assistant Manager/Programme Controller (24 hours per week). This person works with presenters (both staff and volunteers). She arranges the programme schedule in line with the Programme Policy of the station. She organises substitute presenters if required and organises cover for presenters who are not available. She also has overall responsibility for the trafficking of adverts and organises in house promos and jingles for the station. She has overall responsibility for training of new volunteers. This person also oversees our bi-annually fund raising draw event each year. This is our main fund raising event.

She also produces and presents the breakfast show 3 mornings per week.

#### Advertising Manager/ Presenter/Producer

This is a full time position 39 hours per week.

This person is responsible for selling advertising to keep the finances of the radio in order. He is also responsible for collecting money from Debtors; he is directly responsible to the Station Manager. For



this part of his employment. When advertising is secured an order is passed to the Assistant Manager to traffic this advert. The order is then passed to the Book-keeper to raise an invoice. He produces and presents the lunch time show and reports to the Programme Controller on that issue. He reports to the Manager regarding sales and payment of Invoices. The Book-keeper reports to him to ensure Invoices are kept up to date.

#### Head of News

This is a full time position 39 hours per week.

This worker is responsible for producing and presenting the Morning Call Programme, he receives assistance from other members of staff mainly his researcher. He also, with others, sources the local, national and international news and produces and presents the daily bulletins. He is answerable to the Programme Controller and to the Station Manager.

#### Receptionist/Book Keeper/Record Keeper

This is a part time position 19.5 hours per week.

This person is responsible for issuing Invoices and Statements on a monthly basis. She reports directly to the Advertising Manager in this matter. She also keeps a record of all guests on air and maintains this information in a diary in order to be able to count voices on air with is a requirement by POBAL under the community service programme. She also organises the overnight schedule, she does this in consultation with the Programme Controller. She assists the Head of News with the production of the Morning Call Show helping him to research the show and to organise guests etc., She oversees the receptionists who work under the TUS and Rural Social Scheme.

#### Producer/Presenter

This person is part time 19.5 hours per week he produces and presents the drive time show.

He organises all the information regarding traffic and travel, giving details of road works etc., in the area. He also provides information of particular artists e.g. deaths, birthdays, anniversaries etc. He presents most of the outside broadcasts for the station. He helps with the controls for volunteers who are not confident to use the desk.

#### Producer/Presenter/Researcher/Script Writer (1)

This person is part time he Co produces and Co presents a series of programmes "Out and About". This programme brings the radio to the people. He also does controls for presenters who are unable to do them themselves.

He is involved in doing programmes where Sound and Vision grants have been secured, conducting interviews and editing. He produces and presents a monthly Arts Show on a voluntary basis.

He has just completed a course in documentary making.

#### Producer/ Presenter

This person is part time he produces and presents the Breakfast show one morning per week.

He co produces a series of programmes "Out and About", as above. He also helps with making documentaries where funding has been secured including conducting interviews. He presents and produces Classical Jukebox a weekly hour long programme on a voluntary basis.



He has just completed a training course in documentary making.

Producer/Presenter & Volunteer Representative

This is a part time post where the person works 10 hours per week, she attends Committee of Management meetings to represent volunteers, but is not a member of the Committee of Management. She presents the Breakfast show 1 morning per week. Does continuity announcing obituaries, community diary, and job line etc., She produces and presents two afternoon shows on a voluntary basis.

Part time announcer

This is a part time position 8 – 9 hour per week. This person does announcements obituaries, community diary, racing results etc., and fills in if there is somebody out sick or on holidays. She is also Receptionist for the Saturday sports show.

Receptionist

This is a part time position 14 hours per week under the Rural Social Scheme; this person answers the phone and reports initially to the Receptionist/book-keeper/record keeper.

Receptionist

This is a part time position 19.5 hours per week under the TÚS Programme, this person answers the phone and ensure that the guests for the Morning Call Programme are available when needed. This person reports initially to the Receptionist/Book-keeper/ Record Keeper.

**4.3.2** If the management structure proposes the use of sub-committees, please detail the proposed membership of such sub-committees, the procedures for nomination and election and the rationale for their inclusion in the management structure:

Tipperary Mid West Radio has the following Sub-Committees;

- The Executive Sub Committee.

This Committee is made up of the Officers of the Committee of Management, Meets and Report to the full Committee as the need arises. The Full Committee of Management can from time to time delegate certain functions and decision making to the Executive.

- Finance Sub Committee

This Committee meets at least twice a year to oversee the financial position of the Radio.

- Programming Sub Committee

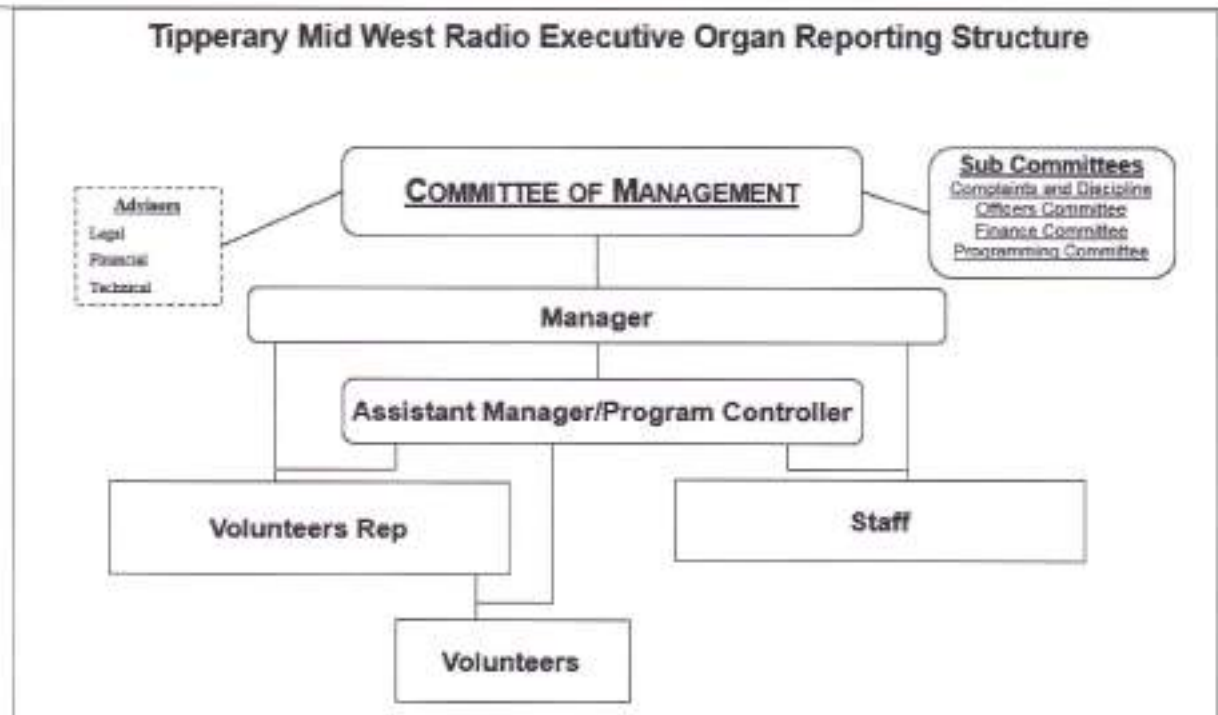
This committee meet at least 4 times per year to review Programme Schedule and review the overall quality of production.

- Complaints and Discipline Committee

This committee only meets if a complaint arises.

All committees must report back to the Committee of Management.

4.3.3 Please detail the proposed reporting structure between the management team, including any sub-committees, and the Executive Organ of the Applicant:



4.3.4 Please provide in relation to each of the following individuals, or their equivalents, their full name, home address, age, qualifications and experience to date, in particular that which relates to community and/or broadcasting:

a) Station Manager;

Name; Anne Power

Address; Greenane, Tipperary.

AGE 64 years of age.

Anne Power joined the station, as Manager in March, 2004.

IITN Trained Trainer,

Diploma in Human Resource Management from Limerick Senior College

Certificate in Supervisory Management (FÁS Supervisor)

Experienced;

Worked with Accountants from 1972 until 1995, during her time with the Accountants, she trained clients to keep proper books and records. Did regular bank reconciliation statements, and was also the wages clerk for the organisation. She then became a FÁS Supervisor and worked on a schools project until it closed in 2003. She worked for the Sisters of Mercy where she managed their financial affairs just prior to becoming Manager of Tipp Mid West.

Since starting work with Tipp Mid West Radio she has a working knowledge of all aspects of community radio, including Financial, Production, Sound and Vision from developing an idea to bringing it to final stage for delivery, fundraising and sales and marketing. She is Secretary of the MooreHaven Centre, a Centre for people with intellectual disabilities for the last 18 years, and has in deep knowledge of the working relationship between Committee of Management and day to day



Management.

b) Compliance Officer;  
As above.

**4.3.5 Please specify the Applicant's policy in respect of:**

- a) management remuneration and benefits;
- b) employment contracts;
- c) industrial relations; and
- d) management training and development...

a) Management remuneration and benefits

There is no payment for Members of the Committee of Management.

The Manager is paid a full time Salary, but does not receive T & S this is done at her own expense.

The Manager has a right to join a Trade Union.

The Committee has just completed a Course given by Sheila Cahill on the responsibilities of Committee members.

b) Employment Contract

Please see Contracts of Employment attached.

Upon commencement of employment each employee is given a job description and a copy of their contract of employment.

Appendix 9

c) Industrial Relations

Staff report to the Manager unless it is in relation to a programme in which case they report firstly to the Programme Controller. The Manager reports to the Committee of Management. Conflicts are dealt with in line with Staff Hand Book which is attached for your attention. Appendix 10

No members of staff have joined a Trade Union but have been informed by the Manager that this is their right.

d) Management Training and Development.

All Directors staff and volunteers are encouraged to attend training provided by CRAOL, POBAL and other relevant bodies. Initial training is provided in house to new volunteers when they join the station. The Members of the Committee have completed training by Sheila Cahill whereby members were informed about their duties and responsibilities.

The Committee is currently looking at the Governance Code developed by the Wheel with the intention of signing up to this code in the near future.

**4.3.6 Please provide details of any employment support, grant or training schemes and detail any arrangements entered into, and commitments provided or received, under such schemes.**

Community Service Programme (POBAL)

TUS

Rural Social Scheme.

#### 4.4 Character of the Applicant

Please answer the following questions "yes" or "no", on behalf of the Applicant, to include, if the Applicant is a body corporate, its directors, manager, secretary or other similar officer and "significant" members.

*An Applicant for a Community Sound Broadcasting Service should note a response to each question should be set out for **each individual member** of its Board of Directors, Committee of Management or equivalent governing body, as well as its secretary, or other similar officer, and "significant" members. If the answer is "yes" to any of the following questions, please provide full details:*

(i) Has the Applicant ever been convicted of an offence involving fraud or dishonesty?

(ii) Has the Applicant ever been restricted or disqualified as a Company Director, or convicted of any offence under the Companies Acts 1963-2006 (as amended) in this jurisdiction or under equivalent legislation in any other jurisdiction?

(iii) Has the Applicant ever been adjudicated a bankrupt, become insolvent or entered into a voluntary arrangement with creditors, or had a receiver appointed to any of its assets, in this or any other jurisdiction?

(iv) Has the Applicant ever been a director of a company to which a receiver was appointed, which went into compulsory liquidation, creditors' voluntary liquidation, examinership or which made any arrangement with its creditors or class of creditors?

(v) Has the Applicant ever been convicted of an offence under any legislation by which Broadcasting and/or Wireless Telegraphy is regulated in this or any other jurisdiction?

(vi) Has the Applicant ever had a licence or contract issued by a broadcasting licensing body or any other statutory body suspended or revoked in this or any other jurisdiction?

(vii) Is the Applicant aware of any reason why it may not be a fit and proper person to be awarded a contract?

Anne Power Station Manager

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Pat O'Brien, Chairman

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Mairead Horan Secretary

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Denis Hartnett Treasurer

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Joe O Connell Vice Chairman

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Jim Fitzgerald PRO

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Mike Maher Committee Member

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Michael Maguire Committee Member

i) NO, ii) NO, iii) NO, iv) NO, v) NO, vi) NO, vii) NO

Gobnait Long Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Anne Devitt PRO

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Colin Samworth Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Theresa Lowry Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Joe Power Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Dan Hogan Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Tim Cooney Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Mary O'Brien Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Larry Breen Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Sean Murphy Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO  
Eileen O'Brien Committee Member

i) NO, ii)NO, iii)NO, iv) NO, v) NO, vi) NO, vii) NO

Details:

## 5. Programming

### 5.1 Programming Strategy

5.1.1 Please detail the ongoing strategies which the Applicant proposes to implement in relation to:

- programme research;
- programme production;
- quality control;
- ensuring compliance with the statutory requirements and the community sound broadcasting contractual obligations for programme content; and,
- ensuring the service will operate in accordance with the ethos or value system that underpins community activity.

### Programme Research

The vast majority of volunteers with TMWCR have years of experience in broadcasting. They all have



undertaken training and all have great pride in their work. The station is in contact with our listeners on a daily basis, our ticket sellers interact twice yearly with a huge number of people all of whom are encouraged to give an opinion on programmes, e.g two years ago a listener suggested that we might have a pharmacist on talking about various medication, we researched the possibility of providing this service and we now have a slot from a qualified pharmacist once a month. Feedback suggests that this is very successful. Several other ideas came from listeners which we have taken on board. Members of our programme committee are always on the lookout for new ideas that could be explored. The Programming subcommittee monitors programme policy and keeps a close eye on quality of programming.

Our staff and volunteers produce and present music programmes. They are allowed the freedom to use their own style of presentation thereby adding diversity of presentation skills. Volunteers are supported by staff where necessary. For talk shows the head of news with the assistance of a staff member produces and presents the morning talk show. His guests are sourced from a wide variety of areas including local organisations, press releases, word of mouth, current events in the area etc., The station over the years of broadcasting has built up a huge wealth of information and contacts. There are opportunities for new programming ideas, staff and volunteers are encouraged to look at new programmes and put forward any ideas to the Chairman of the Programming Committee.

#### Programme Production:

Programmes produced by the station are of a high quality, designed to inform and entertain our listeners.

There are a number of specialised programmes across the schedule as follows;

The daily talk show 'Morning Call'. This show is produced and presented by a staff member 4 days per week with the assistance of a researcher (also a staff member) and a receptionist. One day per week the show is produced and presented by a volunteer the show is prepared with the assistance of a researcher and a receptionist.

Being from the premier county sports plays a very big part in the lives of our listeners, from G.A.A. to horse racing. Our sports team are made up of volunteers who present all three weekly sports shows. Saturday morning there is a 1.5 hour show; this production is done entirely by the volunteers. The show also has a staff receptionist. Over the years we have built up a list of contributors who have a wealth of information in relation to various sports covered on the show. The station also presents 1 hour long programme on Monday evening, this is produced by a volunteer with the assistance of a staff member. It also has the support of a receptionist. (This show will be reduced to 30 minutes after the football All Ireland). The third show is made up of G.A.A. Fixtures and results. This show is broadcast from March – September each year it is produced and presented by a volunteer with the assistance of a staff member.

Regarding religious programmes, we broadcast Mass weekly from our local church in St. Michael's Tipperary Town. We also broadcast the Holycross Novena once a year. We have a weekly show prepared and presented by the local Dean of the Church of Ireland with the assistance of a staff member. The Christian Fellowship presents and produces a monthly show, Members of the Fellowship prepare the show with the assistance of a staff member. Cursai is a weekly Irish programme produced and presented by a volunteer with the assistance of one staff member. Red Cross Corner is produced and presented by a member of the Irish Red Cross (Also a volunteer at the station). This show is produced by a volunteer with the assistance of a staff member. Talent Talk is aired once a month; this is produced and presented by a staff member with the assistance of a



receptionist. It deals with the arts, upcoming events, drama etc., We have two shows presenting Irish traditional music, the presenter of one of these shows presents in a bi-lingual manner. The volunteers and staff involved in documentary making have gained invaluable experience from this work and from recent training. We are always striving to improve the quality of our documentary. As most of our programmes are live training is essential as there are no second chances with live programmes. We broadcast a number of outside broadcasts during the course of the year. These are produced by staff members, presented by staff members or volunteers; our technician is on site to assist with these broadcasts.

#### **Quality Control**

Maintaining quality programmes and ensuring the service will operate in accordance with the ethos or value system that underpins community activity will largely be the responsibility of the Manager, The Programme Committee and in turn the Committee of Management. The emphasis on quality means that volunteers and staff are very happy to be associated with the station.

#### **COMPLIANCE**

Our vision for the station is to continue to serve the evolving and changing needs of our listeners. Ensuring compliance with the statutory requirements and the community sound broadcasting contractual obligations for programme content is the responsibility of the Manager, the Programme Committee, and in turn the Committee of Management. Staff and Volunteers are very familiar with the issue of compliance and this is brought up at all staff and volunteers meetings.

**5.1.2** Please set out the criteria upon which, in the view of the Applicant, the success of the programming is to be assessed:

There are three main criteria that we assess the success of our programmes;

1. Word of mouth, we get numerous phone calls from our listeners thanking us for various shows.
2. Letters and cards, we receive numerous cards and letters thanking us for providing such an invaluable service.
3. Engagement of our listeners on a daily basis.

**5.1.3** Please outline the applicant's proposed approach to the issue of community and audience evaluation, including the methodologies to be relied upon and the frequency with which such evaluations will be conducted. Please indicate the budget to be allocated to this activity.

It has been a number of years since the radio did any survey in relation to listenership. We intend to conduct a listener's survey in the near future; this survey will be either done by phone or door to door. We have completed some in house surveys when people phone or call to our open days but we intend to do a more scientific study in the near future.  
We will set aside a budget of €1,500 for this purpose.

## 5.2 Programme Policy Statement

*The Programme Policy Statement sets out the commitments that the Applicant is willing to make to the BAI in respect of key aspects of the programme service. It will serve as a yardstick against which the successful applicant's future performance is measured and assessed and as such will form part, subject to further negotiations between the BAI and the successful applicant, of the contract between the BAI and the successful applicant.*

### 5.2.1 Broadcasting Philosophy and Community Ethos

**5.2.1.1** Please detail in the form of a statement the Applicant's overall broadcasting philosophy and vision for the radio service and how the quality, range and type of programming will serve the community:

Tipperary Mid West Community Radio Broadcasting Philosophy

A community radio station by definition is not for profit, it is to serve the community. TMWCR adheres to the principles of participation, access and community ownership and control. TMWCR adheres to the principles outlined in the AMARC Charter for Community Radio.

Our philosophy is further developed in the aims and objectives of TMWCR

- To combat isolation and loneliness which is a feature of life especially in rural isolated areas.
- To provide quality Programmes for our overall listenership in such areas as music, sport, current affairs, news, religious and farming programmes .
- To provide outside broadcasts in various areas thereby bringing the radio into more rural areas.
- To provide training for our staff and volunteers to improve the quality of programmes.
- To provide a forum for information and debates on issues effecting various groups and organisations in general.
- To inform people of the area of services and products available locally.
- To promote local talent and also promote people who are starting in business
- To work with schools in the area to let the listeners know the number of activities the schools are taking part in.

Programme policy Statement

Tipperary Mid West Community Radio will provide a locally produced mix of music and speech. We will commit to a 40% speech content. We cater for the varied interests and tastes of the people we serve, such as farmers, the elderly, the isolated and people with disabilities.

### 5.2.1.2 Please define and provide a profile of the community to be served:

Tipperary Mid West Community Radio serves an area in Mid West Tipperary taking in the towns of Cashel and Tipperary Town and surrounding areas. The area is divided regarding wealth. Our Franchise area contains some of the richest pastures in the country. At the same time Tipperary Town in particular is one of the black spots for unemployment shops are closing daily and there is huge unemployment in the town. Despite this disadvantage Tipperary Town enjoys a vibrant

community development. We have the Excel Centre of Arts and Heritage, the Sean Treacy Swimming Pool, the Cannon Hayes Sports Complex and one of the biggest employers in the town is also in community ownership, the MooreHaven Centre a Centre for people with intellectual disabilities. This situation is replicated all over our franchise area with facilities run by community organisations. Our franchise area is very rich in sporting activities from hurling to gaelic football, soccer, rugby, athletics, tennis and other less know sports. There is also a number of active retirement groups in our area. Tipperary Mid West Community Radio is successfully contributing to the vibrancy of many of these organisations by highlighting their work and events.

**5.2.1.3 Please set out how the proposed service will be promoted and developed among the community to be served in line with the BCI Policy on Community Radio Broadcasting:**

Tipperary Mid West Community broadcasts 365 days per year 24 hour per day to the people in Mid West Tipperary area. It broadcasts live from 8.00 a.m. to 12 midnight each day and repeats the previous day's programmes overnight. The programme content is inclusive, and the volunteers come from all over the area with different age, background and live experiences. We produce a news bulletin daily which is done by volunteers and staff, in consultation with the head of news, this bulletin goes out every hour on the hour from 9 a.m. to 6 p.m. News at all other times 8.00 a.m. 7.00 p.m. to 12 midnight is purchased from Newstalk and also goes out on the hour. T.M.W.C.R. has a large number of shareholders all of whom are very interested in the service we provide.

We provide work experience for transition year students, placement for students in 3<sup>rd</sup> level and people with disabilities; we also provide placement for TUS and Rural Social Scheme. We engage with listeners on a daily basis and encourage them to give feedback; We also hold an open day once a year where visitors can come and meet with the presenters.

The radio provides employment in an unemployment hotspot area to 3 full time staff and 7 part time staff.

**5.2.1.4 Please describe the means by which community access and active participation will be facilitated and encouraged in the programming of the service:**

T.M.W.C.R. operates an open door policy on the basis of community ownership and control. This policy is welcoming and transparent. Access is open and the community is urged at all times to become involved. The station is fortunate to have built up contacts with a large network of local groups. These groups are very good at accessing the station and providing spokespeople on issues as they arise. In our "out and about" series we bring the radio to the people, this we feel encourages involvement from the community. Sporting organisations contribute greatly to our sports show. Also local farmers and various farming organisation contribute to our farm programme. Culture and Arts Groups contribute to the monthly "talent talk" show.

**5.2.1.5 Please describe the current and anticipated level of community participation in programming:**

Lists of community groups (Appendix 11)

T.M.W.C.R. has 76 volunteers coming from all over our franchise area. There is no in house presentation style but professional standards are demanded in all programmes. Our listeners actively participate daily in responding to quizzes, issues being discussed, and submitting requests in large numbers either by phone, email or text. Local communities get involved by participating in interviews, and bring events to the notice of the public via our Community Diary. The emphasis is on



hearing local voices which can be readily recognised as a member of the local community.  
All local sports clubs participate in our sports programmes.

**5.2.1.6 Please indicate how the service will add to the diversity of programming within the franchise area:**

Tipperary Mid West Community Radio makes a valuable contribution to the empowerment of this community through its range of programmes. The nearest commercial radio is based in Clonmel Co. Tipperary Tipp FM. We set out examples of diversity of programmes and items that Tipp Mid West provides its listeners which makes its service special and relevant to the community it serves;

- Provision of daily national, international and breaking local news
- Community reports from the regions
- Provision of a free obituaries service
- Mart reports and the general state of farming
- Weekly Mass
- Yearly Novena
- Annual Open day where visitors are invited to come and meet with presenters and enjoy a cup of tea and in a few instances to say hello on air.
- Production of documentaries.
- Short story readings held from time to time
- Live streaming on the internet to allow people living out of the area listen to local radio.
- Provide a free job line for people seeking employment and for employers who have a job on offer
- Community lotto results
- Free community diary telling people what is on in the community.
- Outside Broadcasts
- Reporting of sports events

**5.2.1.7 Please indicate how it will be ensured that the service provides a unique and innovative service for communication between individuals and groups and promotes and protects cultural diversity within the community to be served:**

TMWCR is constantly exploring ways to use the radio service to as broad a range of listeners as possible. Coming as we do from where Muintir na Tire was founded, we are one of the oldest community radios in the country and are very conscious of the importance of inclusion. As stated earlier we operate an open door policy. Groups and individuals are invited to attend at all times.

**5.2.2 Broadcast Day: Please indicate the following:**

<b>5.2.2.1</b> total number of broadcasting hours per day:	24
<b>5.2.2.2</b> the hours of live programming (start and end) per day:	18 8.00 a.m – 12 midnight
<b>5.2.2.3</b> the hours of repeat programming (start and end) each day:	8 12 midnight to 8 a.m.
<b>5.2.2.4</b> the hours of pre-recorded programming (start and end) each day:	Approximately 30 minutes per week. And occasional documentaries

<b>5.2.2.5</b> the percentage of broadcasting hours for the 07.00 – 19.00 period dedicated to:	
1. music programming	60%
2. speech-based content	22
3. news and current affairs	10
4. advertising <sup>4</sup>	8%
a) for the 07:00 -19.00 period	
b) total broadcast day	100%
<b>5.2.2.6</b> the percentage of broadcasting hours for the total broadcast day dedicated to:	
1. music programming	60%
2. speech based content	22%
3. news and current affairs	10%
4. advertising <sup>5</sup>	8%
a) for the 07:00 -19.00 period	
b) total broadcast day	100%

**5.2.3 News:** Please set out the approach envisaged for news programming and in particular:  
a) the types of news to be broadcast (local, community etc.) and their relevance to the community;  
b) the sourcing of the various types of news;  
c) the number and duration of news bulletins and programmes (weekday and weekend).

News is broadcast every hour on the hour, containing matters of local national and international interest. This news is prepared in house from 9.00 a.m. to 6.00 p.m. Monday to Friday. It is prepared by staff and volunteers and overseen by the head of news. All other news is bought in from Newstalk

<sup>4</sup> A maximum of 6 minutes advertising/ sponsorship per hour will apply (BCI Policy on Community Radio Broadcasting).

<sup>5</sup> A maximum of 6 minutes advertising/ sponsorship per hour will apply (BCI Policy on Community Radio Broadcasting).

where they broadcast every hour on the hour from 7.00 p.m. to 12 midnight and 8.00 a.m. They also broadcast every hour during the weekend and bank holidays. As we operate in an area where we serve a large percentage of older people, news, local, national and international is hugely important. We broadcast a special local news at 1 p.m. daily.

**5.2.4 Current Affairs:** Please set out the approach envisaged for current affairs programming and in particular:

- a) the format, duration and frequency of the such programmes (weekdays and weekends); and
- b) the relevance of these programmes to the community and how the same will contribute to the diversity of current affairs and/or programming available in the specified area.

Tipperary Mid West Community Radio slogan is "broadcasting from the heart of your community". Current affairs is very much at the heart of the community we serve. The station will cover current affairs every morning from 10.15 to 12 noon and every Wednesday night from 8.00 to 9.00 p.m. The Morning Call show takes the format of a magazine programme where issues of national and local interest are discussed with invited guests. The Programme deals with a wide range of topics from health issues, politics, events that are happening locally, to lighter topics such as forthcoming events in the Excel Arts and Heritage Centre. We also do a regular slot on wild life and conservation. The local Citizens Information Centre provides an information slot every other week. The Wednesday night show is more political. This programme challenges local representatives on their stance on various local issues.

**5.2.5 Statutory News & Current Affairs Requirement:**

Please demonstrate with reference to 5.2.3 News and 5.2.4 Current Affairs above how the Applicant will comply with the statutory news and current affairs requirement (2 hours of broadcasting time between 07.00 – 19.00 and 20% across the total broadcast day).

We broadcast news on the hour every hour this news is between 4.5 – 6 minutes duration we also broadcast a daily magazine programme from 10.15 to 12 noon, this fulfils the current affairs requirement of 2 hours between 7.00 – 19.00

**5.2.6 Sports:** Please set out the approach envisaged for sports programming and in particular:

- a) the types of sports to be covered and their relevance to the community; and
- b) how the sports programming will add to the diversity of sports programming already available in the specified area.

Tipperary Mid West Community Radio gives a very comprehensive sporting coverage to its listeners. All sports are covered including hurling, football, soccer, rugby and athletics on our Saturday Morning show. This includes signposts of events to come and analysis of events that have happened. Results and analysis of all local sports are also featured on this show which is aired every Saturday morning from 10.30 to 12 noon. Sunday night there is a reports and analysis show from 6.30 to 7.30 p.m. This show will also include interviews. There is a further show on Monday night covering all sporting events both past and upcoming. Tuesday night there is a special G.A.A show which gives all the results and the fixtures for the coming weeks. Up to date results are carried on Solid Gold



between 2 and 5.00 p.m. every Sunday. A full summary of results are also given every Monday morning on the Breakfast show.

**5.2.7 Speech:** Please set out the approach to general or specialist speech-based programming that does not have news, current affairs or sport as its focus (arts, entertainment, culture, historic, education, minority interests etc). In particular, please detail:

- a) the format (documentary, magazine etc.), language, duration, content and frequency (weekly, monthly etc.) of such programmes; and
- b) the relevance of these programmes to the community and how the same will add to the diversity of speech and/or programming available in the specified area.

Finding Tipperary is a weekly snippet of history lasting for about 5 minutes relating to some local event that happened in the past they are presented by Historian Dr.Denis Marnane. We have broadcast several Documentaries of a historical nature. A Vet answers questions on a weekly basis for approximately 25 minutes. A gardener does a monthly slot of 30 minutes. A dentist and a pharmacist also do a monthly slot of 30 minutes each. We get huge interaction from our listeners for these services.

We give time to such organisations as tidy towns, the circle of friends (Cancer Support), the ICA and Citizens Information Centre a full list is attached.(Appendix 11)

**5.2.8 Irish Culture:** Please indicate the amount and type of programming to be broadcast relating to Irish.

One of our traditional music programmes is presented in a bi-lingual manner, we also have a 30 minute slot weekly Cursai which is presented completely in Irish.

**5.2.9 General and Specialist/Niche Music:** Please set out the proposed policy in respect of the music programming, in particular:

- a) the range and type of music proposed across the broadcast day with reference, where applicable, to genres, charts, origins and/or eras, providing the percentage to be represented by each type;
- b) the relevance of the music policy to the community and how the music programming will add to the diversity of music and/or programming available in the specified area:

TMWCR is committed to playing a wide range of music. We pledge to play at least 40% of Irish Music. Irish Music is taken to be music or song written, produced and or performed by Irish Artists. The station also plays music from 50's, 60s, 70s, 80s, 90s right up to date. Also American Country, Irish country, Classical, and songs from the Musicals. Our station is a platform for new artists to get some airtime. We are always happy to feature new artists, particularly local, on our playlist. We have been told by artists that only for community radio they would never be heard of. We have three specific Trad Shows, two shows specific to musical, and classical in nature.

**5.2.10 Irish Music:** Please define the Irish music that will be aired and, as a percentage of total music



output, the approximate amount of Irish music that will be played across the total broadcast day:

As stated above we commit to at least 40% of music played in any given day will be Irish.

**5.2.11 Promotion of Irish Talent:** Please detail how the proposed service will create new opportunities for Irish talent having regard to music, drama and entertainment through programming, production or sponsorships etc.:

We are always on the lookout for new talent and are delighted to feature new artists in our playlist

**5.2.12 Purchase and Sale of broadcast material:** Please detail the proposed policy in relation to the purchase and sale of broadcast material, both from other broadcast organisations and independent producers:

TMWCR neither buys or sells broadcast material.

**5.2.13 Other programming proposals:** If relevant, please describe any other programming proposals which are proposed to be carried on the service:

We are looking at a number of options but have no plans, at present to change our present programme schedule.

### 5.3 Programme Schedule

Please provide a typical weekly programme schedule setting out the proposed hours of broadcasting and details of programme content with explanatory notes as to how the programmes meet with the various commitments as outlined in the Programme Policy Statement and generally, the diversity of programming in the specified area:

Appendix 12

## 6. Studios and Transmission

### 6.1 Studios

**6.1.1** Please provide a detailed scaled drawing of the studio area together with an overall plan of the studio and office complex that is proposed:

#### Tipperary Studio

A floor plan of the radio suite and associated offices is attached. This shows dimensions for all rooms. The drawing is scalable at A4 (Appendix 13)

The radio suite is contained within a larger office building. A floor plan of the entire building is attached. This shows the location of the radio suite within the building.

#### Proposed Cashel Studio

A floor plan of the radio suite is attached. This shows dimensions for all rooms.

The radio suite is within its own building. This is attached to the adjacent parish offices & nursing home. Drawing is scalable at A4 (Appendix 14)

**6.1.2** Please provide the proposed location (including the name and address) and total floor area available. In cases where it is proposed to locate on a number of floors or in separate buildings, please specify the floor area of each section:

The address of the Tipperary studio is

Tipperary Mid West Community Radio, Community Services Centre, St. Michael's Street, Tipperary Town E34 K156

The total floor area of the studio is 136 sq. m.

The address of the proposed Cashel Studio is

Tipperary Mid-West Community Radio, Friar Street, Cashel, Co. Tipperary

The total floor area of the studio is 52 sq.m.

**6.1.3** Please provide a detailed description of the proposed building including details of its construction, age of building, permitted classes of use, level of access to people with disabilities and why in the Applicant's view it is suitable for use as a radio studio and/or office location.

#### Tipperary Studio

The property is a detached U-plan two story former school which dates from 1842. External walls are of solid stone masonry, the ground floor is concrete and there is a timber first floor structure. The pitched slated roof was replaced in the 1970's when a flat roof was created; this roof covering was replaced in 2012. Windows are double glazed timber sash and case.

Use as a school ceased in the 1970's when the building became the Community Services Centre. As well as housing the community radio station, the building provides other community based support services such as "meals on wheels" a community restaurant and a citizens information centre.

The building appears on the National Inventory of Architectural Heritage (record no 22108037) and on the records protected structures (ref No. 37)

Use as a radio studio falls within the use classes permitted for the building. See attached copy letter from Tipperary Town Council dated 2<sup>nd</sup> October 2012 Appendix 13.

An access ramp is available to the ground floor accommodation. A lift gives access from the ground floor to the first floor accommodation where the radio studio is situated. Full access is therefore available for people with disabilities.

The building in which the radio studio is situated is located centrally in the town and within the Community Services Centre. The centre is long established and is a recognised hub for community

based activities particularly those which support the more vulnerable members of our community. The location is therefore ideal for use as a radio studio and encourages a mutually supportive relationship between the radio function and other functions within the building.

#### Proposed Cashel Studio

The building is of single storey mass concrete construction which is estimated to have been constructed in the 1950s/1960s. All windows and doors are on the south west elevation which faces a private enclosed yard / parking area. The windows and doors will be altered to suit the new internal arrangements but overall sizes/ scale of openings will remain the same. There is a concrete decked flat roof and concrete floor.

The building is jointly owned by the Tipperary County Council and the Parish of Cashel & Rosegreen. Both parties are supportive of use as a community radio studio. Until recently the building was used as a stores area. Currently it is disused.

Planning permission was recently granted for change of use from storage & welfare to use as a community radio station.

A disability access certificate has been granted for the proposed alterations. This ensures compliance with Technical Guidance Document M (Access and Use) of the Building Regulations.

The building is located centrally in the centre of Cashel. It is adjacent to the Parish Centre which is a recognised hub for community based activities which support the more vulnerable members of the community. The location is therefore ideal for use as a radio studio and encourages a mutually supportive relationship between the radio function and the adjacent Parish Centre

**6.1.4** Please provide a detailed drawing that includes the dimensions of the proposed studios, technical facilities, news, office and administration areas. In particular, details of the manner by which it is proposed to construct the studios, together with the acoustic treatments are required.

*Please note that the studio layout, equipment and studio worktop heights should be so designed to facilitate full access and use by all without the need for temporary structures. The drawing should include an overlay of all studio and office furniture and include the dimensions of all door openings, corridor widths and circulation and movements areas around studio and office furniture. The drawings should clearly demonstrate compliance and understanding of building regulations, in particular Part M and the NDA Buildings for Everyone Guidelines. In particular, studios must be designed and built to meet the studio circulation requirements set out in Annex 1.*

#### Tipperary Studio

The dimensions of each room in the studio and ancillary office areas are shown on the drawing provided under item 6.1.1

The manner in which the studio areas are constructed is shown on the attached drawing. The text next to the floor plan gives detail of the acoustic treatments to the internal acoustic partitions and the

internal lining to existing external walls in these areas.

The layout of furniture in the studio areas is as shown on the drawing provided under item 6.1.1. All doors to studio areas, corridors and to offices 3 and 4 have a clear opening width of 800mm. Corridor widths are shown on the drawing provided under item 6.1.1

The studio as constructed complies with Technical Guidance Documents Part M (Access and Use) of the Building Regulations.

The circles shown dotted on the drawing provided under item 6.1.1 have a dimensions of 1.5m.

#### Proposed Cashel Studio

The dimensions of each room in the studio and ancillary office areas are shown on the drawing provided under item 6.1.1

The manner in which the studio areas are to be constructed are described on the attached drawing shown sections through the on-air studio and the reception area.

The layout of furniture in the studio areas is as shown on the drawing provided under item 6.1.1. All doors to studio areas, corridors and to offices 3 and 4 will have a clear opening width of minimum 800mm.

There are no corridors in the building but dimensions of circulation within the reception area are shown on the drawing provided under item 6.1.1

The studio as designed complies with Technical Guidance Documents Part M (Access and Use) of the Building Regulations.

The circles shown dotted on the drawing provided under item 6.1.1 have a dimensions of 1.5m.

**6.1.5** Please provide outlines of the proposed heating, ventilation and standby power plant and where such equipment is to be located:

In studio areas (news room, on-air, discussion room, production room and editing suite) heating and ventilation is provided by single split air conditioning units.

#### Tipperary Studio

In offices 3 & 4 heating is by electric fan convactor heaters. If offices 1 & 2 and the reception area heating is via radiators fed from the heating system covering the remainder of the building. Ventilation in all office areas is natural via opening windows.

#### Proposed Cashel Studio

In on-air room heating and ventilation is to be provided by a single split air conditioning unit.

In the reception area is to be provided by programmable gel filled electric heaters. Ventilation will be natural via opening windows. Mechanical extract ventilation will be provided in the WC.

**6.1.6** Please provide details of the security mechanisms proposed to guard against unauthorised access to the on-air studios:

The studios are covered by a code lock system to the studio area. This ensures only broadcast personal are allowed access to the broadcast Studios. The building is covered by a burglar alarm system meeting all current standards. This alarm is monitored and the relevant people are notified when the alarm has been activated.

**6.1.7** Please provide a itemised list, including costs, for the purchase and installation of studio and broadcast related technical equipment:

The Radio Station is currently on air and has all technical equipment to ensure the broadcast goes to air, however we have received planning permission for to renovate a premises in Cashel.

**6.1.8** Please provide a list of the itemised costs for building refurbishment, studio construction, office fixtures, fittings and IT:

We have applied to South Tipperary Development Company for a grant to do this work our expression of interest was accepted in the sum of €129,500. 75% of this amount is available through grants.

Complete refurbishment of building €80,000,

Broadcast Equipment €20,000 to include desk office fixtures fittings and IT

Acoustic Treatment €2,500,

Studio desk with 19" pods €1,200,

Moving Mast €8,800

IP Radio Link to Mast €11,000,

Labour installation and commissioning €6,000.

**6.1.9** In cases where an applicant proposes to use existing studios, office or computer equipment or buildings, please specify the age of the equipment / facilities proposed, the life expectancy of the equipment and the plan to replace and refurbish such equipment / facilities during the lifetime of any new contract, in addition to all the information requested above:

The Station has 2 transmitters purchased in 2008 and 2010 both well cared for and have never given any trouble it is the considered view of our technician that that there is many years in both these transmitters. We renew our computers on a regular basis. We have reserves should an emergency arise.

Our logger was updated in 2014 also our clock and software was upgraded at the same time.

**6.1.10** Please set out how community access will be promoted and facilitated in the various aspects of the service, for example, the location of, and accessibility to, studios<sup>6</sup>:

As stated at 6.1.3. The building in which the radio studio in Tipperary is situated is located centrally in the town and within the Community Services Centre. The centre is long established and is a recognised hub for community based activities particularly those which support the more vulnerable

<sup>6</sup> The community's involvement in ownership and control and programming should be addressed in those sections of the application.



members of our community. The location is therefore ideal for use as a radio studio and encourages a mutually supportive relationship between the radio function and other functions within the building. Likewise the proposed Cashel Studio is centrally located and is adjacent to the parish Centre.

*Note: No guarantee is given that studio premises currently in use by a sound broadcasting contractor will be approved for use under any new contract. In proposing premises, applicants must strictly adhere to the requirements set out in this section.*

*Applicants should submit the details as requested under this section for studio information for any proposed additional opt-out studios.*

## 6.2 Transmission

**6.2.1** Please set out the rationale for the proposed transmission plan that includes (i) a general description of the proposed coverage area, (ii) the mechanisms by which overspill coverage is minimised into areas outside of the proposed franchise area, and (iii) identifies any areas that may receive marginal or unsatisfactory reception.

*The BAI currently permits the use of two transmission sites for the service and envisages the use of 104.8MHz as the main transmitter with an ERP of up to 5kW per polarisation, and the possibility of a fill in transmitter for the Cashel urban area on 106.7MHz, with an ERP of 40W per polarisation. Transmission proposals may be based on the use of an alternative transmission sites. However, applicants should note that alternative transmission locations may require co-ordination with neighbouring countries and/or additional restrictions to protect existing or planned radio services.*

*The proposed franchise area is South West Tipperary, specifically the towns of Tipperary and Cashel and their environs.*

*Applicants should therefore ensure that their transmission proposals are confined to this franchise area. The BAI will assess the technical characteristics provided and will specify the transmitter power and antenna pattern of the agreed transmission site to ensure that coverage is limited to the area of South West Tipperary.*

The transmission plan to use the site listed below are chosen to cover the area of southwest Tipperary to the best of its ability. The site in Cloghleigh is a good site with Planning permission and electricity and other services needed to carry out a transmission site. To ensure as little as possible over spill the antenna system has been designed by Kathrine Antenna Systems to ensure that only the franchise area get coverage. This is also true for the small fill in site in Cashel

**6.2.2** Please provide a table of the main technical characteristics of the proposed main transmitter station in the following format:-

Site Name	Site Coordinates	Site Height ASL	Antenna Height AGL	ERP per pol	Antenna Restrictions Proposed
Dangand argan	203300 136800	132	30	37	6dB from 90 to 160 Degrees.
Ballyknock Hill Cashel	208915 142347	185	15	16	7dB from 0 to 70 Degrees and tapering back to 0dB from 108 to 240

The site coordinates must be provided in either:

- Metric format, i.e. Eastings and Northings. These can be easily determined from a 1:50000 scale map.
- Latitude/Longitude format. These must be provided in Degrees, Minutes and Seconds, e.g. 52° 14' 56" North, 7° 45' 34" West.

**6.2.3** Please outline the status of negotiations or provide written confirmation from the owner and/or operator of the transmission facility that is proposed.

Both transmission sites are fully operational at present and are operated by Tipperary Mid West Community Radio.

**6.2.4** Please provide the following additional information:

- (a) The details and type of antenna system that is required to meet the radiation pattern proposed for the transmitter station.
- (b) Details of the band pass filter / combiner system and directional coupler proposed to ensure compliance with the licence terms.
- (c) Details of the audio feed from the studio to the transmitter.
- (d) Confirm if an emergency backup generator or other standby power supply will be provided for use by the applicant at the transmission facility.
- (e) A letter of consent from the transmission site owner / operator.
- (f) In cases where the applicant group proposes to locate on or in close proximity to an existing mast, information regarding the owner and principal users of said mast is required.
- (g) Please indicate if a planning application has been made and/or approved for the transmission facility.

Please see attached the antenna system designed by Kathrine for Dangandargan. The antenna for Cashel is a single dipole.

Both sites are fitted with Directional couplers and a tipple cavity filter.

The Audio is freed from a Wireless STL to The Dangandargan Site and Cashel is feed Off Air from the Dangandargan site.

A generator is available in the Dangandargan Site. Currently there is no power backup in the Cashel site.

Please find enclosed a letter from the site owner.

There are no masts nearby on either sites.

Full Planning is on both sites.

**6.2.5** Please provide a computer predicted coverage plot of the coverage that can be achieved using the proposed transmission characteristics, superimposed on a suitable map, in the application in an A4 or A3 format and as a high resolution image file in an electronic format on an accompanying CD or memory stick.

The level of coverage should be clearly demonstrated by using a suitable colour palette that is based on an incremental step of between 3 and 6dB $\mu$ V/m. The prediction model, clutter attenuation, resolution of the terrain database, height of the receive antenna above ground and the consequential minimum signal level required for stereo reception in urban and rural areas must be provided.

See attached Appendix 16

**6.2.6** Please provide a description and diagram of the link network that includes an indication of the level of protection or back-up systems that will be deployed. The total capital cost and associated annual charges should be provided.

See attached diagram of the link network Appendix 17 All equipment already in place.

**6.2.7** Please provide itemised capital costs for the proposed transmission equipment including VHF transmitters, receivers, RDS encoders, band pass filters, directional couplers, feeder cable and antenna system, modulation limiter, radio links, building, heating, ventilation, standby power plant, antenna support structure and installation of all of the above. In cases where an existing transmission company is providing facilities, the capital and annual cost and details of the level of equipment and service is required. In cases where an applicant proposes to use existing transmission equipment, the age of the equipment proposed to be used, the life expectancy of the equipment and a plan, that includes costs, to replace and refurbish such equipment during the lifetime of any new contract must be provided.

S.T.L Studio Transmitter Link to be completed in the next 6 months at an approximate cost of €10,000

**6.2.8** Please provide details of the technical expertise available to the applicant group.

Radio Services, Caherconlish, Co. Limerick.

**Note:**

*The BAI is not bound to accept any aspect of a transmission proposal and it is open to the BAI and ComReg to require alterations to any part of the transmission plan as part of contract negotiations with any successful applicant.*

*Care should be taken in selecting transmitter locations, particularly in urban areas, to avoid de-sensitising domestic receivers in the immediate area. Transmitters should therefore be located on elevated positions away from residential areas.*

*All VHF-FM transmitter installations must conform to the technical conditions set out in ComReg Technical document 12/04a which is available on ComReg's website, [www.comreg.ie](http://www.comreg.ie)*

## 7. Market Analysis, Financial and Business Plan

### 7.1 Overall Financial Strategy

Please detail the proposed financial strategy over the first three- to five- year period. The strategy must detail how the Applicant proposes to meet all pre-operational and subsequent funding requirements:

T.M.W.C.R. has a considerable amount of reserves which were built up during the boom period. We have been in receipt of a grant from POBAL since 2010. This grant was renewed for a further three years from 1<sup>st</sup> January, 2017 on foot of a successful business plan submitted in early 2016. The total of this grant is €89,099 annually. It is a grant towards a Manager and three F.T.E staff at the radio. Our annual accounts show a small profit (before depreciation) each year. We have submitted an expression of interest to South Tipperary Development Company for a grant towards the building of our proposed Cashel Premises. Our Expression of Interest was accepted.

### 7.2 Investment Proposal

Please provide details of the total funding requirements, and how these will be met, completing Tables A and B

Table A – Funding 3 year period		€
Share Capital / Members' Subscriptions		€0
Medium / Long-term Borrowing		€0
Leasing / HP Facilities (capital value)		€0
Grants		€368,925
Fundraising		€150,000
Bank Overdraft		€0
Advertising Sales		€306,000
Investment Income		€3,000
Other (please specify)		€--
Total		€827,925
Table B – Expenditure for 3 year period		€
Capital Expenditures (including capital value of leases)		€183,500
Other Pre-operational Expenditure		€0
Working Capital (at on-air date)		€228,217
Total		€411,717

### 7.3 Sources of Funding and Expenditure.

7.3.1 Please detail the strategies for generating revenue from the various sources of funding outlined in Table A:

- **Advertising**

We have a very good track record in selling advertising. We employ a Sales Manager for this purpose; he is on a flat salary with a percentage of all sales upon receipt of payment. The task of selling advertising has become much more difficult with the increase in multinational outlet and the closure of a lot of small businesses.

- **Draws**

We hold two draws per year and also have at least one fundraising concert.

- **Sound and Vision**

We have had some success in Sound and Vision, but due to our lack of expertise in this field we have had to engage a consultant to do the work. However a number of our staff has completed a course and we now have the in house expertise to deliver Sound and Vision projects, but we still require a lot of assistance in writing up applications.

- **POBAL**

We receive an annual employment grant from POBAL in the sum of €89, 099.

7.3.2 In respect of proposed or existing borrowings:

- a) The amount, type and duration of the facility;
- b) The drawdown schedule;
- c) Any security or guarantee required in support of the facility;
- d) Principal covenants / Condition precedent;
- e) Warranties / undertakings in the event of default;
- f) The timeframe for putting the facilities in place.

- a) N/A
- b) N/A
- c) N/A
- d) N/A
- e) N/A
- f) N/A

7.3.3 Please specify the amount of funding which will be put in place prior to contract, prior to launch and after the launch of the service:

Currently there is €228,217 available in bank accounts to continue funding operations. Over the 3 year period projected income from advertising, grants and fund raising will be €827,925



**7.3.4** Please outline the proportion of capital expenditure provision that has been allocated to transmission, studio buildings, studio equipment, office fit out and other costs:

Studio Buildings	46.9%
Studio Equipment	21.6%
Transmission	20.6%
Other Costs	10.9%

#### 7.4 Financial Projections

*The information for subsections 7.4.1, 7.4.2 and 7.4.3 should be provided in an annex to the application and be clearly marked.*

**Please provide in such a financial annex:**

**7.4.1** detailed projected income and expenditure accounts for the first three years clearly identifying the various sources of revenue (e.g. advertising, sponsorship, fundraising, grants etc.)<sup>7</sup> and expenditure by the area of operation or activity (staffing, programming etc.)<sup>8</sup>;

**7.4.2** projected balance sheets for the first three years;

**7.4.3** projected monthly cash-flow statements showing gross inflows and outflows for the first three years.

See attached Appendix 18

**7.4.4** Please provide a full listing of the underlying assumptions on which the financial projections are based, relating such assumptions clearly to other sections of the application:

See attached Appendix 18

**7.4.5** Please provide the measures that will be taken if the financial projections are not achieved (e.g. to address a deficit or increased borrowings over the term of the contract):

Reduction in staff and additional fundraising.

#### 7.5 Staffing matters

**7.5.1** Please set out the proposed staffing structure in diagrammatic form, clearly indicating the number and categories of staff employed for the operation of the proposed service and the basis of their employment (e.g. full-time, part-time and whether paid or on an unpaid / volunteer basis:

\*Manager (FT)

Assistant Manager/ Programme Controller (PT)

Sales Manager/Presenter (FT)

\*Head of News (FT)

<sup>7</sup> Applicants should note that no more than 50% of income may be secured from commercial activity (BCI Policy on Community Radio Broadcasting).

<sup>8</sup> Expenditure projections must include the BAI levy.

Volunteer Co-ordinator/ Presenter (PT)

\*Presenter/Producer/ Controls operator (P/T)

\*Researcher/Script writer, Producer/Presenter/ Controls Operator (P.T)

\*Receptionist/Bookkeeper/ Record keeper (P.T)

\*Producer/Presenter (P.T)

Continuity/ Receptionist (PT)

\*Indicates the positions grant aided by POBAL



**7.5.2** Please set out the Applicant's proposals for involvement in and of, and ensuring accountability to, the community:

The radio is owned by the Shareholders, who hold the committee of management to account.

## 7.6 Paid Staff

**7.6.1** Please provide details of the proposed salary level for each full-time and part-time post identified under 7.5.1 above:

Annex attached;

**7.6.2** Please provide details of the Applicant's proposals in relation to the sourcing and recruitment of paid staff:

Tipperary Mid West Community Radio is an equal opportunities employer and at present has sufficient staff. Should the need arise to recruit new staff members it will be done in accordance with

our Recruitment Policy (See Appendix 6)

**7.6.3** Please provide details of the Applicant's industrial relations policy, including its policy on recognising trade union membership:

Tipperary Mid West Community Radio has two people under TUS and R.S.S Programme that are managed directly by other organisations, and the radio adheres to both these organisations rules and regulations. TMWCR also employs a number of people directly whose positions are grant aided by POBAL under the Community Services Programme (CSP). Again TMWCR adheres to all regulations set down by POBAL. TMWCR is an equal opportunities employer and recognises the constitutional rights of all its employees to join a trade union.

**7.6.4** Please provide details of the Applicant's proposed policies in relation to staff remuneration and benefits, including pension and insurance schemes etc.:

There has been no change in pay since the recession hit, the Finance Committee is keeping this matter of Salaries under review, but at present see little room for improvements in the short term.

**7.6.5** Please provide details of the Applicant's proposals for staff training and development, including the proposed annual budget:

Tipperary Mid West Community Radio provides all staff with initial training; this training includes presentation skills, desk operation, recording and editing skills. Staff will then progress to training in making advertisements and assisting with outside broadcasts.

TMWCR participates in training organised by CRAOL, members of our staff are qualified to deliver QQI in Level 3 and Level 4.

Three members of our staff have just completed a course on documentary making given by Grey Heron Media.

**7.6.6** Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes:

We have 2 people; 1 each from TUS and the Rural Social Scheme. We provide work experience for transition year students and people with disabilities and placements for 3rd level students.

**7.6.7** Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of paid staff in the ownership, control and/or management of the applicant (e.g. membership of the Executive Organ, Subcommittees etc.):

Up until May of 2017 there was two staff members on the Committee of Management, POBAL insisted on a rule change which prohibits staff members being part of the Committee of Management. Since then at the Committee of Management's first meeting it was agreed that a Staff Rep would attend Committee of Management Meetings together with the Volunteers Representative and the Programme Controller, these would attend in an ex-officio capacity. Our subcommittee for the coming year have not yet been selected but it is envisaged that a staff member will sit on at least some of these committees.

## 7.7 Volunteers

**7.7.1** Please provide details of the number of volunteers required to operate the service proposed:

80 volunteers (Appendix 19)

**7.7.2** Please provide details of the Applicant's strategies for sourcing and recruiting volunteers over the term of the contract:

Volunteers are recruited mainly by word of mouth, introduced by an existing member introduced by staff members. At present there are sufficient volunteers and we see no challenges in recruiting or maintaining volunteers for the radio.

**7.7.3** Please provide details of the Applicant's proposals for involving volunteers in all areas of operation of the service (e.g. programme planning, production, presentation, fundraising etc.):

We have volunteers on all sub-committees, including the programming committee. Our committee of management is made up mainly of volunteers. We intend to keep up this tradition of involvement of volunteers in our station. A large part of fundraising is done by volunteers.

**7.7.4** Please provide details of the Applicant's proposals or policies, if any, for the involvement or representation of volunteers in the ownership, control or management of the applicant (e.g. membership of the Executive Organ, Subcommittees etc.):

Our Management Committee is made up mainly of volunteers, the Volunteers coordinator, a part time staff member was a member of the Committee of Management but has had to resign when the new rules were introduced. She now attends the Committee of Managements meetings, in an ex officio capacity to represent volunteers.

**7.7.5** Please provide details of the Applicant's proposals for the training, support and development of volunteers, including the proposed annual budget:

We have received a grant under the (CBSS) to create a new volunteers charter. Volunteers are also offered training provided by CRAOL. All new volunteers receive initial in house training. There is no specific budget set aside for the purpose of training but should appropriate training become available money will be provided by the station.

**7.7.6** Please provide details of any other employment support or training schemes and information on any arrangements entered into or commitments provided or received under such schemes:

See 7.6.6.

## 8. Proposed Commencement of Broadcasting

### 8.1 Readiness date

Please indicate the commencement date envisaged for the service:

Already broadcasting.



### 8.2 Critical Path Analysis

Please identify all actions and decisions and their timescale that the applicant must carry out from the time of the award of the community sound broadcasting contract to the on-air date:

N/A

## Annex 1: Studios

### Studio Circulation Requirements

Figure 2 shows the important dimensions for accessibility purposes in a typical studio. The minimum and recommended values of A, B & C are as follows.

The minimum values of A & B are 750mm.

A & B should be at least 1.2m.

If either A or B are less than 1.2m then a 1.5m turning circle is required at the presenter's position behind the desk.

The minimum value of C is 1.2m.

Ideally there should be a 1.5m turning circle in front of the desk.

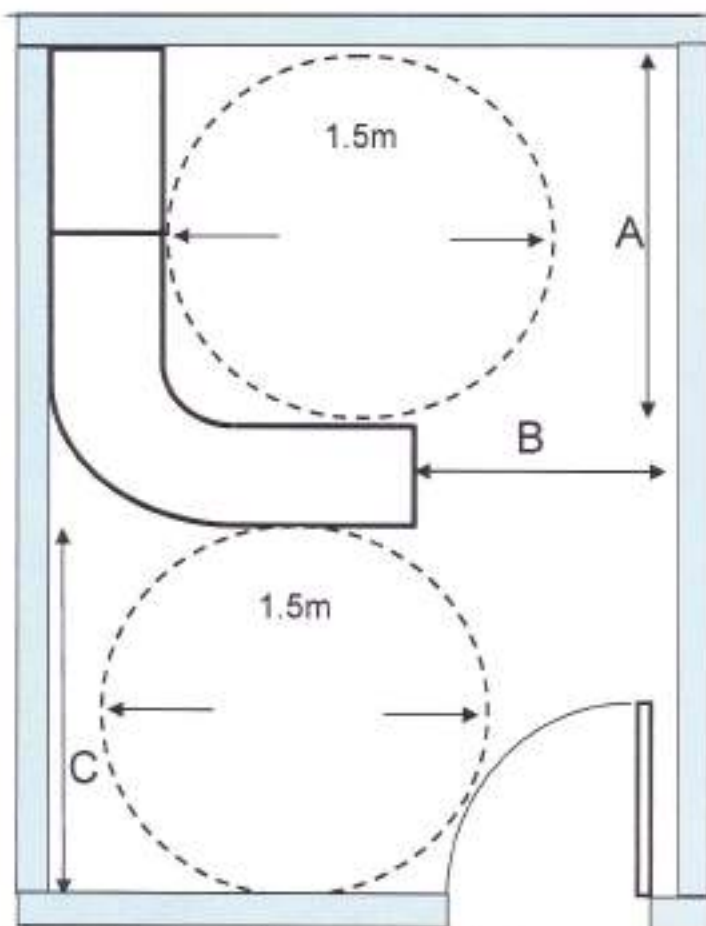


Figure 2: Studio circulation requirements



St. Michael's Street, Tipperary Town

• Tel: 062 52555

• Fax: 062 52671

• Email: [tippmidwest@eircom.net](mailto:tippmidwest@eircom.net)

• Website: [www.tippmidwestradio.com](http://www.tippmidwestradio.com)

TO WHOM IT MAY CONCERN;

I hereby certify that the information contained in this application and in the additional documentation accompanying this application is true and correct to the best of my knowledge and belief.

Signed Pat O'Brien

Pat O'Brien

Chairman of the Committee of Management

27<sup>th</sup> July, 2017



Supported by the Department of Social Protection  
under the Community Services Programme



government supporting communities

The Community Services Programme  
is a Pobal managed programme

\* This project is supported by the Department of Social Protection and Pobal through the Community Services Programme. **Company Registration No 4460 V.A.T. Registration No 651855 IE**  
"Broadcasting from the heart of your community"



St. Michael's Street, Tipperary Town

• Tel: 062 52555

• Fax: 062 52671

• Email: [tippmidwest@eircom.net](mailto:tippmidwest@eircom.net)

• Website: [www.tippmidwestradio.com](http://www.tippmidwestradio.com)

# APPENDICES

## FOR APPLICATION FORM FOR COMMUNITY SOUND BROADCASTING SERVICE FOR SOUTH WEST TIPPERARY – TIPPERARY AND CASHEL TOWNS AND THEIR ENVIRONS.



Supported by the Department of Social Protection  
under the Community Services Programme



The Community Services Programme  
is a Pobal managed programme

\* This project is supported by the Department of Social Protection and Pobal through the Community Services Programme. **Company Registration No 4460 V.A.T. Registration No 651855 IE**  
"Broadcasting from the heart of your community"

# Appendix 1

## Original rules of the Society

### 3.2

NOTE: These Rules are copyright and the property of the Irish Co-operative Organisation Society Limited. They may not be used or amended by any Society, when adopted, without the consent in writing of the Irish Co-operative Organisation Society Limited.

# Tippin Community Radio Co-operative Society Limited

## RULES OF Rules for Societies registered under the Industrial & Provident Societies Acts 1893 - 1978

### 1 GENERAL QUALIFICATION & INTERPRETATION

In construing these Rules, the following words and expressions shall have, respectively, the meanings herein stated, provided that such meaning does not conflict with the subject matter of the Rule or the context:

- (a) Words importing the singular or plural number include the plural and singular numbers;
- (b) Words importing the masculine gender shall include the feminine gender;
- (c) "Member" shall mean an individual or a Society or other Body Corporate duly admitted to membership of the Society and holding the requisite number of shares;
- (d) "The Society" shall mean the Society to which these Rules refer;
- (e) The "Special Members" shall mean the signatories to the original application for registration of the Society;
- (f) "The Committee" shall mean the Committee of Management of the Society for the time being;
- (g) "The Acts" shall mean the Industrial and Provident Societies Acts, 1893 to 1978;
- (h) "A Society" shall mean a Society registered under the Acts;
- (i) The expression "he", "him", "they", and "person", shall include a society or other corporate body;
- (j) "Registrar" shall mean the Registrar of Friendly Societies for Ireland;
- (k) "Special Resolution" shall mean a Resolution passed in accordance with Section 51 of the Act of 1893;
- (l) "ICOS" shall mean Irish Co-operative Organisation Society Ltd.

### 2 The name of the Society shall be:

TIPPIN Community Radio Co-operative Society ~~IS~~ LIMITED

### 3 The registered office of the Society shall be at:

ST. MICHAEL STREET, TIPPIN

The registered office may be changed by the Committee. Any such change shall be notified to the Registrar within fourteen days.

### 4 The objects of the Society shall be:

- (a) To provide a local Community Radio Service, in accordance with law.
- (b) To provide or arrange for the provision of any service or services which may be for the benefit of the members and others including the arranging of suitable training courses.
- (c) To lease, sub-lease, purchase, hold, sell, rent, mortgage, manage and develop and otherwise deal with land of any tenure and to make all necessary provision for the erection, repair, alteration or removal of all buildings, walls, fences and so forth.
- (d) Generally to engage in any business or transaction which may seem to the Society directly or indirectly conducive to the interests or convenience of its members or in pursuance thereof, and to do all things which may be necessary or expedient from time to time for accomplishing the aforesaid objects or any of them.

### 5 MEMBERSHIP:

The Society shall consist of such persons and of such other Societies registered under the Acts and of such Companies registered under the Companies Acts as the Special Members and subsequently the Committee may admit to membership. Applicants for membership shall subscribe for such one or more shares in the Society as the Committee may from time to time prescribe. Every Society and Company admitted to membership may be represented by one delegate at the General Meeting of this Society.

No member other than a Society registered under the Acts shall hold an interest exceeding £6,000 in the Shares of the Society or such other maximum amount as may be fixed by statute from time to time.

## **6 EXPULSION:**

A member may be expelled if found guilty of conduct detrimental to the Society, provided:

- (a) That he shall have received, in writing, one month previously complete particulars of the charge alleged against him and
- (b) That two-thirds of the members present and voting at a Special General Meeting vote for his expulsion.

The full amount paid or credited upon the shares held by an expelled member, less such sums as may be due by him to the Society, shall be paid to him on expulsion and an entry of the cancellation of his shares shall be made thereupon in the Share Register.

An expelled member shall only be re-admitted by the vote of two-thirds of the members present and voting at a General Meeting and on a motion of which fourteen days' notice has been given.

## **7 CESSATION OF MEMBERSHIP:**

A person shall cease to be a member of the Society if:

- (a) He/She dies;
- (b) He/She transfers all his/her shares to another person;
- (c) He/She is expelled under Rule 6 of these Rules.

A member shall not otherwise be entitled to withdraw from the Society.

## **8 SHARES:**

- (a) The Share Capital of the Society shall consist of shares to the nominal value of £10- each, issued to persons upon admission to membership of the Society. Each member shall hold at least one share, and no member may hold more than the maximum permitted by law. The liability of members shall be limited to their shares.

Application for admission to membership of the Society should be made to the Committee on Form A given in the Appendix to these Rules or as near thereto as the case allows. Each application shall be considered by the Committee at their next ensuing meeting and notice of admission or otherwise shall be sent to the applicant as soon as possible. When an application for membership is rejected the Committee shall not be required to assign any reason for such rejection.

- (b) Shares shall be transferable but not withdrawable. A member may, with the approval of the Committee, transfer his/her shares to any other person.

An application to transfer shares shall be made on Form B given in the Appendix to these Rules or as near thereto as the case allows. On receipt of such application, the Committee shall decide on the request and, on agreement, the Secretary shall note the transfer in the Share Register. However, the Committee shall not be bound to assign any reason for refusing to sanction any transfer of shares.

- (c) A Share Register Book shall be kept by the Secretary in which shall be recorded all details regarding the allocation, ownership and transfer of shares.

## **9 INVESTMENT:**

The Committee may invest any portion of the Society's capital as follows:

- (a) In any security in which Trustees are for the time being authorised by law to invest;
- (b) In the shares of, or on the security of any other Society or Company provided such Society or Company shall be one with limited liability;
- (c) In the shares of, and loans to (secured on property) any other Society or Company which is a member of this Society provided such Society or Company shall be one with limited liability.

## **10 BORROWING:**

The Society shall, subject to the provisions of Section 6 of the Industrial and Provident Societies (Amendment) Act 1978, have power to borrow money for the purpose of the Society in whatsoever manner it may determine including the issue of loan stock, to such an extent, on such conditions, against such security, for such periods and at such rates of interest as shall be authorised by the General Meeting from time to time.

The Society may secure the repayment of any such loan and any interest thereon by a mortgage or charge on all or any of the physical assets of the Society or by the issue of Bonds, Agreements or Promissory Notes.

## **11 COMMITTEE:**

- (a) The business and affairs of the Society shall be conducted by the Committee of Management, who shall have the control of all business carried on by or on account of the Society.
- (b) The Committee shall comprise such number as is decided by the General Meeting from time to time.
- (c) The Committee members shall be elected at the Annual General Meeting or at a Special General Meeting called for that purpose. One-third of the Committee shall retire each year but retiring Committee Members shall be eligible for re-election without nomination. Nominations for the Committee other than retiring members shall be in writing and signed by two members and shall contain a statement by the member nominated of his or her willingness to be elected. Such nominations shall be submitted to the Secretary at least three days before the meeting.

Only members of the Society shall be eligible to be Committee Members. No person shall be entitled to act as a member of the Committee who is a bankrupt or whose bankruptcy still subsists or who has been convicted on indictment of any offence involving fraud or dishonesty.

Any casual vacancy occurring in the Committee may be filled by co-option, but any person co-opted shall retain his office only until the next Annual General Meeting of the Society, when he shall retire, but shall be eligible for re-election.

- (d) Any Committee Member or all of them may be removed from office by a two-thirds majority vote passed at a Special General Meeting called for the purpose.
- (e) There shall be at least four Ordinary Committee meetings each year. Special Meetings may be held at any time on giving at least three clear days notice in writing to each member. A Special Committee Meeting shall transact no business other than that appearing on the Agenda paper which shall accompany the notice convening the meeting. No business shall be conducted at any Committee Meeting unless one-third of its membership is present.
- (f) The Members of the Committee, or any of them, shall receive such remuneration (if any) for their services as may be agreed upon at any General Meeting.
- (g) The Committee shall appoint and have the power to remove a Chairman who shall also be the Chairman of the Society and shall preside at all meetings of the Society. They may also appoint a Vice-Chairman. The Chairman and Vice-Chairman shall hold office for one year but shall be eligible for re-election.
- (h) The Committee shall appoint and have the power to remove a Secretary who shall be Secretary of the Society, and shall have such functions and powers and remuneration as the Committee shall from time to time direct.
- (i) The Committee may appoint and remove a General Manager and other employees who shall have such functions, powers and remuneration as they shall from time to time direct.
- (j) The removal from office of the General Manager or of any elected officer of the Society shall be done only at a Special Committee Meeting of which notice shall have been duly given and at which two-thirds of those present and voting, vote for such removal.
- (k) The Committee may exercise any powers that may be exercised by the Society other than those that must be exercised by a General Meeting.
- (l) Until the first Committee shall have been appointed according to these rules, the Special Members shall constitute the Committee of the Society and have all the powers of such Committee.

## 12 GENERAL MEETING:

- (a) General Meetings of the Society shall be Ordinary or Special.
- (b) An Ordinary General Meeting of the Society, to be called the Annual General Meeting, shall be held at least once in each calendar year. Notice of every Ordinary Meeting shall be given at least fourteen days before the day fixed for the meeting and shall state the time and place at which it shall be held.
- (c) A Special General Meeting may be convened by the Committee at any time, on their own authority or upon a requisition addressed to the Committee, Chairman, or Secretary signed by at least half the number of Members of the Society for the time being.  
Notice, stating the time, place and purpose of every Special General Meeting shall be given or sent to each member not less than eight clear days before the date of such meeting.  
No business shall be transacted at a Special General Meeting save that for the purpose of which the meeting is convened and of which full particulars shall be given in the notice convening every such meeting.
- (d) Notice of a General Meeting shall be deemed to have been duly given, if left at or posted to the registered address or place of residence of members in due time before such meeting.
- (e) The quorum for General Meetings of the Society shall be a quarter of the members or such lower figure as may be determined from time to time by a General Meeting provided notice of such change shall have been given to the members in advance of this meeting.
- (f) An Annual General Meeting shall be held within six months of the end of each calendar year.  
The following business shall be transacted at every Annual General Meeting:
  - (i) The adoption of the Minutes of the previous Annual General Meeting and of any Special General Meeting held since then.
  - (ii) The adoption of the Statement of Accounts and Balance Sheet as prepared by the Society's Auditor.
  - (iii) The appointment of an Auditor for the current year. The Auditor shall not hold any other office in connection with the Society.
  - (iv) The selection of the Committee in accordance with the provision of Rule 11.
  - (v) The authorisation of borrowing powers for the Society.
  - (vi) Any other business relevant to the General Meeting of the Society.
- (g) Any General Meeting may be adjourned from time to time for any period not exceeding twenty-eight clear days. No business shall be transacted at an adjourned meeting except what relates to the original agenda of such meeting. If a Special General Meeting is adjourned, not less than four clear days' notice shall be given to the members of the date fixed for the adjourned meeting.

## 13 VOTING:

Each member present and entitled to vote at any meeting of the Society shall have only one vote, except the Chairman who shall have a casting vote whenever the votes are equal. All questions shall be decided in the first instance by a show of hands unless five members present demand a ballot in which case a ballot shall be taken. No proxy voting shall be admissible.

## 14 APPLICATION OF PROFITS:

Any surplus or profits arising in the Society shall be applied in any or all of the following ways:

- (a) To creating and maintaining a general reserve for the continuation and development of the Society;
- (b) To paying a bonus to members taking into account their level of trading with the Society during the previous financial year;
- (c) To paying a dividend on shareholdings up to an amount not exceeding that decided by the members in General Meeting from time to time on the recommendation of the Committee of Management;

- (d) To provide funding for social or charitable purposes or for relevant services among the members and the community generally.

The Society may, out of its reserves issue a bonus to members in the form of fully paid shares in the Society in proportion to a genuine increase in the value of the assets of the Society during previous financial years as may be recommended by the Committee and approved by a General Meeting, subject to the provisions of Rule 5.

## **15 AMENDMENTS TO RULES:**

Rules may be made, altered, rescinded or amended by a majority of two-thirds of the members present and voting at a Special General Meeting called for the purpose.

No new Rule shall be made nor shall any of the Rules be repealed or altered until the consent of the ICOS has been obtained in writing in accordance with the prefatory note to these Rules, nor until the text of the proposed new Rules or amendments shall have been circulated with the notice convening the meeting.

Every alteration or amendment shall be duly registered with the Registrar of Friendly Societies and on registration issued with the rules of the Society for the time being.

## **16 STATUTORY OBLIGATIONS:**

### **(a) Name**

The registered name of the Society shall be kept displayed in a conspicuous place at the registered office of the Society and at any other place at which the business of the Society is carried on and shall be printed on all of the Society's correspondence.

### **(b) Seal**

The Society shall have its name engraved in legible characters upon a seal which shall be in the custody of the Chairman. It shall only be used under the authority of a Resolution of the Committee, and shall be attested by the signatures of two members of the Committee and the Secretary.

### **(c) Change of Name, Amalgamation, Conversion, Dissolution**

The Society may, by Special Resolution in accordance with the provisions of Section 51 (a) of the Industrial and Provident Societies Act 1893:

- (i) Change its name;
- (ii) Amalgamate with or transfer its engagements to another Society or Company, or accept a similar transfer;
- (iii) Convert itself into a Company;
- (iv) Voluntarily dissolve by Resolution to wind up under the Companies' Acts.

Voting on Special Resolutions shall be on the basis of one vote per member present and voting.

### **(d) Audit and Accounts**

The Accounts of the Society, together with a Balance Sheet showing the receipts, expenditure, funds and effects of the Society, and all necessary vouchers, shall be submitted once in every year for audit to one of the Public Auditors recognised by the Minister of Industry and Commerce for the purpose of the Acts, who shall be selected in accordance with Rule 12 (f) iii.

### **(e) Annual Return**

The Committee shall before the 31st day of March in each year forward to the Registrar the Form of Annual Return covering the period and in the manner prescribed by the Acts and the Regulations, accompanied by a copy of every Auditor's Report and Balance Sheet made during the period included in the Return.

### **(f) Triennial Returns of Shareholders**

The Committee shall, once at least in every three years, make out a Special Return, and send it to the Registrar, together with the Annual Return, signed by the Auditor, showing the holding of every person in the Society at the date to which the said Annual Return is made out.

### **(g) Member and Return**

A copy of each Annual Return shall be delivered gratuitously on application to every member or person interested in the funds of the Society.

### **(h) Balance Sheet**

A copy of the last Annual Balance Sheet for the time being, together with the Auditor's Report, shall be kept hung up in a conspicuous place in the Society's registered office.

### **(i) Rules**

A copy of the Society's Rules shall be supplied to any person demanding and paying for it the sum of five pence.

### **(j) Inspection of Accounts by Members**

Any member or person interested in the funds of the Society may inspect his own account and the Register of Members during business hours at the Society's registered office.

### **(k) Inspection by Registrar**

Any ten members may, in accordance with Section 18 of the Industrial and Provident Societies Act 1893 apply to the Registrar to appoint an accountant to inspect the books of the Society and to report thereon.

### **(l) Application to Registrar**

Members may make application to the Registrar in accordance with the Acts:

- (i) To appoint one or more inspectors to examine into and report upon the affairs of the Society
- or
- (ii) To call a Special Meeting of the Society.

## 17 MINORS:

A person under full age within the meaning of the Age of Majority Act 1985, but above the age of 16, may be a member of the Society and enjoy all the rights of a member (except as by the Acts provided), and may execute all instruments and give all acquittances necessary to be executed or given under the Rules, but shall not be a member of the Committee, Manager or Treasurer of the Society.

## 18 NOMINATION:

- (a) Every member of the Society not being under the age of 16 years may, by writing under his hand delivered at or sent to the registered office of the Society during the lifetime of such member or made in any book kept thereat, nominate any person or persons to or among whom there shall be transferred at his decease such property in the Society as may be his at the time of his decease (whether in shares, loans or otherwise), or so much thereof as is specified in such nomination, if the nomination does not comprise the whole. If on the death of the nominator the amount of his property in the Society comprised in the nomination exceeds £6,000 the nomination shall be valid to the extent of the sum of £6,000 but not further or otherwise.

Provided that a person so nominated shall not be an officer or servant of the Society unless such officer or servant is the husband, wife, father, mother, child, brother, sister, nephew or niece of the nominator.

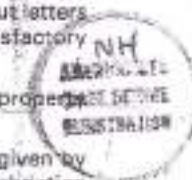
- (b) A nomination so made may be revoked or varied by a subsequent nomination signed and delivered or sent or made as aforesaid or by any similar document in the nature of the revocation or variation under the hand of the nominator so delivered, sent or made as aforesaid, but shall not be revocable or variable by the Will of the nominator or by any codicil thereto.
- (c) The Society shall keep a book wherein the names of all persons so nominated and all revocations or variations (if any) of such nominations shall be recorded, and the property comprised in any such nomination to an amount not exceeding £6,000 shall be payable or transferable to the nominee although the Rules of the Society declare the shares not to be transferable.
- (d) The marriage of a member of the Society shall operate as a revocation of any nomination made by him before such marriage, provided that, in the event of an officer of the Society having transferred any property of a member to a nominee, in ignorance of a marriage contracted subsequent to the date of the nomination, the receipt of the nominee shall be a valid discharge to the Society, and the Society shall be under no liability to any other person claiming such property.
- (e) A notice of the right of nomination shall be sent to every individual member who has not exercised this right, with the report of the first ordinary business meeting in each year of which a report is circulated among the members, and shall be otherwise given, as such meetings may direct.
- (f) The member shall pay for the recording or registering of every nomination, revocation or variation, whether or not accompanied by a fresh nomination, 1p, and one fee only shall be charged for the entry of all the names in any nomination, revocation, or variation, if more than one.

## 19 DECEASED MEMBERS:

- (a) On receiving satisfactory proof of the death of a nominator, the Committee of the Society shall, subject to the limitation on the amount herein before mentioned, either transfer the property comprised in the nomination in manner directed by the nomination, or pay to every person entitled thereunder the full value of the property given to him, unless the shares comprised in the nomination, if transferred as directed by the nominator, would raise the share capital of any nominee to a sum exceeding £6,000 in which case they shall pay him the value of such excess.
- (b) Where a nominee who is nominated under the provisions of the Acts is under sixteen years of age, the Society may pay the sum nominated to either parent or to a guardian of the nominee, or to any other person of full age who will undertake to hold the same on trust for the nominee or to apply the same for his benefit and whom the Society may think a fit and proper person for the purpose, and the receipt of such parents, guardian or other person shall be sufficient discharge to the Society for all monies so paid.
- (c) If any member entitled to property in the Society in respect of shares, or loans, not exceeding in the whole, at his death £3,000 dies intestate, without having made any nomination thereof then subsisting, the Committee may, without letters of administration, distribute the same among persons as appear to them, on such evidence as they deem satisfactory to be entitled by law to receive the same.
- (d) If any such member is illegitimate, and leaves no widow, widower, or issue, the Committee shall deal with his property in the Society as the Minister of Finance shall direct.
- (e) Upon the death of a member who has an interest in the Society exceeding £3,000, and a Notice in writing given by his Executors or Administrators to the Secretary of the Society, stating the death of such member, and the christian name, surname, profession or business of such legal representative and specifying the nature and amount of his interest or claim; and the production, if the case requires, of the Probate of the Will of such member, or letters of administration of his estate and of such evidence (if any) of his death as may be required by the Committee, the Committee, after satisfying any nomination made by such member, shall either transfer the shares, or other interest of the member specified in such Notice in the books of the Society to his legal representative, or shall pay to him the sum which represents the full value thereof, and may make such transfer or payment at their discretion, unless the transfer would increase the share capital of the transferee in the Society to more than £6,000, in which case they shall make the payment of any such excess in money.

## 20 INSANE OR LUNATIC MEMBERS:

If a member or person claiming through a member becomes insane, and no committee of his estate or Trustee of his property has been duly appointed, the Society, acting through its Committee, may, when it is proved to the satisfaction of the Committee of the Society that it is just and expedient so to do, pay the amount of the shares and loans belonging to such member to any person whom they shall judge proper to receive the same on his behalf, whose receipt shall be a good discharge to the Society for any money so paid.



**21 TRANSFER TO OR ON BEHALF OF DECEASED LUNATIC OR BANKRUPT MEMBERS:**

- (a) All payments or transfers made by the Committee, under the above provisions, with respect to payments or transfers to or on behalf of a deceased or insane member to any person who at the time appears to the Committee to be entitled thereunder shall be valid and effectual against any demand made upon the Committee or Society by any other person.
- (b) If any member becomes bankrupt, his property in the Society shall be transferable or payable to the Trustee of his property or to his assignee in bankruptcy.
- (c) Every nominee or other person to whom any share is transferred under this section shall thereby become a member of the Society, if not previously a member.

**22 AFFILIATION:**

The Society may, at the discretion of the Committee of Management, affiliate to the ICOS and pay such affiliation fee as may be agreed between the ICOS and the Society. In the event that the Society affiliates to the ICOS, the books and accounts of the Society shall be open to the inspection of any duly accredited representative of the ICOS during business hours. On payment of the agreed affiliation fee the Society shall be entitled to such privileges as may be available from the ICOS from time to time.

**FORM A**

**APPLICATION FOR ORDINARY SHARES BY AN INDIVIDUAL**

**A B C SOCIETY LTD.**

I, the undersigned, hereby apply for .....

Ordinary Transferable £ ..... Shares in the above-named Society, in respect of which I agree to make the payments required by the Rules of the Society and otherwise to be bound thereby.

SIGNATURE OF APPLICANT: .....

OCCUPATION: .....

ADDRESS: .....

WITNESS: .....

DATE: .....

**FORM B**

**APPLICATION FOR SHARES BY A SOCIETY OR OTHER CORPORATE BODY**

**A B C SOCIETY LTD.**

hereinafter called the applicant, in virtue of a resolution thereof dated ..... hereby apply on its behalf for ..... Ordinary Transferable £ ..... Shares in the above-named Society, in respect of which the applicant hereby agrees to make all payments required by the rules of the above-named Society and otherwise to be bound thereby. In witness whereof we have signed our names hereto by the authority of the applicant.

Signed on behalf of the .....

having its registered Office at .....

Member of Committee .....

Secretary .....

Member of Committee .....

Date .....

**FORM C**

**FORM OF TRANSFER BETWEEN INDIVIDUALS**

**A B C SOCIETY LTD.**


This instrument, made the ..... day of ..... 19.... between ..... of ..... and ..... of ..... witnesses that in consideration of the sum of £..... paid by the said ..... to me, I, the said ..... hereby transfer to the said ..... his Executors, Administrators and assigns, the ..... Ordinary Shares, numbered ..... now standing in my name in the books of the above-named Society, to hold the said shares upon the same conditions on which I now hold the same; and that I, the said ..... hereby accept the said shares, subject to the said conditions.

In witness whereof we have hereto set our hands.

..... Name of Transferor

..... Name of Transferee

FORM OF TRANSFER BETWEEN SOCIETIES OR OTHER CORPORATE BODIES  
A B C SOCIETY LTD



### Two Members of the Committee

Secretary

- 1 GENERAL QUALIFICATION & INTERPRETATION
- 2 NAME
- 3 REGISTERED OFFICE
- 4 OBJECTS
- 5 MEMBERSHIP
- 6 EXPULSION
- 7 CESSATION OF MEMBERSHIP
- 8 SHARES
- 9 INVESTMENT
- 10 BORROWING
- 11 COMMITTEE OF MANAGEMENT
- 12 GENERAL MEETINGS
- 13 VOTING
- 14 APPLICATION OF PROFITS
- 15 AMENDMENTS TO RULES
- 16 STATUTORY OBLIGATIONS:
  - (a) Name, (b) Seal, (c) Change of Name, Amalgamation etc. (d) Audit & Accounts, (e) Annual Return, (f) Triennial Returns, (g) Member & Return, (h) Balance Sheet, (i) Rules, (j) Inspection of Accounts by Members, (k) Inspection by Registrar, (l) Application to Registrar
- 17 MINORS
- 18 NOMINATION
- 19 DECEASED MEMBERS
- 20 INSANE OR LUNATIC MEMBERS
- 21 TRANSFER TO OR ON BEHALF OF DECEASED LUNATIC OR BANKRUPT MEMBERS
- 22 AFFILIATION

APPENDIX: Form A — Application for Ordinary Shares by an Individual  
Form B — Application for Shares by a Society or other Corporate Body  
Form C — Form of Transfer between Individuals  
Form D — Form of Transfer between Societies or other Corporate Bodies



## THE FOREGOING ARE THE RULES OF THIS SOCIETY

NAME OF SOCIETY: Tipperrary Community Radio Co-Operative Society Limited,  
REGISTERED OFFICE: St. Michael St.  
Tipperrary  
SPECIAL MEMBERS: Seamus Rochford cc. Seamus Rochford  
Dion Breen Dion Breen  
Denis Hartnett Denis Hartnett  
Michael Slattery Michael Slattery  
Tom Fitzgerald Tom Fitzgerald  
Denis J. Harrane Denis J. Harrane  
Margaret O'Dwyer Margaret O'Dwyer  
SECRETARY: Kathleen Gaynor Kathleen Gaynor  
DATE: 3-3-88

## ACKNOWLEDGEMENT OF REGISTRATION

Register No. 4460 R.

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 to 1978

Acknowledgement of Registry of Society

TIPPERARY COMMUNITY RADIO CO-OPERATIVE SOCIETY Limited,  
is registered under the Industrial and Provident Societies Acts,  
1893 to 1978, this 21<sup>st</sup> day of April, 1988.

Copy kept.

W. O'Sullivan  
for REGISTRAR OF FRIENDLY SOCIETIES.

## Appendix 2

### 1<sup>st</sup> Amendment to rules of the Society

#### 3.2

Form AA

Reg. 30.

ROINN TIONSCAIL AGUS TRÁCTÁLA

(Department of Industry and Commerce)

INDUSTRIAL AND PROVIDENT SOCIETIES ACT, 1893,

56 and 57 Vict., c. 39.

(To be sent in duplicate, accompanied by Form AB.)

Application for approval of change of name, and registry of Special Resolution.

Name already registered { TIPPERARY Community Radio Co-operative Society Limited

Register No. 4460 R (County) Tipperary

To the Registrar of Friendly Societies, Dublin.

Application for approval of a change of name of the above-mentioned Society, and for Registry of a Special Resolution to that effect, is made by the Society whose seal and the three persons whose names are affixed and subscribed at the foot hereof.

The following is a copy of a Special Resolution passed by a majority of not less than three-fourths of such Members for the time being entitled under the Rules to Vote as voted in person [~~or by proxy~~] at a General Meeting of the Society, of which notice specifying the intention to propose the Resolution was duly given according to the Rules held on the 1<sup>st</sup> day of November 1989 and confirmed by a Majority of such Members for the time being entitled under the Rules to Vote as voted in person [~~or by proxy~~] at a subsequent General Meeting, of which notice was duly given, held on the 15<sup>th</sup> day of November 1989, pursuant to Section 51 of the above-mentioned Act.

Special Resolution:

"That the name of the Co-Operative be changed from Tipperary Community Radio Co-operative Society Ltd., to Tipperary Mid-West Radio Co-Operative Society Ltd."

APPROVED this 20<sup>th</sup> day of February 1990

for M. J. O'Sullivan  
REGISTRAR OF FRIENDLY SOCIETIES

REGISTERED this 20<sup>th</sup> day of February 1990

for M. J. O'Sullivan  
REGISTRAR OF FRIENDLY SOCIETIES

With this application is sent the fee of 10 shillings prescribed by the Regulations.

Seal of the Society.

Seamus Rockford P.P. { Chairman of the first  
General Meeting.

W. B. Quinn Secretary.

Seamus Rockford P.P. { Chairman of the subsequent  
General Meeting.

Registered Office ST. MICHAEL STREET, Tipperary.

Date 5/12/ 1989.

## Appendix 3

### 2<sup>nd</sup> Amendment to rules of the Society

#### 3.2

## PARTIAL AMENDMENT OF RULES

At Special General Meeting of

**Tipperary Mid-West Radio Co-operative Society Limited – 4460R**

held on the 26<sup>th</sup> June, 2014, in the Marian Hall, the following resolutions proposing a partial amendment of rules were adopted by the Society

### Resolution 1

Delete the second paragraph of Rule number 12 (c) in the Rules of the Society, beginning with the word "Notice", and replace with the following paragraph:

"Notice stating the time, place and purpose of every Special General Meeting shall be announced on Tipperary Mid-West Radio at least 8 clear days before the date of the meeting. Notice will also be placed in a prominent place at the Radio Premises and be placed in local newspapers".

### Resolution 2

Delete existing Rule 12(d) and replace with the following:

"Notice of General Meetings shall be deemed to have been duly given, by an announcement on Tipperary Mid-West Radio, a notice must also be placed in a prominent place at the Radio premises and be placed in the local newspapers. This notice must be placed at least fourteen days before the day fixed for the meeting and shall state the time and place at which it shall be held".

### Resolution 3

Delete existing Rule 12(e) and replace with the following:

"The quorum for General Meetings of the Society shall be at least 21 members".

### Resolution 4

Delete existing Rules 14(b) and Rule 14(c):

Signed;	<u>Breda Ryan.</u>	Board Member
Signed;	<u>Nora Samworth</u>	Board Member
Signed;	<u>Mary O'Brien.</u>	Board Member
Signed;	<u>Mairead Horan</u>	Secretary
Date:	<u>10th July 2014</u>	

Register No. 4460 R.

Partial Amendment.

**INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 TO 1978**

*Acknowledgement of Registry of Amendment of Rules*

The foregoing Amendment of the Rules of the  
**Tipperary Mid-West Radio Co-Operative Society** Limited,  
is registered under the Industrial and Provident Societies Acts, 1893 to 1978,  
this 30<sup>th</sup> day of July 2004

Copy kept.

  
Registrar of Friendly Societies.

## Appendix 4

### 3<sup>rd</sup> Amendment to rules of the Society

#### 3.2



## Partial Amendment Rules

At Special General Meeting of the

**Tipperary Mid-West Radio Co-operative Society 4460R**

Held on 18<sup>th</sup> of May, 2017 at , The Marian Hall, Tipperary Town, the following resolutions proposing a partial amendment of rules were adopted by the society:

**1) Delete the following Rule 11 (f) in its entirety:**

"The members of the Committee, or any of them, shall receive such remuneration (if any) for their services as may be agreed upon at any General Meeting"

**2) Delete existing Rule 14 and replace it with the following:**

**"Income and Property:**

The income and property of the Society shall be applied solely towards the promotion of the main objects of the Society as set forth in Rule 4. No portion of the Society's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Society. No Board Member shall be appointed to any office of the Society paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Society. However, nothing shall prevent any payment in good faith by the Society of:

- a) Reasonable and proper remuneration to any member, officer or servant of the Society (not being a Board Member) for any services rendered to the Society.
- a) Interest at a rate not exceeding 5% per annum on money lent by Board Members or other members of the Society to the Society.
- b) Reasonable and proper rent for premises demised and let by any member of the Society (including any Board Member) to the Society.
- c) Reasonable and proper out of pocket expenses incurred by any Board Member in connection with their attendance to any matter affecting the Society.
- d) Fees, remuneration or other benefit in money or money's worth to any society of which a Board Member may be a member holding not more than one hundredth part of the issued capital of such Society."

**3) Addition of the following new rule as rule 23:**

**"Winding Up**

If upon the winding up or dissolution of the Society there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other co-operative or co-operatives (being a charitable institution or institutions) having main objects similar to the main objects of the Society and which shall prohibit the distribution of its or their income and property among its or their members to an extent

at least as great as imposed on the Society under or by virtue of Rule 23 hereof, such institution or institutions to be determined by the members of the Society at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then to some charitable object. Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer."

4) Delete existing Rule 20 and replace it with the following:

**"Members of Unsound Mind**

If a member or person claiming through a member becomes of unsound mind, and no committee of his estate or trustee of his property has been duly appointed, the society, acting through its board, may, when it is proved to the satisfaction of the board of the society that it is just and expedient so to do, pay the amount of the shares and loans belonging to such member to any person whom they shall judge proper to receive the same on his behalf, whose receipt shall be a good discharge to the society for any money so paid."

5) Delete existing Rule 21 and replace it with the following:

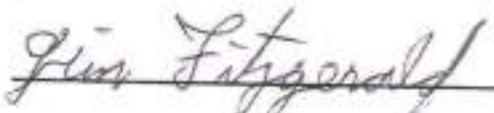
**"Transfer to or on behalf of Deceased, Members of Unsound Mind or Bankrupt Members.**

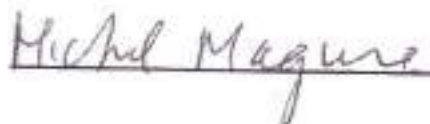
a) All payments or transfers made by the Board, under the above provisions, with respect to payments or transfers to or on behalf of a deceased member or a member of unsound mind to any person who at the time appears to the to be entitled thereunder shall be valid and effectual against any demand made upon the Board or Society by any other person.

b) If any member becomes bankrupt, his property in the Society shall be transferable or payable to the Trustee of his property or to his assignee in bankruptcy.

c) Every nominee or other person to whom any share is transferred under this section shall thereby become a member of the Society, if not previously a member."

Signed:  Committee Member

Signed:  Committee Member

Signed:  Committee Member

Signed:  Secretary

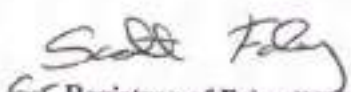
Date: 18th May 2017

Register Number: 4460 R

Partial Amendment

***Acknowledgement of Registry of Amendment of Rules***

The foregoing Amendment of the Rules of  
TIPPERARY MID-WEST RADIO CO-OPERATIVE SOCIETY LIMITED  
is registered under the Industrial and Provident Societies Acts, 1893 to 2014,  
this Monday, 12th day of June, 2017

  
Registrar of Friendly Societies

*Copy kept.*

Section 74 and Schedule IV, Industrial and Provident Society Act, 1893

# Appendix 5

## Summary of rules incorporating changes

### 3.2

NOTE: These Rules are copyright and the property of the Irish Co-operative Organisation Society Limited. They may not be used or amended by any Society, when adopted, without the consent in writing of the Irish Co-operative Organisation Society Limited.

## RULES OF

# Tipperary Mid-West Radio Co-Operative Society Ltd.,

Rules for Societies registered under the  
Industrial & Provident Societies Acts  
1893 - 1978

### 1 GENERAL QUALIFICATION & INTERPRETATION

In construing these Rules, the following words and expressions shall have, respectively, the meanings herein stated, provided that such meaning does not conflict with the subject matter of the Rule or the context:

- (a) Words importing the singular or plural number include the plural and singular numbers;
- (b) Words importing the masculine gender shall include the feminine gender;
- (c) "Member" shall mean an individual or a Society or other Body Corporate duly admitted to membership of the Society and holding the requisite number of shares;
- (d) "The Society" shall mean the Society to which these Rules refer;
- (e) The "Special Members" shall mean the signatories to the original application for registration of the Society;
- (f) "The Committee" shall mean the Committee of Management of the Society for the time being;
- (g) "The Acts" shall mean the Industrial and Provident Societies Acts, 1893 to 1978;
- (h) "A Society" shall mean a Society registered under the Acts.
- (i) The expression "he", "him", "they", and "person", shall include a society or other corporate body;
- (j) "Registrar" shall mean the Registrar of Friendly Societies for Ireland;
- (k) "Special Resolution" shall mean a Resolution passed in accordance with Section 51 of the Act of 1893;
- (l) "ICOS" shall mean Irish Co-operative Organisation Society Ltd.

#### 2 The name of the Society shall be:

TIPPERARY Community Radio Co-Operative Society Ltd. LIMITED

#### 3 The registered office of the Society shall be at:

ST. MICHAEL STREET, TIPPERARY

The registered office may be changed by the Committee. Any such change shall be notified to the Registrar within fourteen days.

#### 4 The objects of the Society shall be:

- (a) To provide a local Community Radio Service in accordance with law.
- (b) To provide or arrange for the provision of any service or services which may be for the benefit of the members and others including the arranging of suitable training courses.
- (c) To lease, sub-lease, purchase, hold, sell, rent, mortgage, manage and develop and otherwise deal with land of any tenure and to make all necessary provision for the erection, repair, alteration or removal of all buildings, walls, fences and so forth.
- (d) Generally to engage in any business or transaction which may seem to the Society directly or indirectly conducive to the interests or convenience of its members or in pursuance thereof, and to do all things which may be necessary or expedient from time to time for accomplishing the aforesaid objects or any of them.

### 5 MEMBERSHIP:

The Society shall consist of such persons and of such other Societies registered under the Acts and of such Companies registered under the Companies Acts as the Special Members and subsequently the Committee may admit to membership. Applicants for membership shall subscribe for such one or more shares in the Society as the Committee may from time to time prescribe. Every Society and Company admitted to membership may be represented by one delegate as the General Meeting of this Society.

No member other than a Society registered under the Acts shall hold an interest exceeding £6,000 in the Shares of the Society or such other maximum amount as may be fixed by statute from time to time.

## 6 EXPULSION:

A member may be expelled if found guilty of conduct detrimental to the Society, provided:

- (a) That he shall have received, in writing, one month previously complete particulars of the charge alleged against him and
- (b) That two-thirds of the members present and voting at a Special General Meeting vote for his expulsion.

The full amount paid or credited upon the shares held by an expelled member, less such sums as may be due by him to the Society, shall be paid to him on expulsion and an entry of the cancellation of his shares shall be made thereupon in the Share Register.

An expelled member shall only be re-admitted by the vote of two-thirds of the members present and voting at a General Meeting and on a motion of which fourteen days' notice has been given.

## 7 CESSATION OF MEMBERSHIP:

A person shall cease to be a member of the Society if:

- (a) He/She dies;
- (b) He/She transfers all his/her shares to another person;
- (c) He/She is expelled under Rule 6 of these Rules.

A member shall not otherwise be entitled to withdraw from the Society.

## 8 SHARES:

- (a) The Share Capital of the Society shall consist of shares to the nominal value of £10.00 each, issued to persons upon admission to membership of the Society. Each member shall hold at least one share, and no member may hold more than the maximum permitted by law. The liability of members shall be limited to their shares.

Application for admission to membership of the Society should be made to the Committee on Form A given in the Appendix to these Rules or as near thereto as the case allows. Each application shall be considered by the Committee at their next ensuing meeting and notice of admission or otherwise shall be sent to the applicant as soon as possible. When an application for membership is rejected the Committee shall not be required to assign any reason for such rejection.

- (b) Shares shall be transferable but not withdrawable. A member may, with the approval of the Committee, transfer his/her shares to any other person.

An application to transfer shares shall be made on Form B given in the Appendix to these Rules or as near thereto as the case allows. On receipt of such application, the Committee shall decide on the request and, on agreement, the Secretary shall note the transfer in the Share Register. However, the Committee shall not be bound to assign any reason for refusing to sanction any transfer of shares.

- (c) A Share Register Book shall be kept by the Secretary in which shall be recorded all details regarding the allocation, ownership and transfer of shares.

## 9 INVESTMENT:

The Committee may invest any portion of the Society's capital as follows:

- (a) In any security in which Trustees are for the time being authorised by law to invest;
- (b) In the shares of, or on the security of any other Society or Company provided such Society or Company shall be one with limited liability;
- (c) In the shares of, and loans to (secured on property) any other Society or Company which is a member of this Society provided such Society or Company shall be one with limited liability.

## 10 BORROWING:

The Society shall, subject to the provisions of Section 6 of the Industrial and Provident Societies (Amendment) Act 1978, have power to borrow money for the purpose of the Society in whatsoever manner it may determine including the issue of loan stock, to such an extent, on such conditions, against such security, for such periods and at such rates of interest as shall be authorised by the General Meeting from time to time.

The Society may secure the repayment of any such loan and any interest thereon by a mortgage or charge on all or any of the physical assets of the Society or by the issue of Bonds, Agreements or Promissory Notes.

## 11 COMMITTEE:

- (a) The business and affairs of the Society shall be conducted by the Committee of Management, who shall have the control of all business carried on by or on account of the Society.
- (b) The Committee shall comprise such number as is decided by the General Meeting from time to time.
- (c) The Committee members shall be elected at the Annual General Meeting or at a Special General Meeting called for that purpose. One-third of the Committee shall retire each year but retiring Committee Members shall be eligible for re-election without nomination. Nominations for the Committee other than retiring members shall be in writing and signed by two members and shall contain a statement by the member nominated of his or her willingness to be elected. Such nominations shall be submitted to the Secretary at least three days before the meeting.

Only members of the Society shall be eligible to be Committee Members. No person shall be entitled to act as a member of the Committee who is a bankrupt or whose bankruptcy still subsists or who has been convicted on indictment of any offence involving fraud or dishonesty.

Any casual vacancy occurring in the Committee may be filled by co-option, but any person co-opted shall retain his office only until the next Annual General Meeting of the Society, when he shall retire, but shall be eligible for re-election.

- (d) Any Committee Member or all of them may be removed from office by a two-thirds majority vote passed at a Special General Meeting called for the purpose.
- (e) There shall be at least four Ordinary Committee meetings each year. Special Meetings may be held at any time on giving at least three clear days notice in writing to each member. A Special Committee Meeting shall transact no business other than that appearing on the Agenda paper which shall accompany the notice convening the meeting. No business shall be conducted at any Committee Meeting unless one-third of its membership is present.
- (f) The Members of the Committee, or any of them, shall receive such remuneration (if any) for their services as may be agreed upon at any General Meeting.
- (g) The Committee shall appoint and have the power to remove a Chairman who shall also be the Chairman of the Society and shall preside at all meetings of the Society. They may also appoint a Vice-Chairman. The Chairman and Vice-Chairman shall hold office for one year but shall be eligible for re-election.
- (h) The Committee shall appoint and have the power to remove a Secretary who shall be Secretary of the Society, and shall have such functions and powers and remuneration as the Committee shall from time to time direct.
- (i) The Committee may appoint and remove a General Manager and other employees who shall have such functions, powers and remuneration as they shall from time to time direct.
- (j) The removal from office of the General Manager or of any elected officer of the Society shall be done only at a Special Committee Meeting of which notice shall have been duly given and at which two-thirds of those present and voting, vote for such removal.
- (k) The Committee may exercise any powers that may be exercised by the Society other than those that must be exercised by a General Meeting.
- (l) Until the first Committee shall have been appointed according to these rules, the Special Members shall constitute the Committee of the Society and have all the powers of such Committee.

## 12 GENERAL MEETING:

- (a) General Meetings of the Society shall be Ordinary or Special.
- (b) An Ordinary General Meeting of the Society, to be called the Annual General Meeting, shall be held at least once in each calendar year. Notice of every Ordinary Meeting shall be given at least fourteen days before the day fixed for the meeting and shall state the time and place at which it shall be held.
- (c) A Special General Meeting may be convened by the Committee at any time, on their own authority or upon a requisition addressed to the Committee, Chairman, or Secretary signed by at least half the number of Members of the Society for the time being. Notice stating the time, place and purpose of every Special General Meeting shall be announced on Tipperary Mid West Radio at least 8 clear days before the date of the meeting. Notice will also be placed in a prominent place at the Radio Premises and be placed in local newspapers. No business shall be transacted at a Special General Meeting save that for the purpose of which the meeting is convened and of which full particulars shall be given in the notice convening every such meeting.
- (d) Notice of General Meetings shall be deemed to have been duly given, by an announcement on Tipperary Mid West Radio, a notice must also be placed in a prominent place at the Radio Premises and be placed in the local newspapers. This notice must be placed at least fourteen days before the day fixed for the meeting and shall state the time and place at which it shall be held.
- (e) The quorum for General Meetings of the Society shall be ~~a quarter of the~~ <sup>3</sup> members or such lower figure as may be determined from time to time by a General Meeting provided notice of such change shall have been given to the members in advance of this meeting.
- (f) An Annual General Meeting shall be held within six months of the end of each calendar year. The following business shall be transacted at every Annual General Meeting:
  - (i) The adoption of the Minutes of the previous Annual General Meeting and of any Special General Meeting held since then.
  - (ii) The adoption of the Statement of Accounts and Balance Sheet as prepared by the Society's Auditor.
  - (iii) The appointment of an Auditor for the current year. The Auditor shall not hold any other office in connection with the Society.
  - (iv) The election of the Committee in accordance with the provision of Rule 11.
  - (v) The authorisation of borrowing powers for the Society.
  - (vi) Any other business relevant to the General Meeting of the Society.
- (g) Any General Meeting may be adjourned from time to time for any period not exceeding twenty-eight clear days. No business shall be transacted at an adjourned meeting except what relates to the original agenda of such meeting. If a Special General Meeting is adjourned, not less than four clear days' notice shall be given to the members of the date fixed for the adjourned meeting.

## 13 VOTING:

Each member present and entitled to vote at any meeting of the Society shall have only one vote, except the Chairman who shall have a casting vote whenever the votes are equal. All questions shall be decided in the first instance by a show of hands unless five members present demand a ballot in which case a ballot shall be taken. No proxy voting shall be admissible.

## 14 Income and Property:

The income and property of the Society shall be applied solely towards the promotion of the main objects of the Society as set forth in Rule 4. No portion of the Society's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to members of the Society. No Board Member shall be appointed to any office of the Society paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Society. However, nothing shall prevent any payment in good faith by the Society of:

- a) Reasonable and proper remuneration to any member, officer or servant of the Society (not being a Board Member) for any services rendered to the Society.
- a) Interest at a rate not exceeding 5% per annum on money lent by Board Members or other members of the Society to the Society.
- b) Reasonable and proper rent for premises demised and let by any member of the Society (including any Board Member) to the Society.
- c) Reasonable and proper out of pocket expenses incurred by any Board Member in connection with their attendance to any matter affecting the Society.
- d) Fees, remuneration or other benefit in money or money's worth to any society of which a Board Member may be a member holding not more than one hundredth part of the issued capital of such Society."

## 15 AMENDMENTS TO RULES:

Rules may be made, altered, rescinded or amended by a majority of two-thirds of the members present and voting at a Special General Meeting called for the purpose.

No new Rule shall be made nor shall any of the Rules be repealed or altered until the consent of the ICOS has been obtained in writing in accordance with the prefatory note to these Rules, nor until the text of the proposed new Rules or amendments shall have been circulated with the notice convening the meeting.

Every alteration or amendment shall be duly registered with the Registrar of Friendly Societies and on registration issued with the rules of the Society for the time being.

## 16 STATUTORY OBLIGATIONS:

### (a) Name

The registered name of the Society shall be kept displayed in a conspicuous place at the registered office of the Society and at any other place at which the business of the Society is carried on and shall be printed on all of the Society's correspondence.

### (b) Seal

The Society shall have its name engraved in legible characters upon a seal which shall be in the custody of the Chairman. It shall only be used under the authority of a Resolution of the Committee, and shall be attested by the signatures of two members of the Committee and the Secretary.

### (c) Change of Name, Amalgamation, Conversion, Dissolution

The Society may, by Special Resolution in accordance with the provisions of Section 51 (a) of the Industrial and Provident Societies Act 1893:

- (i) Change its name;
- (ii) Amalgamate with or transfer its engagements to another Society or Company, or accept a similar transfer;
- (iii) Convert itself into a Company;
- (iv) Voluntarily dissolve by Resolution to wind up under the Companies' Acts.

Voting on Special Resolutions shall be on the basis of one vote per member present and voting.

### (d) Audit and Accounts

The Accounts of the Society, together with a Balance Sheet showing the receipts, expenditure, funds and effects of the Society, and all necessary vouchers, shall be submitted once in every year for audit to one of the Public Auditors recognised by the Minister of Industry and Commerce for the purpose of the Acts, who shall be selected in accordance with Rule 12 (f) iii).

### (e) Annual Return

The Committee shall before the 31st day of March in each year forward to the Registrar the Form of Annual Return covering the period and in the manner prescribed by the Acts and the Regulations, accompanied by a copy of every Auditor's Report and Balance Sheet made during the period included in the Return.

### (f) Triennial Returns of Shareholders

The Committee shall, once at least in every three years, make out a Special Return, and send it to the Registrar, together with the Annual Return, signed by the Auditor, showing the holding of every person in the Society at the date to which the said Annual Return is made out.

### (g) Member and Return

A copy of each Annual Return shall be delivered gratuitously on application to every member or person interested in the funds of the Society.

### (h) Balance Sheet

A copy of the last Annual Balance Sheet for the time being, together with the Auditor's Report, shall be kept hung up in a conspicuous place in the Society's registered office.

### (i) Rules

A copy of the Society's Rules shall be supplied to any person demanding and paying for it the sum of five pence.

### (j) Inspection of Accounts by Members

Any member or person interested in the funds of the Society may inspect his own account and the Register of Members during business hours at the Society's registered office.

### (k) Inspection by Registrar

Any ten members may, in accordance with Section 18 of the Industrial and Provident Societies Act 1893 apply to the Registrar to appoint an accountant to inspect the books of the Society and to report thereon.

### (l) Application to Registrar

Members may make application to the Registrar in accordance with the Acts:

- (i) To appoint one or more inspectors to examine into and report upon the affairs of the Society
- or
- (ii) To call a Special Meeting of the Society.

## 17 MINORS:

A person under full age within the meaning of the Age of Majority Act 1985, but above the age of 16, may be a member of the Society and enjoy all the rights of a member (except as by the Acts provided), and may execute all instruments and give all acquittances necessary to be executed or given under the Rules, but shall not be a member of the Committee, Manager or Treasurer of the Society.

## 18 NOMINATION:

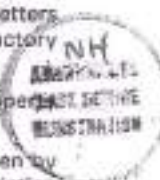
- (a) Every member of the Society not being under the age of 16 years may, by writing under his hand delivered at or sent to the registered office of the Society during the lifetime of such member or made in any book kept thereat, nominate any person or persons to or among whom there shall be transferred at his decease such property in the Society as may be his at the time of his decease (whether in shares, loans or otherwise), or so much thereof as is specified in such nomination, if the nomination does not comprise the whole. If on the death of the nominator the amount of his property in the Society comprised in the nomination exceeds £6,000 the nomination shall be valid to the extent of the sum of £6,000 but not further or otherwise.

Provided that a person so nominated shall not be an officer or servant of the Society unless such officer or servant is the husband, wife, father, mother, child, brother, sister, nephew or niece of the nominator.

- (b) A nomination so made may be revoked or varied by a subsequent nomination signed and delivered or sent or made as aforesaid or by any similar document in the nature of the revocation or variation under the hand of the nominator so delivered, sent or made as aforesaid, but shall not be revocable or variable by the Will of the nominator or by any codicil thereto.
- (c) The Society shall keep a book wherein the names of all persons so nominated and all revocations or variations (if any) of such nominations shall be recorded, and the property comprised in any such nomination to an amount not exceeding £6,000 shall be payable or transferable to the nominee although the Rules of the Society declare the shares not to be transferable.
- (d) The marriage of a member of the Society shall operate as a revocation of any nomination made by him before such marriage, provided that, in the event of an officer of the Society having transferred any property of a member to a nominee, in ignorance of a marriage contracted subsequent to the date of the nomination, the receipt of the nominee shall be a valid discharge to the Society, and the Society shall be under no liability to any other person claiming such property.
- (e) A notice of the right of nomination shall be sent to every individual member who has not exercised this right, with the report of the first ordinary business meeting in each year of which a report is circulated among the members, and shall be otherwise given, as such meetings may direct.
- (f) The member shall pay for the recording or registering of every nomination, revocation or variation, whether or not accompanied by a fresh nomination, 1p, and one fee only shall be charged for the entry of all the names in any nomination, revocation, or variation, if more than one.

## 19 DECEASED MEMBERS:

- (a) On receiving satisfactory proof of the death of a nominator, the Committee of the Society shall, subject to the limitation on the amount herein before mentioned, either transfer the property comprised in the nomination in manner directed by the nomination, or pay to every person entitled thereunder the full value of the property given to him, unless the shares comprised in the nomination, if transferred as directed by the nominator, would raise the share capital of any nominee to a sum exceeding £6,000 in which case they shall pay him the value of such excess.
- (b) Where a nominee who is nominated under the provisions of the Acts is under sixteen years of age, the Society may pay the sum nominated to either parent or to a guardian of the nominee, or to any other person of full age who will undertake to hold the same on trust for the nominee or to apply the same for his benefit and whom the Society may think a fit and proper person for the purpose, and the receipt of such parents, guardian or other person shall be sufficient discharge to the Society for all monies so paid.
- (c) If any member entitled to property in the Society in respect of shares, or loans, not exceeding in the whole, at his death £3,000 dies intestate, without having made any nomination thereof then subsisting, the Committee may, without letters of administration, distribute the same among persons as appear to them, on such evidence as they deem satisfactory to be entitled by law to receive the same.
- (d) If any such member is illegitimate, and leaves no widow, widower, or issue, the Committee shall deal with his property in the Society as the Minister of Finance shall direct.
- (e) Upon the death of a member who has an interest in the Society exceeding £3,000, and a Notice in writing given by his Executors or Administrators to the Secretary of the Society, stating the death of such member, and the christian name, surname, profession or business of such legal representative and specifying the nature and amount of his interest or claim; and the production, if the case requires, of the Probate of the Will of such member, or letters of administration of his estate and of such evidence (if any) of his death as may be required by the Committee, the Committee, after satisfying any nomination made by such member, shall either transfer the shares, or other interest of the member specified in such Notice in the books of the Society to his legal representative, or shall pay to him the sum which represents the full value thereof, and may make such transfer or payment at their discretion, unless the transfer would increase the share capital of the transferee in the Society to more than £6,000, in which case they shall make the payment of any such excess in money.



If a member or person claiming through a member becomes of unsound mind, and no committee of his estate or trustee of his property has been duly appointed, the society, acting through its board, may, when it is proved to the satisfaction of the board of the society that it is just and expedient so to do, pay the amount of the shares and loans belonging to such member to any person whom they shall judge proper to receive the same on his behalf, whose receipt shall be a good discharge to the society for any money so paid."

21 "Transfer to or on behalf of Deceased, Members of Unsound Mind or Bankrupt Members.

- a) All payments or transfers made by the Board, under the above provisions, with respect to payments or transfers to or on behalf of a deceased member or a member of unsound mind to any person who at the time appears to the to be entitled thereunder shall be valid and effectual against any demand made upon the Board or Society by any other person.
- b) If any member becomes bankrupt, his property in the Society shall be transferable or payable to the Trustee of his property or to his assignee in bankruptcy.
- c) Every nominee or other person to whom any share is transferred under this section shall thereby become a member of the Society, if not previously a member."

22 AFFILIATION:

The Society may, at the discretion of the Committee of Management, affiliate to the ICOS and pay such affiliation fee as may be agreed between the ICOS and the Society. In the event that the Society affiliates to the ICOS, the books and accounts of the Society shall be open to the inspection of any duly accredited representative of the ICOS during business hours. On payment of the agreed affiliation fee the Society shall be entitled to such privileges as may be available from the ICOS from time to time.

FORM A

APPLICATION FOR ORDINARY SHARES BY AN INDIVIDUAL

A B C SOCIETY LTD.

I, the undersigned, hereby apply for .....  
Ordinary Transferable £ ..... Shares in the above-named Society, in respect of which I agree to make the payments required by the Rules of the Society and otherwise to be bound thereby.

SIGNATURE OF APPLICANT: ..... OCCUPATION: .....  
ADDRESS: ..... WITNESS: .....  
..... DATE: .....

FORM B

APPLICATION FOR SHARES BY A SOCIETY OR OTHER CORPORATE BODY

A B C SOCIETY LTD.

hereinafter called the applicant, in virtue of a resolution thereof dated .....  
hereby apply on its behalf for ..... Ordinary Transferable £ ..... Shares in the above-named Society, in respect of which the applicant hereby agrees to make all payments required by the rules of the above-named Society and otherwise to be bound thereby. In witness whereof we have signed our names hereto by the authority of the applicant.

Signed on behalf of the .....  
having its registered Office at .....  
..... Member of Committee ..... Secretary  
..... Member of Committee ..... Date

FORM C

FORM OF TRANSFER BETWEEN INDIVIDUALS  
A B C SOCIETY LTD.

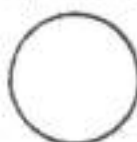
This instrument, made the ..... day of ..... 19... between .....  
of ..... and ..... of .....  
witnesses that in consideration of the sum of £..... paid by the said ..... to  
me, I, the said ..... hereby transfer to the said .....  
his Executors, Administrators and assigns, the ..... Ordinary Shares, numbered .....  
now standing in my name in the books of the above-named Society, to hold the said shares upon the same conditions on which I now hold the same; and that I, the said .....  
hereby accept the said shares, subject to the said conditions.

In witness whereof we have hereto set our hands.

..... Name of Transferor  
..... Name of Transferee

## FORM OF TRANSFER BETWEEN SOCIETIES OR OTHER CORPORATE BODIES

This instrument, made the ..... day of ....., 19...., between the DEF Society, Limited, vendor, of the one part, and the XYZ ....., Limited, established at ..... hereinafter called the purchaser, of the other part, in consideration of £ ..... paid by the purchaser to the vendor, witnesses that the vendor hereby transfers the ..... shares numbered ..... now standing in the name of the vendor in the books of the above-named Society, to the purchaser and the assigns of such purchaser, to hold the same upon the same conditions on which they are held by the vendor; and that the purchaser accepts the said shares subject to the said conditions. In witness whereof the seals of the said Societies are hereto attached, by the resolutions of the Committee thereof, dated respectively the ..... day of ..... and ..... day of .....



### Two Members of Committee



### Two Members of the Committee

Secretary

- 1 GENERAL QUALIFICATION & INTERPRETATION
- 2 NAME
- 3 REGISTERED OFFICE
- 4 OBJECTS
- 5 MEMBERSHIP
- 6 EXPULSION
- 7 CESSATION OF MEMBERSHIP
- 8 SHARES
- 9 INVESTMENT
- 10 BORROWING
- 11 COMMITTEE OF MANAGEMENT
- 12 GENERAL MEETINGS
- 13 VOTING
- 14 APPLICATION OF PROFITS
- 15 AMENDMENTS TO RULES
- 16 STATUTORY OBLIGATIONS:
  - (a) Name, (b) Seal, (c) Change of Name, Amalgamation etc. (d) Audit & Accounts, (e) Annual Return, (f) Triennial Returns, (g) Member & Return, (h) Balance Sheet, (i) Rules, (j) Inspection of Accounts by Members, (k) Inspection by Registrar, (l) Application to Registrar
- 17 MINORS
- 18 NOMINATION
- 19 DECEASED MEMBERS
- 20 INSANE OR LUNATIC MEMBERS
- 21 TRANSFER TO OR ON BEHALF OF DECEASED LUNATIC OR BANKRUPT MEMBERS
- 22 AFFILIATION

APPENDIX: Form A — Application for Ordinary Shares by an Individual  
Form B — Application for Shares by a Society or other Corporate Body  
Form C — Form of Transfer between Individuals  
Form D — Form of Transfer between Societies or other Corporate Bodies



## THE FOREGOING ARE THE RULES OF THIS SOCIETY

NAME OF SOCIETY: Tipperrary Community Radio Co-Operative Society Limited,  
REGISTERED OFFICE: St. Michael St.  
Tipperrary  
SPECIAL MEMBERS Seamus Rochford cc. Seamus Rochford  
Dion Breen Dion Breen  
Denis Hartnett Denis Hartnett  
Michael Slattery Michael Slattery  
Tom Fitzgerald Tom Fitzgerald  
Denis J. Warrane Denis J. Warrane  
Margaret O'Dwyer Margaret O'Dwyer  
SECRETARY: Kathleen Gaynor Kathleen Gaynor  
DATE: 3-3-88

## ACKNOWLEDGEMENT OF REGISTRATION

Register No. 4460 R.

INDUSTRIAL AND PROVIDENT SOCIETIES ACTS, 1893 to 1978

Acknowledgement of Registry of Society

TIPPERARY COMMUNITY RADIO CO-OPERATIVE SOCIETY Limited,  
is registered under the Industrial and Provident Societies Acts,  
1893 to 1978, this 21<sup>st</sup> day of April, 1988.

Copy kept.

W. C. O'Sullivan  
for REGISTRAR OF FRIENDLY SOCIETIES.

# Appendix 6

## Recruitment Policy

### 3.2

### Recruitment Policy

When a vacancy arises the following rules are adhered to;

- A job description is drawn up;
- An advertisement is place on the Radio, informing people that the full job description and an application is available from the radio station. This advertisement will also state that candidates may be short listed.
- A closing date is put on receipt of applications.
- Interviews will then be arranged which has to be gender balanced and at least one from outside the station,
- An applicant is selected and a meeting of the Executive is called to ratify the selection, the Executive also empowers the Manager to select the runner up if the 1<sup>st</sup> person decides not to take up the position, or if references do not measure up.
- A letter is written to the successful candidate informing him /her that she has got the post and requesting references (if not already submitted).
- Unsuccessful candidates will also be notified.

NOTE; Existing employees who are part time may have their hours extended by up to 10 hours; Permission for any extension must be given by the Committee of Management.

## Appendix 7

### Financial Procedures and sub-committee details

#### 3.2

## Financial Procedures

### Accounting Records:

The following Books and Records are maintained by Tipp Mid West Community Radio

Cheques Journal, Computerised

Cash Receipts Book (Both manually and computerised)

Petty Cash Book

A list of all Assets

A Back up of the system is to be taken daily and maintained outside the premises.

The Accountant to check our back up system every 3 months.

All Books and records are maintained for 8 years and are maintained on the premises in yearly order.

### Financial Returns to Funding Providers

A yearly grant in the sum of €89,900 is received from POBAL.

This grant supports A Manager and 3 F.T.E.

Grants are also received from the BAI for Sound and Vision Projects;

Fundraising and commercial sources provides the remainder of our Income

POBAL returns are made on a bi-annual basis, a separate Bank Account is in place for POBAL grants, any top ups for salaries are paid out of the main Bank Account. The amount of the POBAL grant is calculated monthly and 1 cheque is written and lodged to the Main Bank Account. (Only the net cost will be included in this cheque). All wages are paid out of the main bank account.

All sources of Income are recorded in the Cash Book under the appropriate headings.

All overheads are paid out of the Main Bank Account.

### List of All Bank Accounts

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

All cheques must be signed by a minimum of two people, including at least one Board Member

Cheques must be signed only with supporting information.

Only Petty Cash Cheques can be made payable to cash

Pre signing of cheques is prohibited

New Bank Accounts may only be opened on the instructions of the Committee of Management who must appoint 4 people to sign the cheques (any two of the 4 named to sign).

Bank Reconciliation Statement must be prepared at least once a month and signed off by the Treasurer.

The Treasurer is responsible for reviewing Bank Reconciliation.

Spoiled cheques must be left in the cheque book where they were written, the accountant reviews cheques that are out of date and arrange to have them cancelled in the accounts.

Cheque payments and direct debits are recorded on Quick Books Accounting system.

All monies coming into the main bank account are recorded in a Cash Book and the lodgements are reconciled on a weekly basis.

Cheque Books are stored in a locked drawer, all monies coming in are checked into the cash book and a lodgement is prepared by the Manager or in her absence by the assistant manager.

Lodgements are made as soon as money is received. (All lodgements are directly linked to the Cash Book). Any variance is reported to the Treasurer who will decide if the matter has to be reported to the Committee of Management.

The Manager may spend anything up to €1,000, with the exception of recurring expenditure Computer Contract, Accountancy charges etc.

The Chairman, Treasurer or Secretary signs the consent for payment of all Invoices.

Management Accounts are prepared regularly for the Board, (at least every 1/4) these are prepared by the Manager and overseen by the treasurer.

A list of Debtors is prepared weekly by the Station Manager and outstanding debts are discussed with the Advertising Manager. The Treasurer reviews the outstanding debts on a regular basis and discusses them with the Finance Committee twice a year. Write offs are discussed with the external accountant in consultation with the Station Manager, the Advertising Manager and the Treasurer when accounts are being prepared.

Creditors are paid monthly, except where an agreement exists for a longer period of credit.

The Invoice is initialled by the Chairman, Secretary, or Treasurer

Each suppliers set of invoices are filed in a ring binder and retained for 7 years. Invoices are checked against Statements which are filed separately in a ring binder and retained for 7 years.

The cheque number is written on the Invoice and the date of payment.

Payments of any sum less than €1,000 is authorised for payment by the Secretary or Treasurer or Chairman. Also includes larger amount that reoccur on an annual basis.

## **Staff**

See separate recruitment policy.

The Station Manager operates a computerised wages system Thesaurus.

Each employee has a PPS number and a tax free allowance which is put into the system; the weekly wages are also imputed. Before wages are computed Time Sheets are checked to ensure that the person has worked the necessary hour.

Wages are paid weekly by cheque (or electronic transfer). P30's are paid to the Revenue as they fall due P35 are submitted annually. A pay slip is issued weekly. A letter is sent out annually to all staff enclosing P60 notifying them of our PRSA provider. All these functions are carried out by The Manger.

### **Petty Cash**

Petty Cash float is €300 per month.

The Station Manager maintains the Petty Cash Book

All expenses are paid by vouched Invoices

An example of the purchases from Petty Cash would include tea and biscuits for guests, small stationary, and biros etc., The Maximum payment from Petty Cash is the monthly cost of the papers. Circa €110.00. A cheque is written every month to bring the balance back up to €300.

The statutory returns to the Companies Registration Office are made by the External Accountant.

The Share Register is maintained in the office by the Secretary of the Committee of Management.

Minutes of Committee of Management Meetings are maintained by the Secretary and are signed off at the next meeting by the Chairman.

Minutes of Subcommittee meeting are taken by the Secretary of that committee.

Assets Register is maintained by the Secretary.

Quorum of Directors which must be present for a Board Meeting is 8

Dates of AGM's are in accordance with our constitution

See attached letter of engagement from auditor.

### **General**

The Committee of Management acknowledges the agencies that provide funding by putting their logo on all stationary and on the Web page.

The Insurance cover, which is sufficient, is review by the Treasurer and the Station Manager on an annual basis.

**1. Executive Committee**

This committee is made up of Officers of the Committee of Management;  
Meets and Reports as the need arises; Occasionally the full Board delegate certain functions and decision making to the Executive.

**2. Finance and Audit Committee**

Meet to oversee the finance of the Co-operative  
This committee meets at least twice a year.

**3. Programming Committee**

Meets to review Programme Schedule, review the overall quality of production.  
This Committee will meet at least 4 times per year

**4. Complaints and Discipline Committee**

To meet to examine complaints that has been lodged.  
This committee only meets as often as required.

# Appendix 8

## List of Shareholders

### 4.2.5



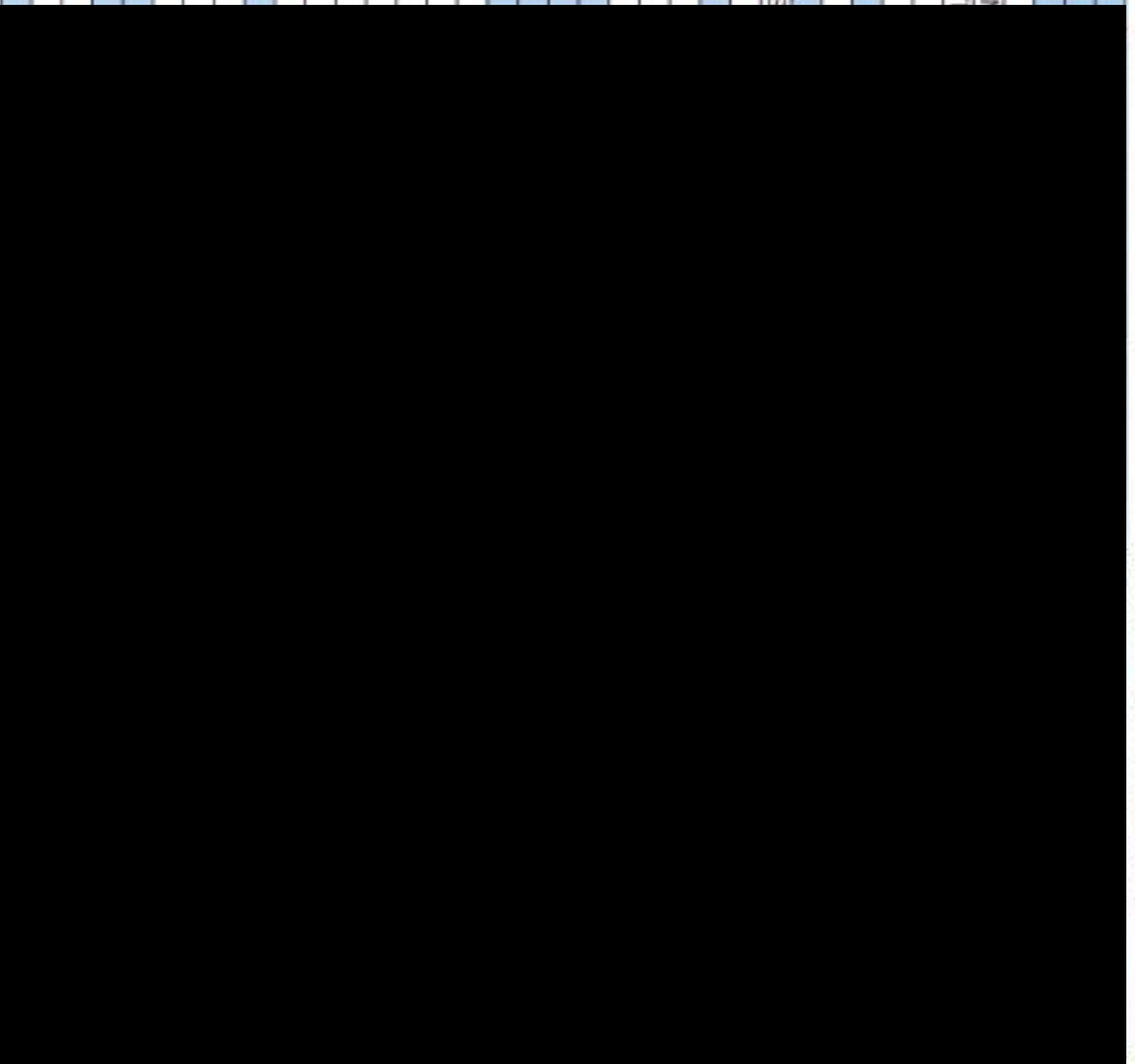
BAILEY R.I.P.	BRIDIE	
BALLYLOOBY COMMUNITY	C/O A ODWYER	
BANK OF IRELAND		
BAILEY	MICHAEL	
BAILEY	MARGARET	
BARGARY	PAT	
BARGARY	MARGARET	
BARLOW	MRS JACKIE	
BARLOW	MICHAEL	
BARLOW	JERRY	
BARRETT	PAT	
BARRY	JOHN	
BARRY	CON	
BEADMORE	HOWARD	
BEATY	REV JOHN PP	
BEGLEY	FRANK	
BEHAN	MARY	
BENNETT Unable to attend	TONY	
BESTON	MRS	
BIRDWATCH IRELAND (TIF	C/O DAN HOGAN	
BLACKBURN	THOMAS	
BLACKBURN	JOHN	
BLAKE	JOSEPH	
BOURKE	JOHN M	
BOURKE	RICHARD	
BOURKE	HELEN	
BOURKE	ANNE MARIE	
BOURKE	RICHARD N	
BOURKE	EOIN	
BURKE	JOAN	
BOURKE	NATHANIAL	
BOURKE R.I.P.	JEREMIAH	
BOURKE	MRS ANNE	
BOURKE	EDMUND	
BOURKE R.I.P.	JIM	
BOURKE	LIAM	
BOURKE	PAUDIE	

BOURKE	DERRY
BOURKE	JOSEPH
BRACKEN N/K	CHRISTY
BRADSHAW	JENNY
BRADSHAW	JOHN
BRADY N/K	JOHN
BREEN RIP	BRIDGET MRS
BREEN	JOAN
BREEN	SEAN
BREEN	FRANCIS
BREEN RIP	DENIS
BREEN RIP	CATHERINE
BREEN N/K	DION
BREEN	LARRY
BREEN	MICHAEL
BREEN	BRENDAN
BREEN	MARY J
BREEN	BILLY
BREEN	WILLIAM
BREEN RIP	MICHAEL
BRENNAN	P & A
BROWNE R.I.P.	MARY
BROWNE N/K	ANNIE
BROWNE	EAMONN
BROWNE R.I.P.	MARTIN
BUCKLEY R.I.P.	PADDY
BUCKLEY	SEAN
BUCKLEY	JILL
BUCKLEY R.I.P.	MS M
BUCKLEY	EAMON
BUCKLEY	ROSEMARIE
BUCKLEY	PAUL
BUCKLEY	EILEEN
BURGESS GONE AWAY	FRANK
BURKE R.I.P	SARAH
BURKE R.I.P	MICHAEL
BURKE	JOHNNY

[illegible]

C.C.E N/K	TEMPLETUOHY	
C.C.E N/K	C/O S Conway	
C.C.E.	C/O JOHN QUINN	
CAHILL	JERRY	
CAHILL	PARAIC	
CALLINAN	BERTIE	
CANON HAYES REC.	CENTRE	
CAPLIS	MICHAEL	
CAPPWHITE GAA	THE SECRETARY	
CAPPWHITE ICA	GONE	
CAREW	LAURENCE	
CAREW	MRS A	
CAREW	BETTY	
CAREY	DENIS	
CAREY	ML	
CAREY	MICHAEL SNR	
CAREY SNR	PAT	
CARROLL	BRIDGET	
CARROLL	ALICE	
CARROLL	ALICE	
CARROLL RIP	PEG	
CASEY	PAT	
CASEY	DOROTHY	
CASHEL & DISTRICT	COURSING C/O TOM O	
CASHEL & EMILY	YOUTH SERVICES	
CASHEL & ROSEGREEN	PARISH	
CASHEL CATHEDRAL N/K	VESTRY	
CASHEL COMMUNITY	COMMITTEE	
CASHEL CR UNION		
CASHEL I.C.A.	C/O ANN DEVITT	
CASHEL KING	CORMACS GAA CLUB	
CASHEL PANTOMINE N/K	SOCIETY	
CASHEL WIDOWS GONE	CLUB	
CASHEL MACRA NA FEIRM	GONE	

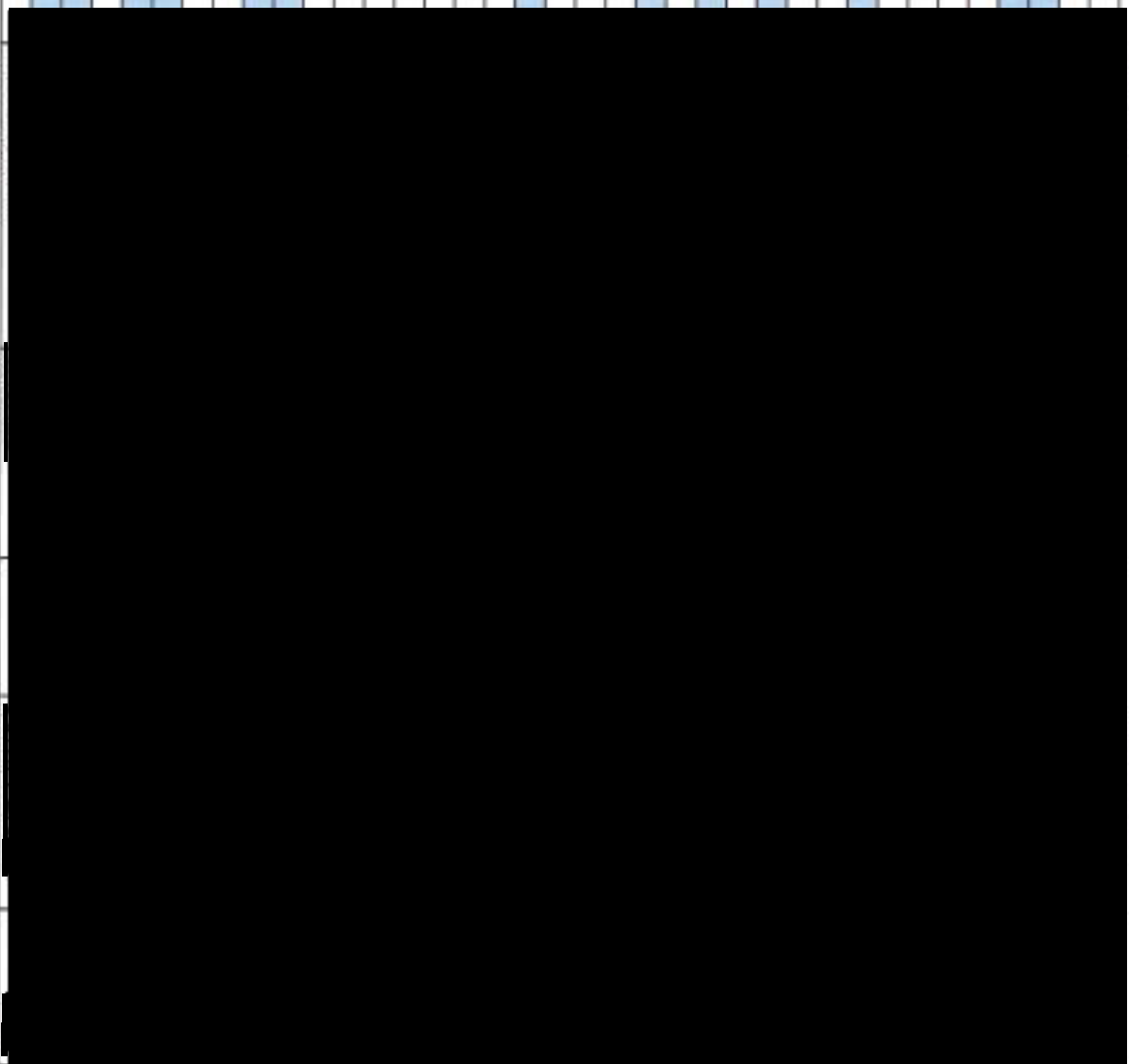
CASHEL CBS N/K	
CASHEL CHAMBER OF COMMERCE	
CASHEL MUNITIR NA TIRE	
CCE DOC	C/O
CCE DOC	BORD TIOBRAID ARAI
CCE DOC	CRAOBH BAILE DHAIT
CHRISTIE	BREDA
CLANCY	JIM
CLEARY N/K	TOM
CLEARY	JOHN
COFFEY	MRS
CLONOLTY PARISH	C/O PAROCHIAL HOU
CLONOLTY ROSSMEOR GAA	
COLEMAN N/K	DAVID
COLEMAN	JIMMY
COLEMAN	MAISIE
COLEMAN	MRS
COLLINS N/K	PAUL
COLLINS N/K	MICK
COLUMB GONE AWAY	PETER
COMAN R.I.P.	JEFF
COMERFORD	THOMAS MRCS
CONDON	IRENE
CONDON	CONOR
CONDON	JOHN
CONDON	MRS. C
CONNER	NED DANIEL
CONNER	PADDY
CONNOLLY N/K	CATHERINE
CONNORS	PAT
CONSIDINE	JOE
CONWAY	WM
CONWAY R.I.P.	THOMAS & EILEEN
COONEY R.I.P.	FRANCES
COONEY	TIM
COONEY	EAMON
CORBETT R.I.P.	JERRY



CORBETT	FR. PADRAIG
CORBETT	OLIVER
CORCORAN	PAULINE
CORCORAN R.I.P	FRANK
CORISH	MICHAEL & LORETO
CORISH R.I.P.	TERESA
COSKORAN	MARGARET
COSKORAN	TERENCE
COSTELLO	MARGARET
COSTELLO	VINCENT
COSTIGAN	BOB
COSTIGAN R.I.P	PAT
COUGHLAN	MR
CREAMER	LARRY
CREEGAN	NOREEN
CREMIN	GERARD
CRONIN N/K	ANNE
CRONIN	GERARD
CROSSE	JERRY
CROSSE	MARY
CROWE	ANNE
CROSSE RIP	REV TOM
CROSSE R.I.P	MRS MARY
CROTTY	MRS KATHLEEN
CROTTY	MRS ANNE
CROWE R.I.P	MADGE
CROWE R.I.P	JOHN
CROWE	SEAN
CULBERT R.I.P	MRS
CROWE	DAVID
CULBERT N/K	EILEEN
CULBERT N/K	P
CULLEN	NOREEN
CULLEN ICA	HON SEC
CUMMINS	PJ
CUMMINS R.I.P	PADDY



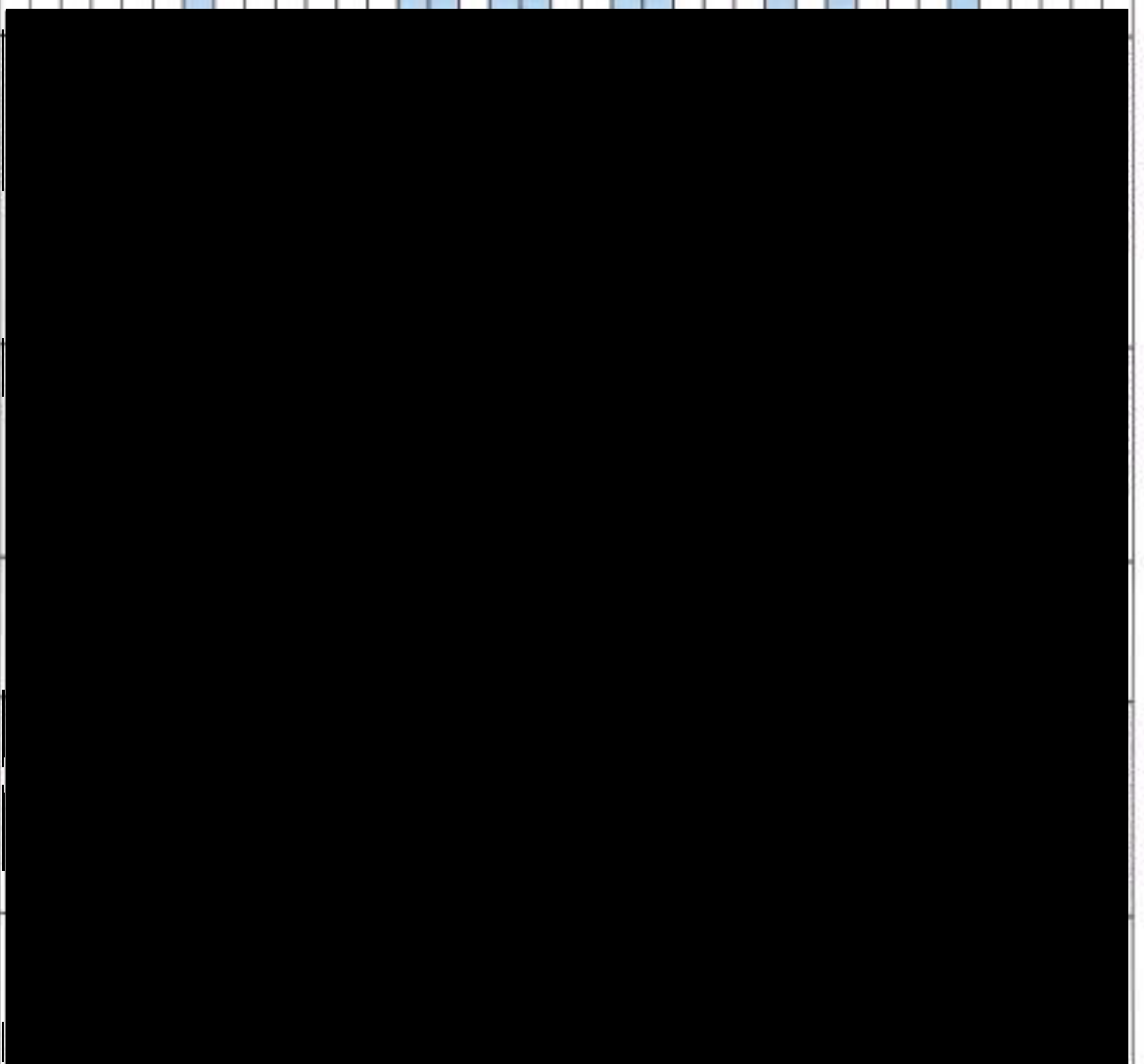
DALTON	SEAN
DALTON NOT KNOWN	MRS.
DALTON R.I.P.	BRIDGET
DALY R.I.P	ALICE
DALY	MAURA & EILEEN
DALY	BREDA
DALY	BILL
DALY	DONAL
DARGAN Decd	JACKIE
DAVERN	RAMIE
DAVERN R I P	KITTY
DAWSON R.I.P	PATRICK
DAWSON	IAN
DEASY	MS. J
DEEGAN	PAUL SNR
DEERE	PATRICK
DELANEY	EAMONN
DELANEY	JOAN
DELANEY	MRS. SADIE
DELANEY R.I.P	MRS.
DELANEY	STEPHEN
DEVITT	JAMES
DEVITT	CATHERINE
DEVITT	JOHN
DEVITT	ANN
DINEEN	DAVID
DOHERTY	MARY B
DOHERTY R.I.P.	SADIE
DOHERTY R.I.P.	PAT
DONOVAN	MARY
DONOVAN	JOE
DONOVAN R.I.P	GRACIE
DONOVAN R.I.P	MATTHEW
DONOVAN	MARGARET
DOOCEY R.I.P	JIM
DARGAN R.I.P.	JOE
DOWNEY	PAT & JOAN



DOWNNEY NIK	TOM AND PEG	
DOYLE R.I.P	EDDIE	
DOYLE	PADDY	
DOYLE R.I.P	BRIDIE	
DUALLA FLOWER	CLUB C/O ANN LEAMY	
DUALLA PLOUGHING	ASSOC C/O ED SHEEH	
DUALLA COMMUNITY CENTRE		
DUFFY	PHILIP	
DUNDRUM SELECT	VESTRY.	
DUNNE	LOUISE	
DUNNE	MAUREEN	
DUNNE R.I.P.	PAT	
DUNNE	CHRISSIE	
DUNNE	KAY	
DWAN	RODY	
DWYER	FRANK	
DWYER	JOHN PAUL	
DWYER	WILLIAM JOE	
DWYER R.I.P.	THOMAS	



FAHEY	MICHAEL
FAHY	NOEL
FAHEY	ROISIN
FAVIER	JOHN
FAVIER	MARY
FENNESSY	
FINNAN	BREDA
FINNAN	JOHN
FINNAN	SEAN
FINNAN R.I.P	WILLIAM
FINNAN	MARY
FITZGERALD R.I.P.	MRS
FITZGERALD	JIM
FITZGERALD	JIM
FITZGERALD	MARY
FITZGERALD R.I.P	CHRISTINA
FITZGERALD R.I.P	JOHN
FITZGERALD	MARY
FITZGERALD	TIM
FITZGERALD NK	EMMA
FITZGERALD NK	MRS
FITZGERALD	CHARLIE
FITZGERALD STORES NK	
FITZGIBBON R.I.P.	MR T
FLOOD	JIM
FLYNN	RITA
FLYNN	KIERAN T
FLYNN	RAYMOND
FLYNN	HONOR
FLYNN	THOMAS
FLYNN NK	REV TOM
FOGARTY	MARCUS
FOLEY	MRS
FRAHER	JOHN
FULLER	MICHAEL
FULLER	GERALDINE
FRANKLIN	JIM

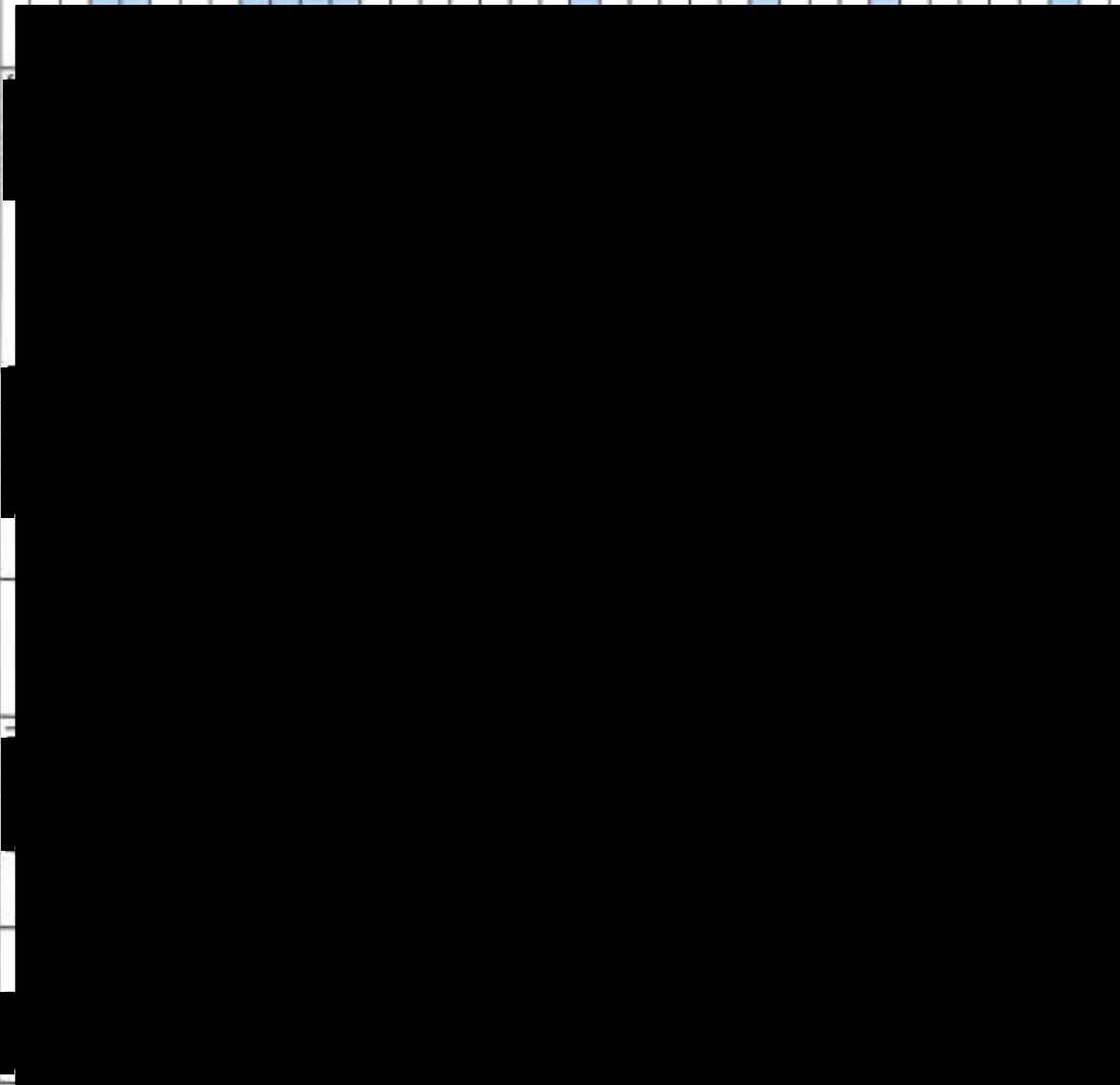




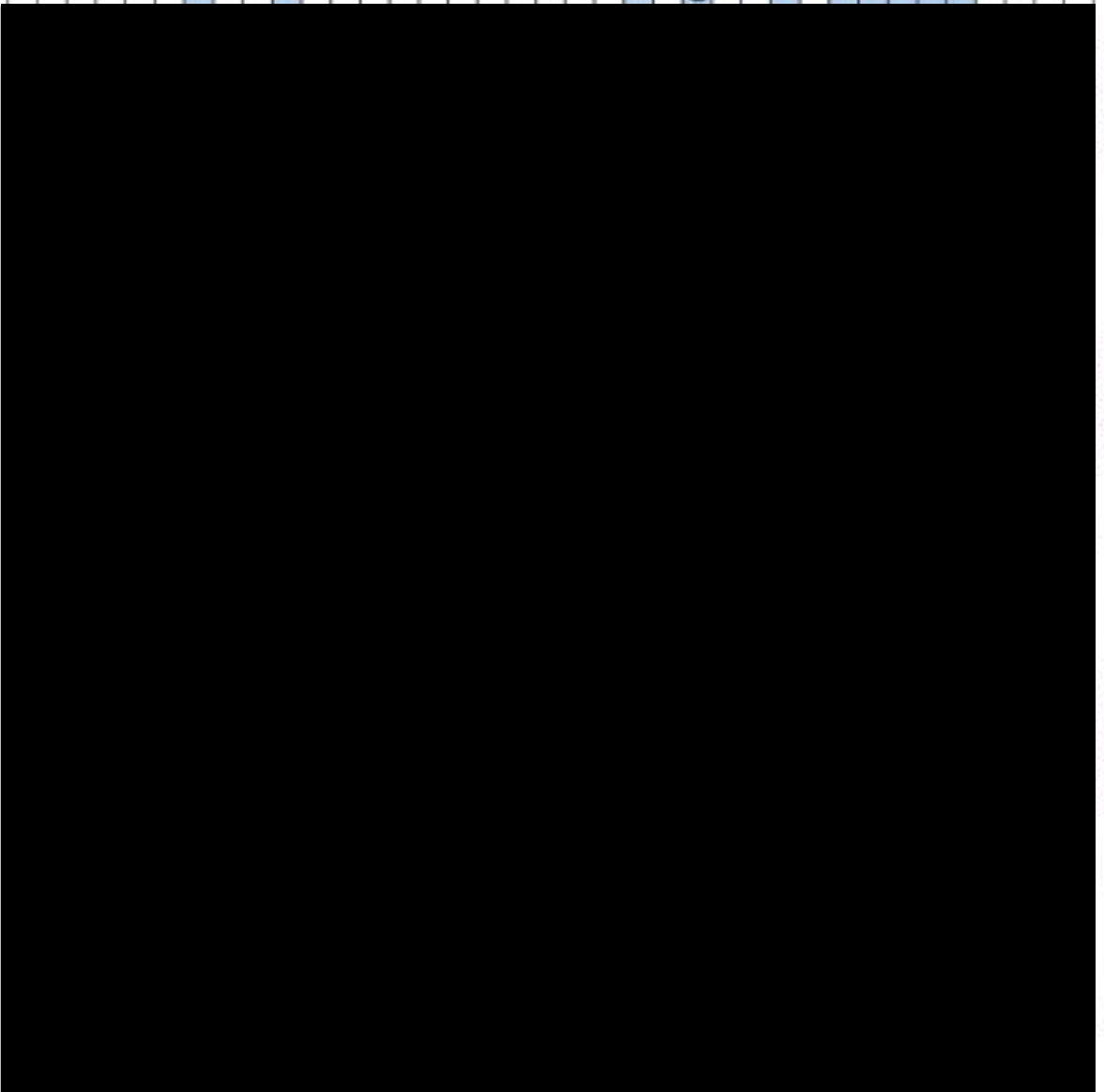


HALLORAN	PJ	
HALLORAN	TOM	
HALLY R.I.P.	KATHLEEN	
HALLY	JOHN	
HALLY	JOHN	
HALLPIN	KEVIN	
HAMMERSLEY	JOE	
HAMMERSLEY	HELEN	
HANLEY	J	
HANLEY	JANE	
HANLEY R.I.P.	JOHN	
HANLEY RIP	CHRISTINA	
HANLEY	BERNADETTE	
HANLEY	ANNE	
HANLY	JOHN	
HANNON R.I.P.	JAS	
HANRAHAN RIP	MARY	
HARDING R.I.P.	WILLIAM	
HARTNETT	DENIS	
HARTNETT R.I.P.	MAI	
HARTNETT	JOHN	
HARTNETT	LELIA	
HARTNETT	JOHN	
HARTNETT	MARY	
HARTNETT	TOM	
HASLAM	MICHAEL	
HASLEM	ANNE	
HASSETT	JOHN	
HASSETT R.I.P.	ELIZABETH	
HAYES	TOM	
HAYES	JOHN M	
HAYES	STEPHEN	
HAYES	MR & MRS PADDY	
HAYES	JAS	
HAYES	PETER	
HAYES	JAMES	
HAYES	JOSEPHINE	

HAYES	JOSIE
HEALY	VERONICA
HEANEY	JOHN
HEFFERNAN	RICHARD
HEFFERNAN	PHILIP
HEFFERNAN	NOEL
HEFFERNAN	SHANE
HEFFERNAN R.I.P.	JOHN
HEFFERNAN	BILLY & MARY JO
HEFFERNAN	KATHLEEN
HEFFERNAN	PATRICK
HEFFERNAN N/K	MATTHEW
HEFFERNAN	TIMMY
HENNESSEY	MICHAEL
HENNESSEY	BREDA
HENNESSY	PATRICK
HENNESSY	JAMES
HENNESSY R.I.P	JOHN
HENNESSY	DAN
HENNESSY	PETER
HENNESSY	ANNE
HENNESSY	JOHN
HENNESSY	MRS
HENNESSEY	NOEL
HENNESSEY	GENEVIEVE
HENNESSEY R.I.P	PASCHAL
HENNESSEY R.I.P	MRS. MAURA
HENNESSEY R.I.P	REV. JOHN
HENNESSEY N/K	BRIDGET
HICKEY	MICHAEL
HICKEY	MARY
HICKEY	KIERAN
HICKEY	JIM
HICKEY	JIM
HICKEY	TOM
HIGGINS MCHUGH	NOREEN
HODGE HOGAN	MARY (MRS)



HOGAN	DAN
HOGAN	PATRICIA
HOGAN	JOHN
HOGAN	TOM - DAN
HOGAN R.I.P.	BRIDIE
HOGAN R.I.P.	PATRICK
HOGAN R.I.P.	NORA
HOGAN R.I.P.	MARY
HOGAN R.I.P.	PADDY
HOLMES	ANNE
HONAN R.I.P.	ED
HORAN	BILLY
HORAN	EMER MRS
HOLYCROSS ABBEY	RESTORATION FUND
HOLLAND	JIM
HORAN R.I.P.	MARY
HORAN	MARY
HORAN	JOHN
HORAN	JOSEPHINE
HORAN	MALACHY
HORAN	LIAM
HORAN	MAIREAD
HOURIGAN	MARY HANNAH
HOU LIHAN	SEAMUS
HOURIGAN	STASHIA
HOURIGAN	MARY
HOURIGAN	EDDIE
HOWARD N/K	BILLY AND AUDRY
HOWE	KATHLEEN
HOWE	GERARD
HEUSTON R.I.P.	JULIA
HUGHES	DANNY
HUGHES	ALMA
HURLEY	REV-J



[illegible]

KAVANAGH	MATT & SON
KAVANAGH	EAMON
KAVANAGH NWK	TED
KEANE	JOHN
KEANE	NELLIE
KEANE	JIM
KEATING R.I.P.	JOHN
KELETT R.I.P	MIKE
KELLETT	KATHLEEN
KELLY	PATRICK
KELLY R.I.P	MICHAEL
KELLY R.I.P	JOS
KELLY R.I.P.	DR. ADRIAN
KELLY R.I.P.	SEAN
KELLY R.I.P	MRS M
KELLY R.I.P.	KITTY
KENNEDY	NORA
KENNEDY	MARY A
KENNEDY	MRS
KENNEDY	CATHERINE
KENNEDY	JODIE
KENNEDY	JOHN
KENNEDY	IMELDA
KENNEDY R.I.P	WILLIAM
KENNEDY R.I.P	REV T
KENNY	MICHAEL
KENNY	PATRICK
KENNY	EMMET
KENNY	KATHLEEN
KENNY R.I.P	TADGH
KEOGH	JOHN
KIELY	ANETTE
KIELY R.I.P	PHILIP
KIELY	MICHAEL
KIELY	MRS TOM
KIELY	HELEN
KICKHAMS G.A.A. CLUB	





LATTIN AND CULLEN	G.A.A. CLUB					TIPPERARY		35
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MCCORMACK	LIAM	
MCCORMACK	TOM	
MCCORMACK	PAT	
MCDONNELL	TOM	
MCGRATH	MARY	
MC GRATH	JIMMY	
MCGRATH	HANNAH	
MCGRATH	CHRISTY	
MCGRATH	NORA	
MCGRATH	HELEN	
MCGRATH	PETER	
MC GRATH	CARMEL	
MCGRATH	VERY REV MATTHEEW	
MC GRATH NIK	PAUL AND DENISE	
MCGUIRE	GABRIEL	
MCGUIRE	JOHN	
MC HUGH R.I.P.	SEAN	
MCINERNEY	ALICE & NOEL	
MC LOUGHLIN	JOHN	
MCKEOWN NIK	DES	
MC MAHON	DERRY	
MCMAHON	PADDY & PHYLLIS	
MCMAHON	BRC LTD	
MC MANUS	SEAN	
MCMANUS	NELL	
MCMAMARA	NANCY	
MCMAMARA	ANNE	
MCMULTY	NORA	
MEADE R.I.P.	BILLY	
MEAGHER	SR CLAUDE	
MEAGHER N/K	DENIS	
MERRIGAN	BRENDAN & MGT	
MERRIGAN	PAUL	
MERRIGAN	MR & MRS TONY	
MASKILL	BERRY	
MITCHELSTOWN COOP	THE SECRETARY	

MOLONEY	ANDREA					
MOLONEY	ANDREW					
MOLONEY	MARIE					
MOLONEY	JOHN					
MOLONEY	WINIFRED & WJ					
MOLONEY	W. J.					
MOLONEY	IRENE					
MOLONEY	REV. B.					
MOLONEY	JERRY					
MOLONEY	BRIDGET					
MOLONEY R.I.P.	JANE					
MOLONEY	MICHAEL					
MOLONEY	MICHAEL					
MOLONEY R.I.P.	DANIEL					
MOLONEY R.I.P.	THOMAS					
MOLONEY R.I.P.	EILEEN					
MOLONEY	MARTIN					
MOLONEY	ANNE					
MOLONEY	JOSEPHINE					
MOORE	SEAMUS					
MORONEY	PAT					
MORRISSEY N/K	KATE					
MORRISSEY	MARY					
MORRISSEY R.I.P.	NED					
MORRISSEY	PEGGY					
MORRISSEY	FIONA					
MORRISSEY	NORMAN					
MORRISSEY R.I.P.	ANGELA					
MORRISSEY	LOUISE					
MORRISSEY	JULIA (MRS)					
MORRISSEY	WILLIAM					
MORRISSEY	WILLIAM					
MORRISSEY	HELEN					
MORRISSEY	DINNY AND MARY					
MORRISSEY N/K	MARY					
MORRISSEY R.I.P.	WM SNR					
MORRISSEY	EDDIE					

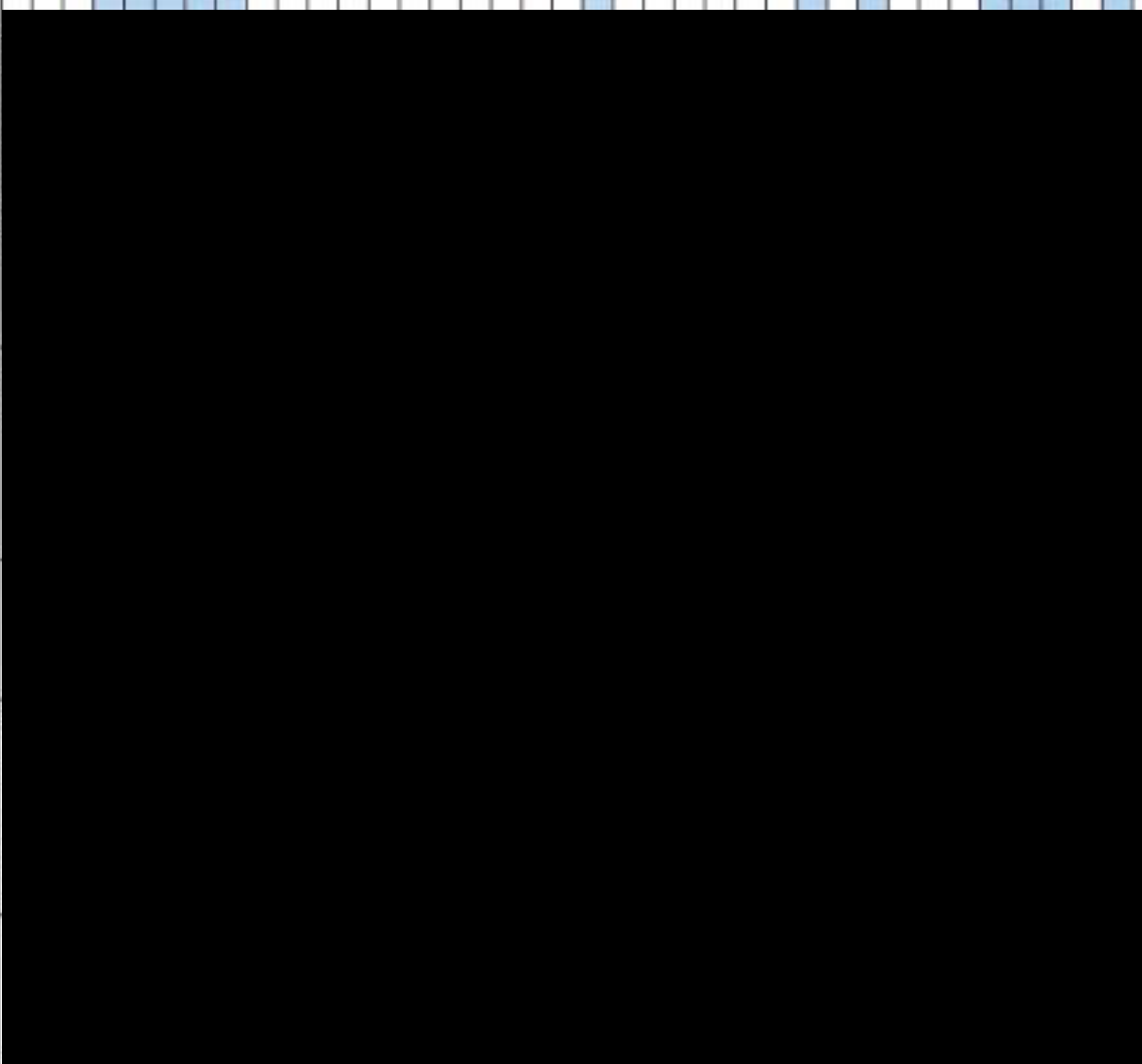


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O'BRIEN	JAMES	
O'BRIEN	MICHELLE	
O'BRIEN	GEMMA	
O'BRIEN	SEAN	
O'BRIEN	EMMON	
O'BRIEN	MICHAEL	
O'BRIEN	PETER	
O'BRIEN	DANIEL	
O'BRIEN R.I.P	PARAIC	
O'BRIEN R.I.P.	JOSIE	
O'BRIEN R.I.P.	MAISIE	
O'BRIEN	ALAN	
O'BRIEN	PATRICK	
O'BREIN	ANNE	
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O'BRIEN R.I.P.	CATHERINE	
O'BRIEN	PATRICIA	
O'BRIEN	PATRICK	
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O'BYRNE N/K	JIMMY AND NANCY	
O'CALLAGHAN	JOHN JOE	
O'CALLAGHAN	PAUL	
O'CALLAGHAN	KATHLEEN	
O'CALLAGHAN	MADGE	
O'CARROLL N/K	MARY	
O' CINNEIDE	DONNACHADH	
O'CONNELL	MARGARET	
O'CONNELL R.I.P.	JOHN	
O'CONNELL	MRS	

O'CONNELL R.I.P	BRIDIE AND M
O'CONNOR R.I.P	GURTUSSA
O'CONNOR R.I.P	LOLO
O'CONNOR	MICHAEL
O'CONNOR	JOHN
O'CONNOR	MARY
O'CONNOR	NELLIE
O'CONNOR R.I.P	UNA MISS
O'CONNOR	MARY ALICE
O'CONNOR	MARY
O'CONNOR R.I.P	JOSEPH
O'CONNOR	TOM
O'CONNOR	RONAN
O'CONNOR	GERALDINE
O'CONNOR	VAL
O'CONNOR	PAT
O'CONNOR	PATRICK
O'CONNOR R.I.P	MRS BRENDA
O'CONNOR NIK	MARY
O'DEA	NOEL
O'DOHERTY	BERNIE
O'DONNELL	JAMES
O'DONNELL	HELEN
O'DONNELL	JAMES
O'DONNELL	P MRS
O'DONNELL	JAS
O'DONNELL	MARY
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O'DONOGHUE	TOM
O'DONOGHUE	TIM

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O'DONOVAN R.I.P.	TOM
O'DRISCOLL	THOMAS
O'DWYER	SIOBHAN
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O'DWYER	JOHN
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O'DWYER	SEAMUS
O'DWYER	JOHN
O'DWYER	ANNE
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O'HALLORAN	DIARMUID



O'HALLORAN	JOE	
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OMEARA	NOEL	
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OSULLIVAN N/K	T. VAL	
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O'CONNELL	JOSEPH	
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ROCHFORD	ERIC					
ROGERS R.I.P	RITA					
ROGERS R.I.P	BREDA					
ROSEGREEN	DEVELOPMENT ASS.					37
ROSEGREEN GAA CLUB	ROSEGREEN					
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RUSSELL	PETER					
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RYAN	BRID					
RYAN	LIAM					
RYAN	JOANNE					
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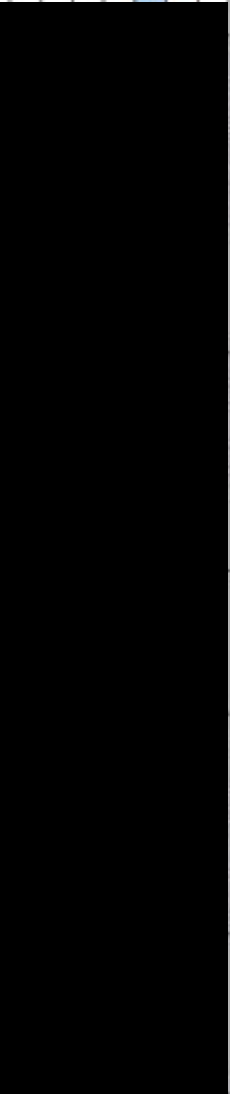
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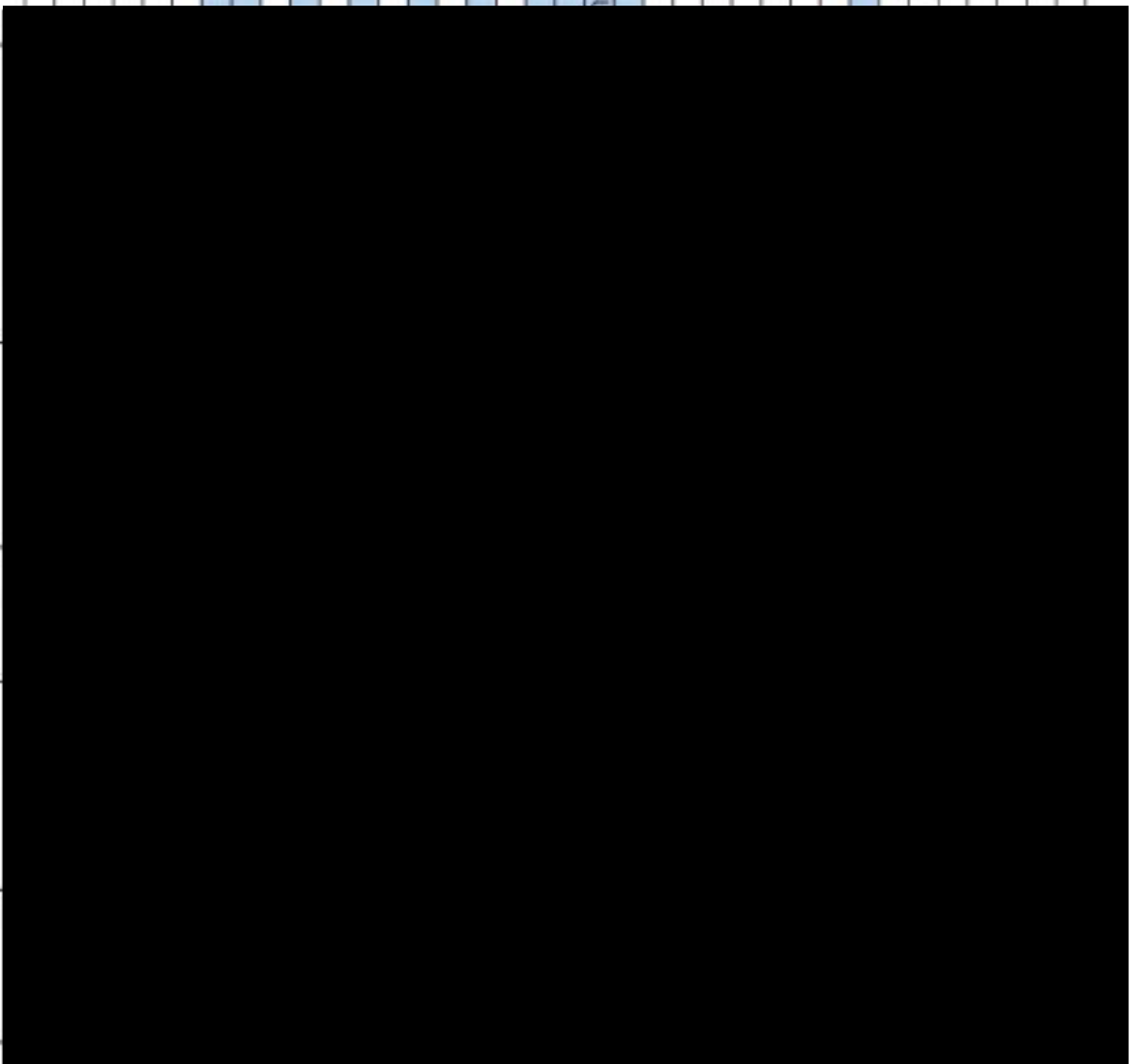
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SCOTT	LESLIE
SEXTON	rita
SHANAHAN	PATSY
SHANAHAN	BERNIE
SHINE R.I.P	JOHN
SKEHAN NURSING HOME	PEARL
SKEHAN	JEREMIAH
SLATTERY R.I.P	PAT
SLATTERY	PADRAIG
SLATTERY	PJ
SLATTERY	ANNA
SLATTERY	BILL
SLATTERY	WILLIAM
SLATTERY N/P	MICHAEL
SLATTERY	MICHAEL
SLOANE R.I.P	rita
SLOANE R.I.P	BILLY
SOUTH TIPPERARY	EXEC. IFA
SPALDING	B
ST ALBE'S VOC	SCHOOL
ST JOHN'S FAMINE	GRAVEYARD
ST MARY'S PARISH	CHURCH SELECT
ST MICHAEL'S CHURCH	C/O ARCHD MCGRATH
ST. PATRICK'S	BRASS BAND
STAPLETON	MARY
STAPLETON R.I.P	THOMAS
STAPLETON R.I.P	WILLIAM
STAPLETON	BRIDGET
STAPLETON	LIAM
STAPLETON	MARY
STAPLETON NK	SHEILA



TANNER R.I.P	RICHARD
TANNER	ROBERT
TEDFORD	PAT MRS
THORNTON R.I.P.	NED
THURLES CREDIT UNION	
TIERNY	KIERAN
TIPP AUTO CARE	
TIPPERARY CO-OP	CREAMERY
TIPPERARY CREDIT UNION	
TIPP FLOWER CLUB	
TIPP G.A.A.	C/O GERRY RING
TIPP G.A.A.	C/O TIM FLOYD
TIPP GOLF CLUB	C/O THE SECRETARY
TIPP HISTORICAL SOC	C/O DENIS HARTNETT
TIPP LIONS CLUB	C/O DAVID QUIRKE
TIPP PANTOMINE SOC	
TIPP PITCH & PUT	
TIPP RED CROSS SOC	C/O ANTHONY LAWLC
TIPP SINGERS	C/O BETTY LYNCH
TIPP TOWN A.C.	C/O BREDA CHRISTY
TIPP TOWN ICA	C/O ANGELA LONERG
TIPP WORKSHOP FOR	C/O THE SECRETARY
TIPPERARY WIDOWS ASS	
TIPPERARY BALLROOM CLUB	
TOPS OF THE YOUTH CLUB	
TOBIN	MICHELLE
TOBIN	MRS
TOBIN	JOE
TOBIN	KAY
TOOMEY	BABS
TORPEY N/K	FRANK
TREACY	NANO
TREACY R.I.P.	D.J.
TREACY	PADDY
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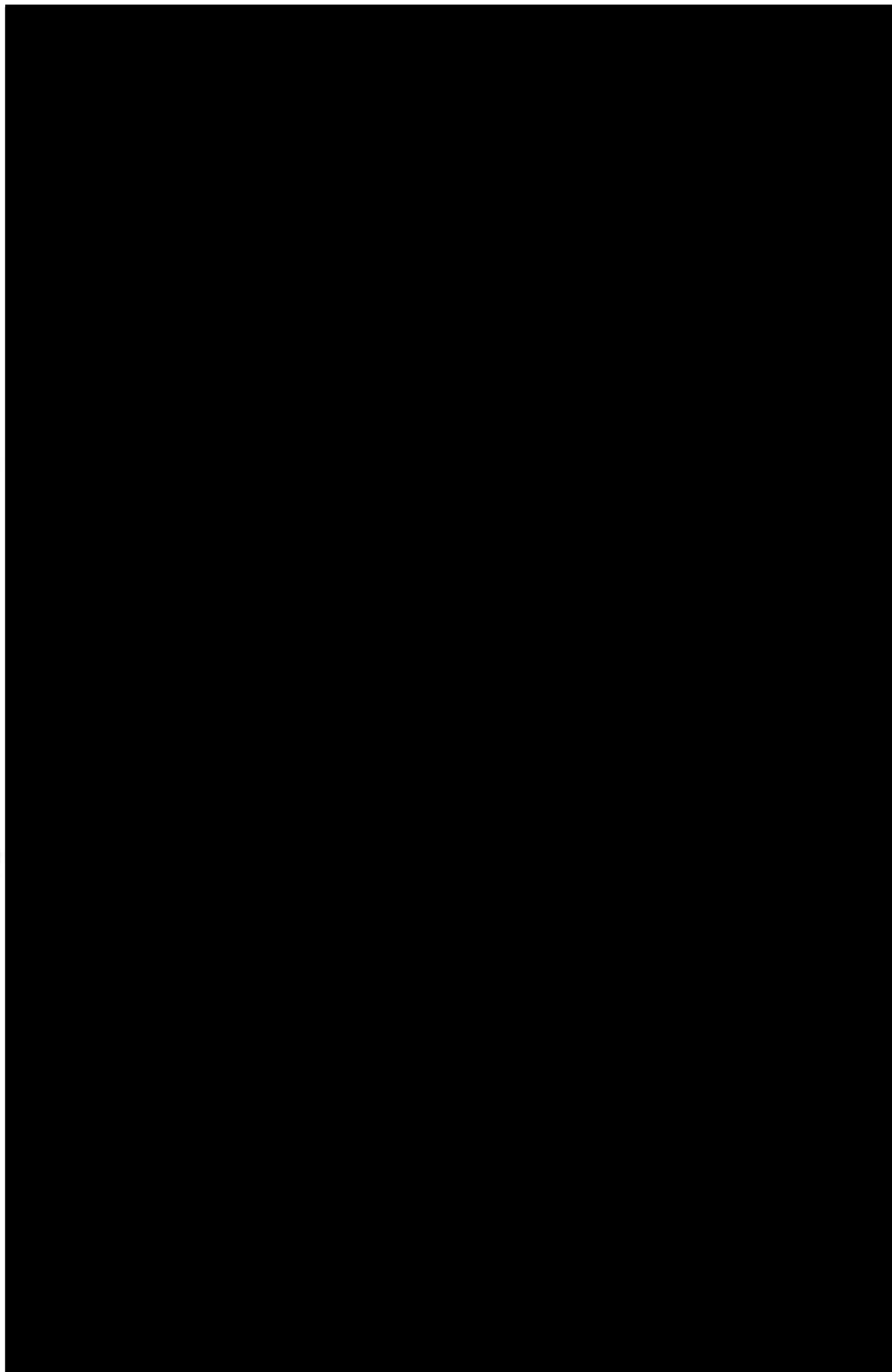
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WALSH	JOHN
WALSH	MARY & KEVIN
WALSH	MAURE
WALSH NIK	BARRY AND MARGE
WALSH R.I.P.	REV
WALSH NIK	RAYMOND
WEBSTER	DECLAN
WHELAN R.I.P.	BETTY
WHELAN	BREDA
WHELAN R.I.P.	JOE
WHELAN	PATRICK
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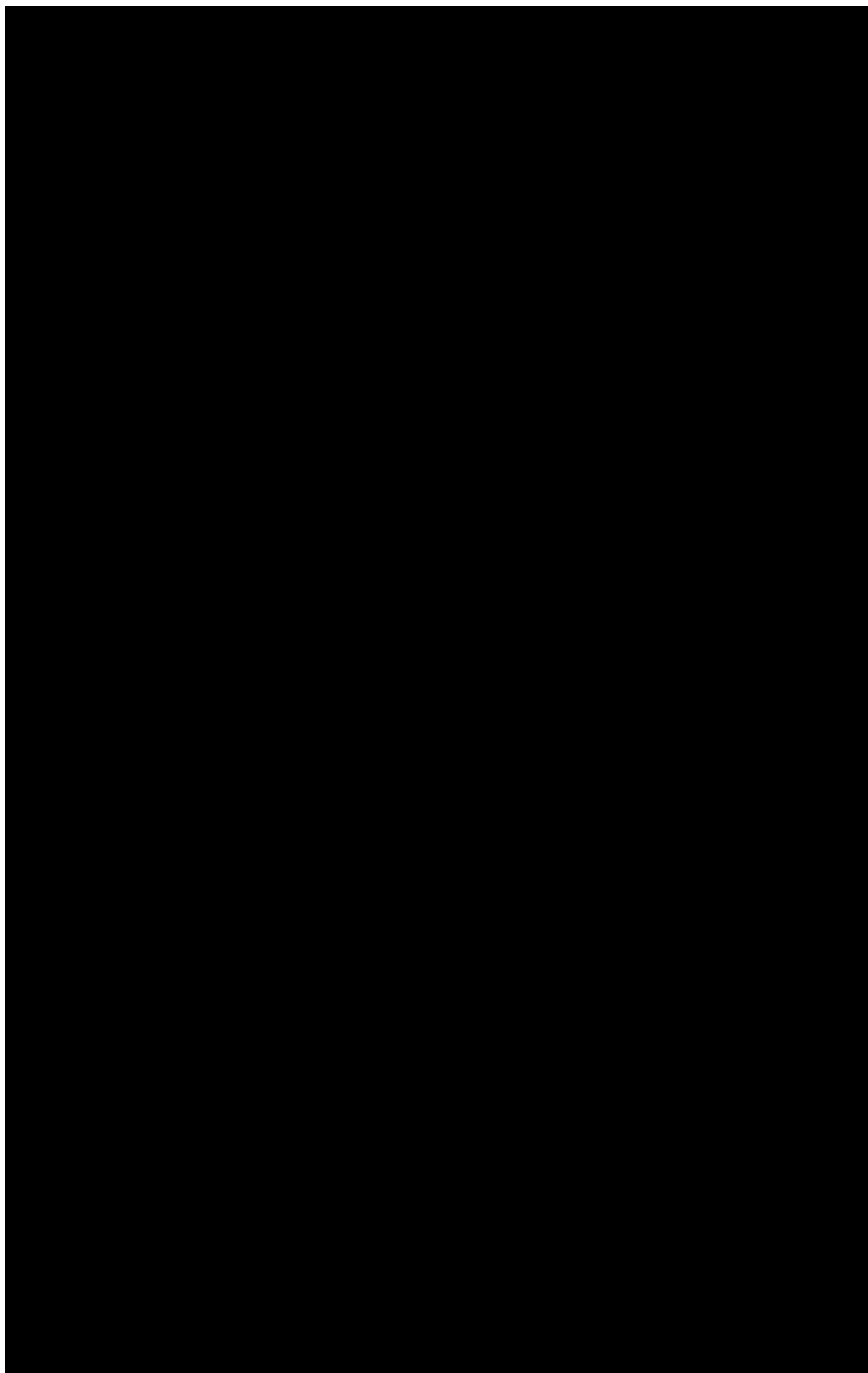


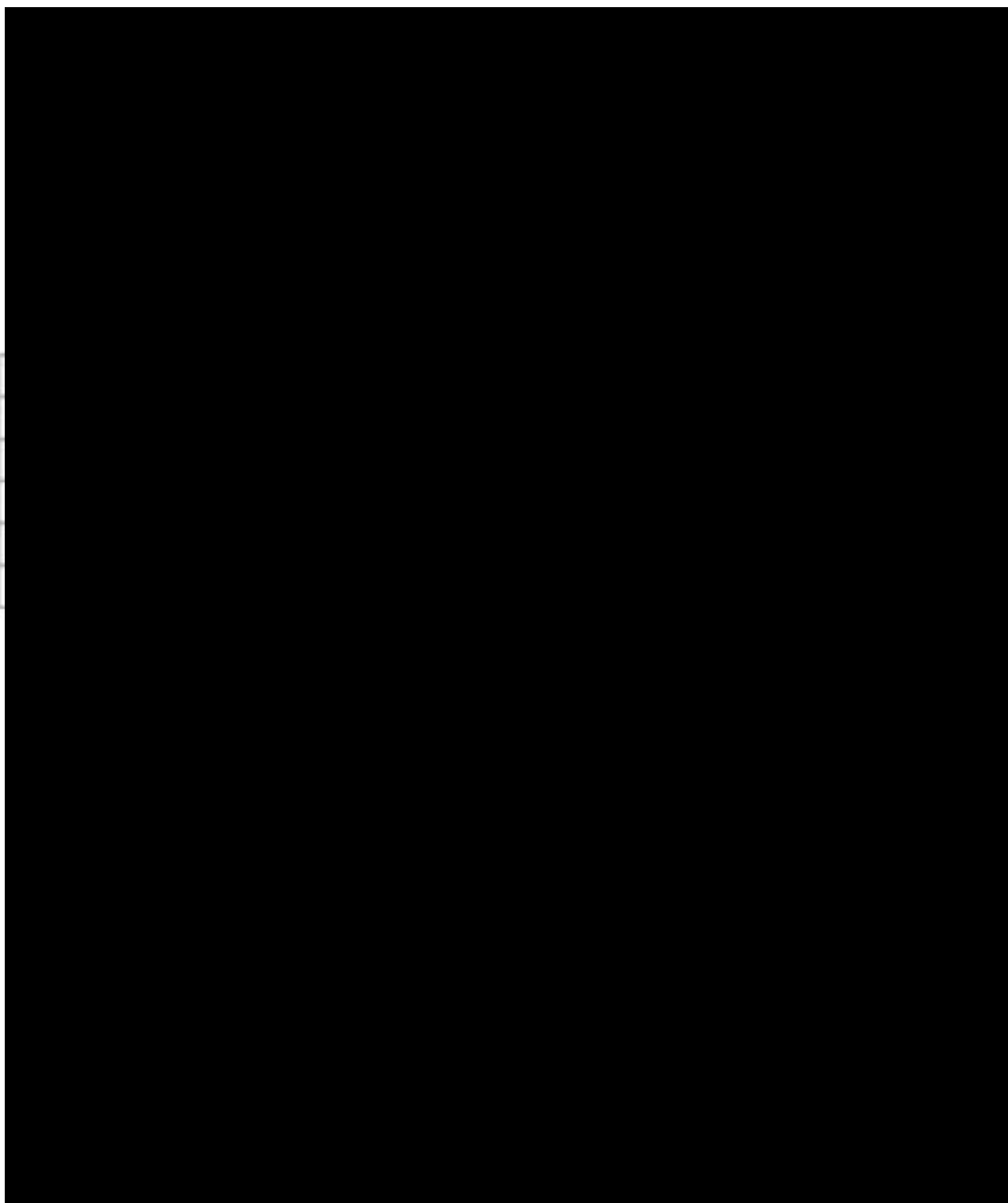
## Appendix 9

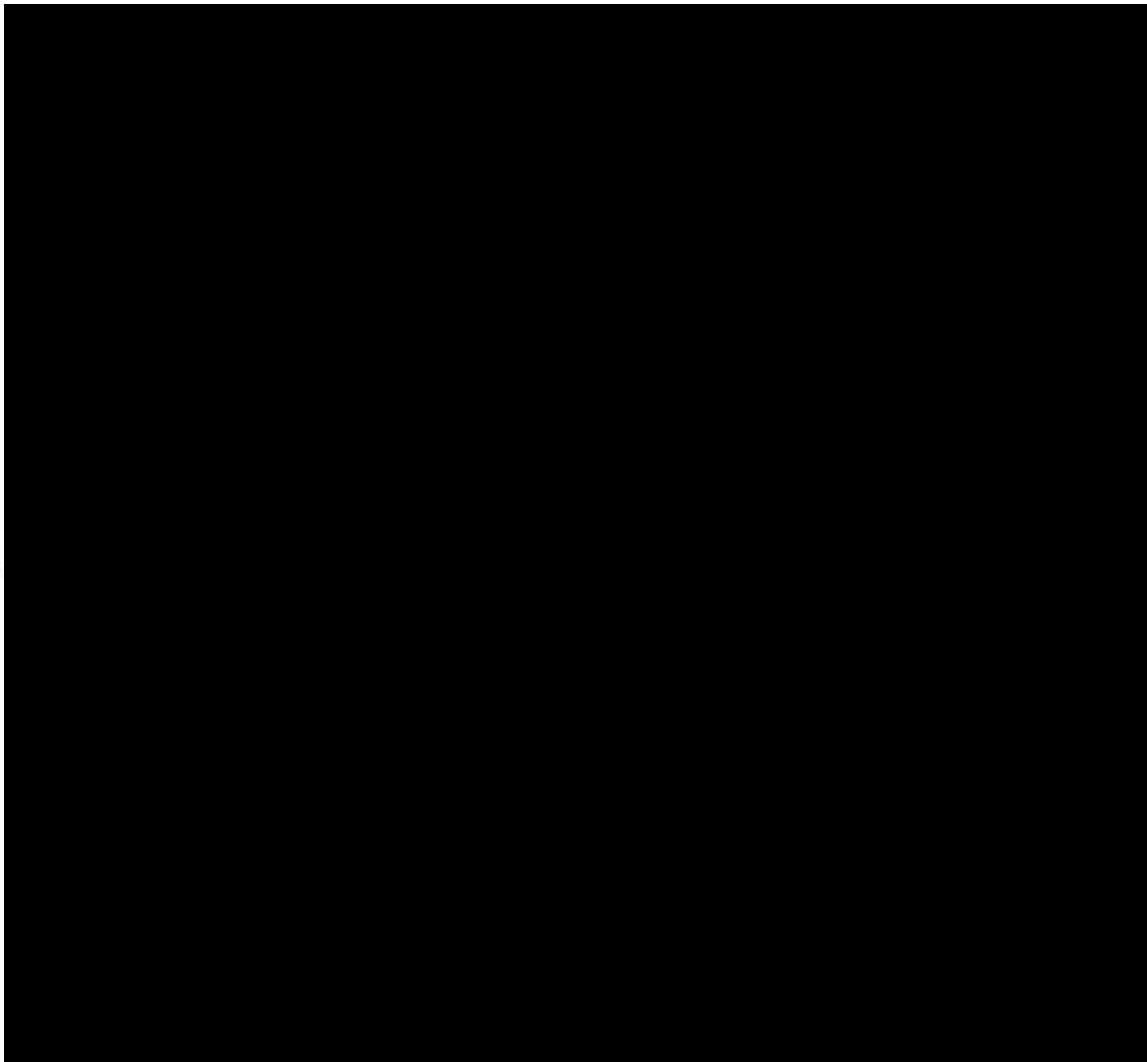
### Staff Contracts

#### 4.3.5



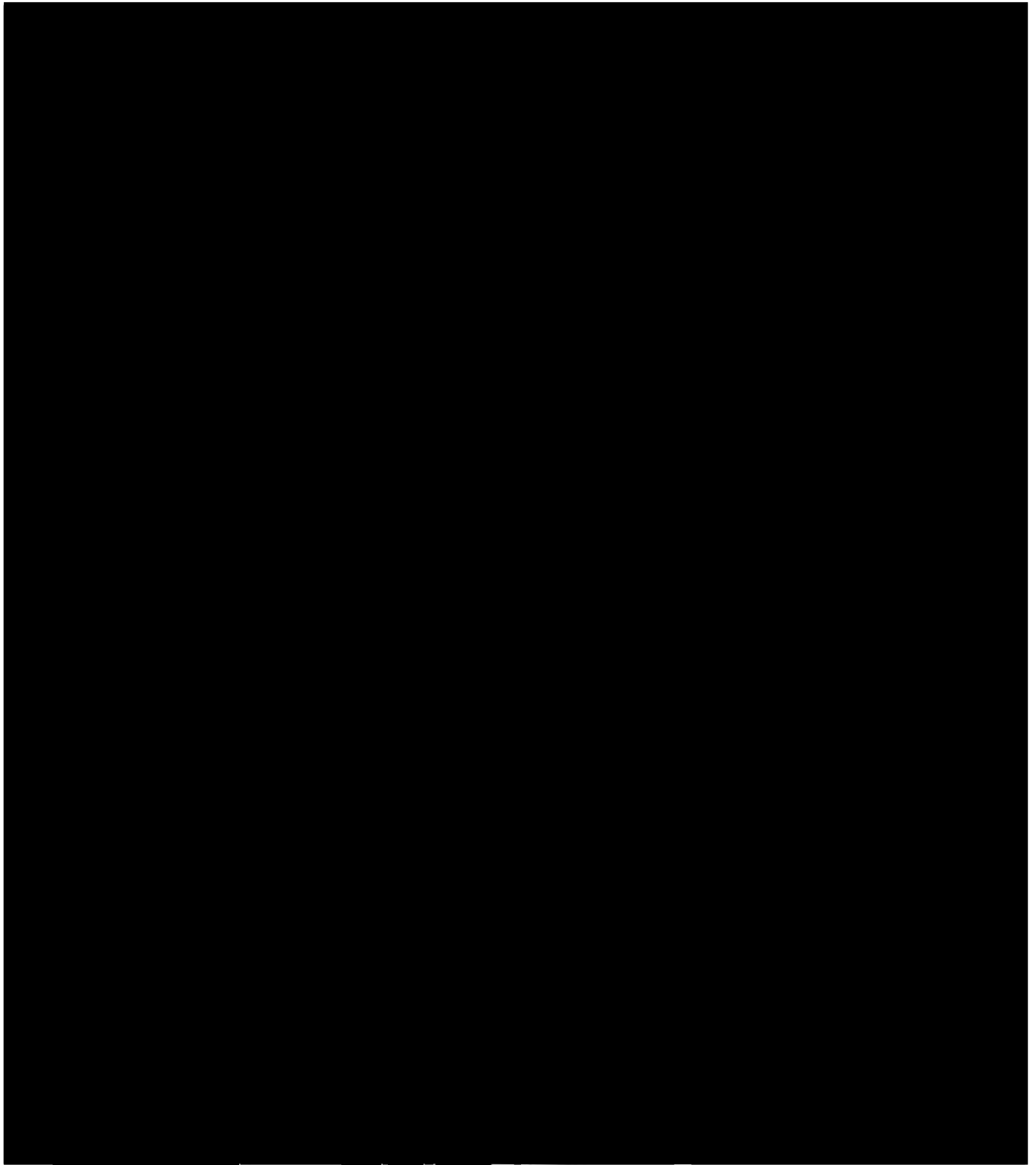




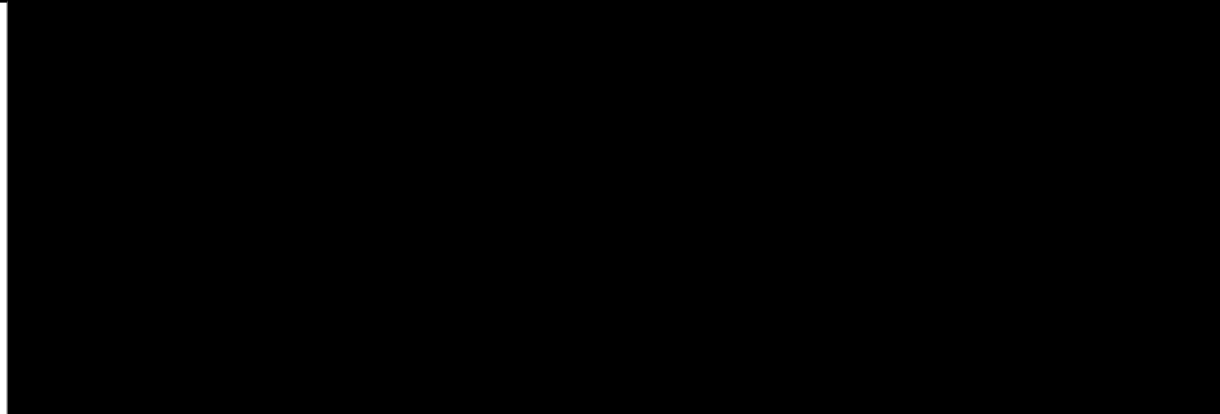
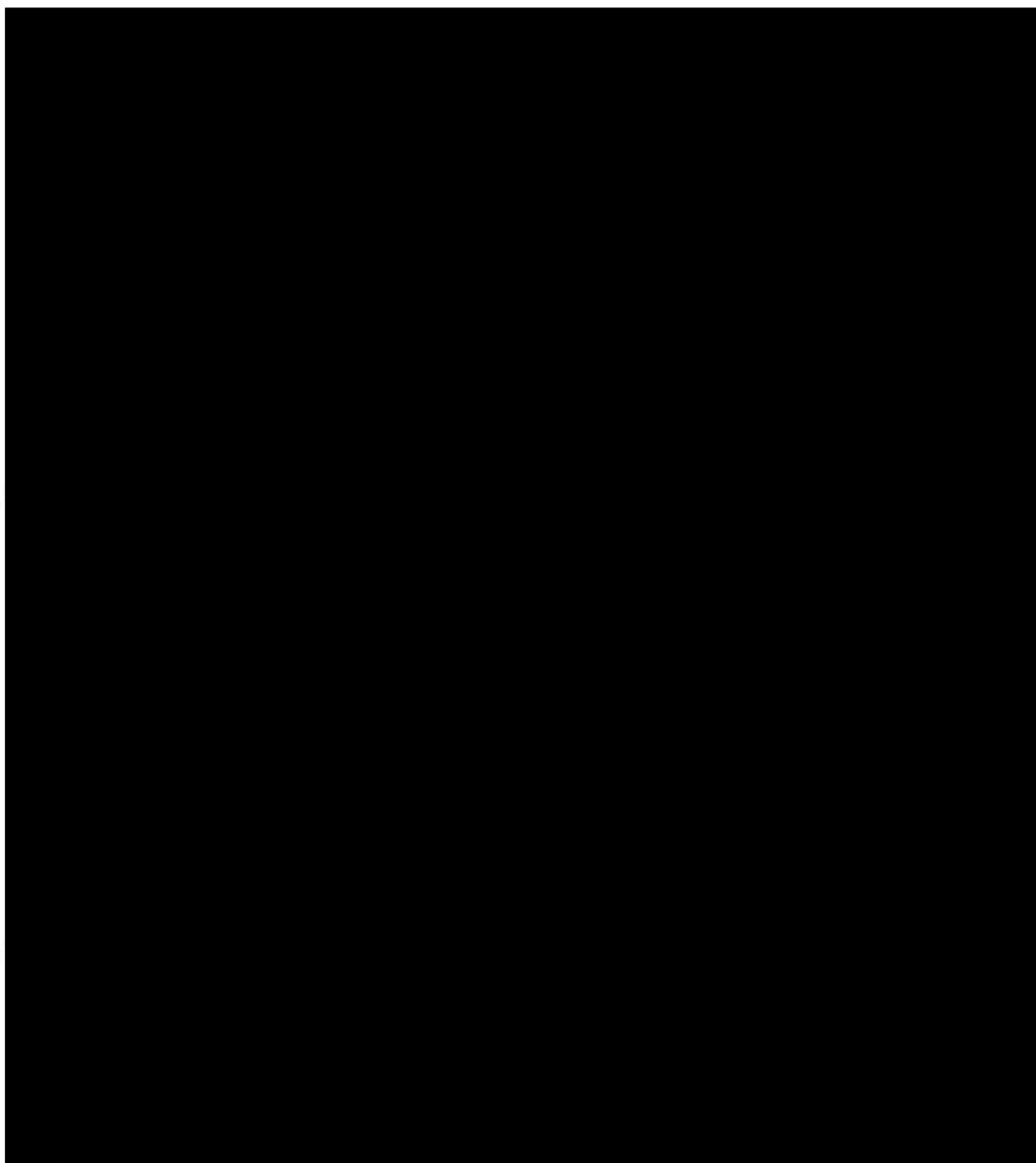


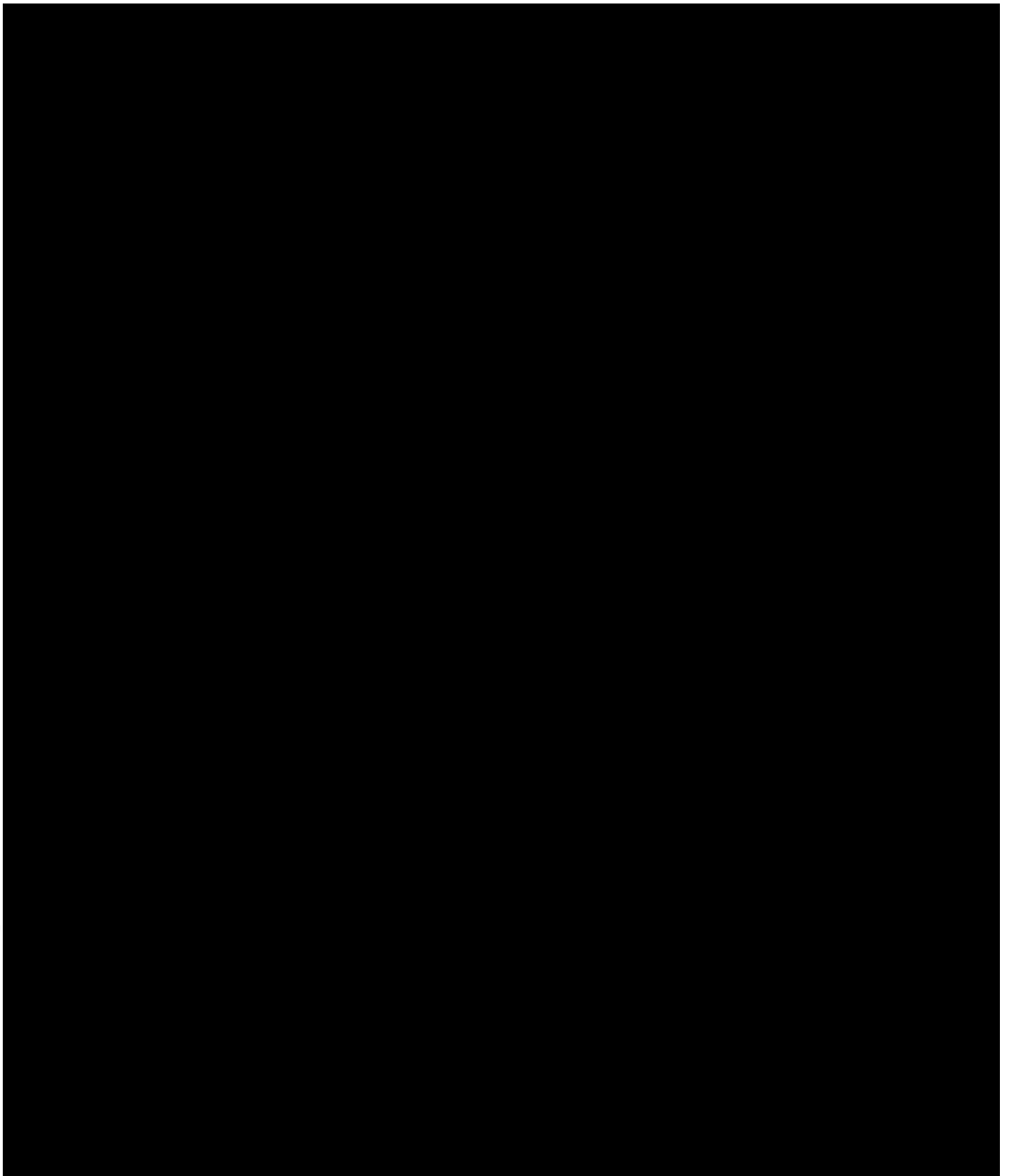
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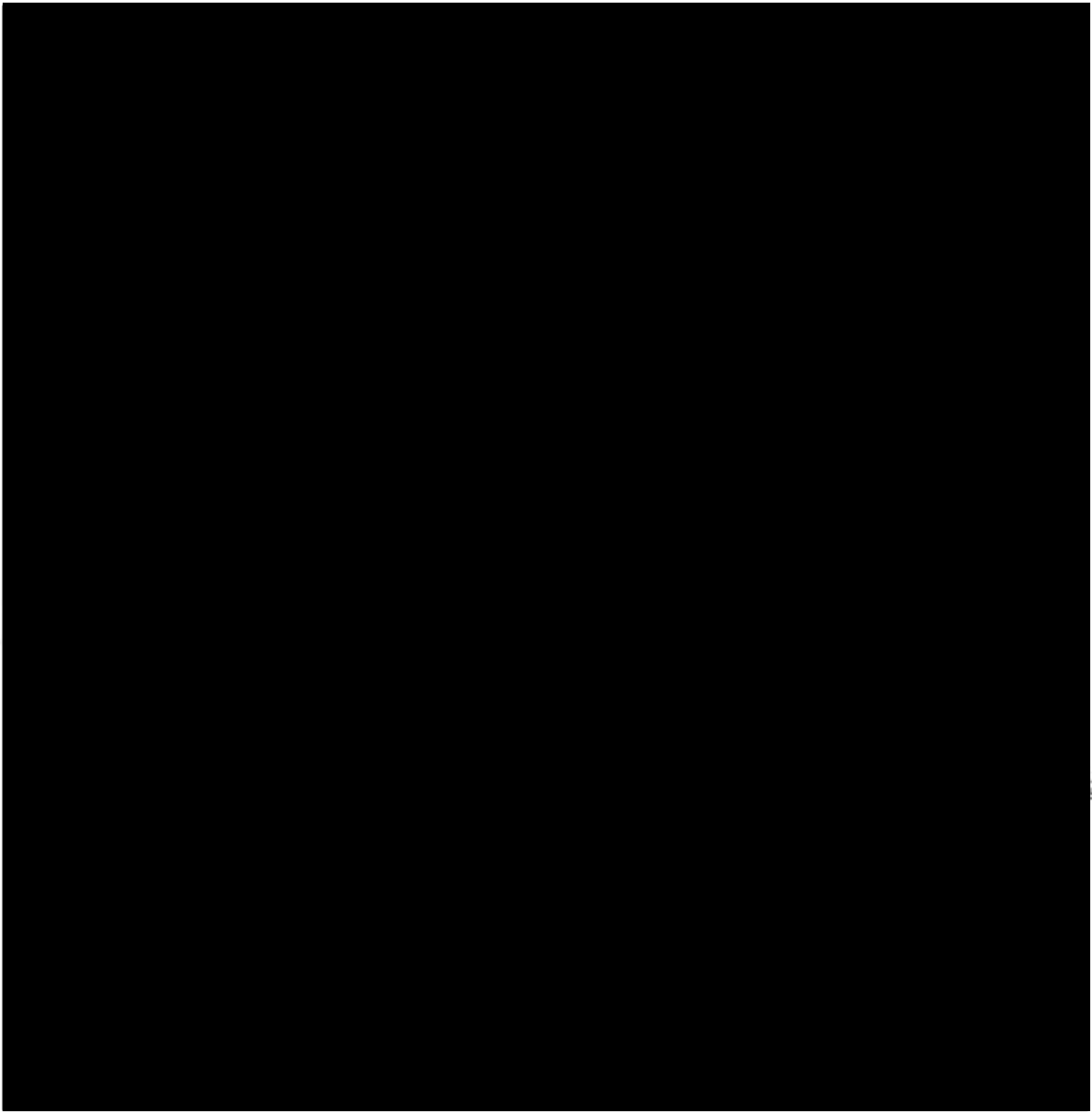
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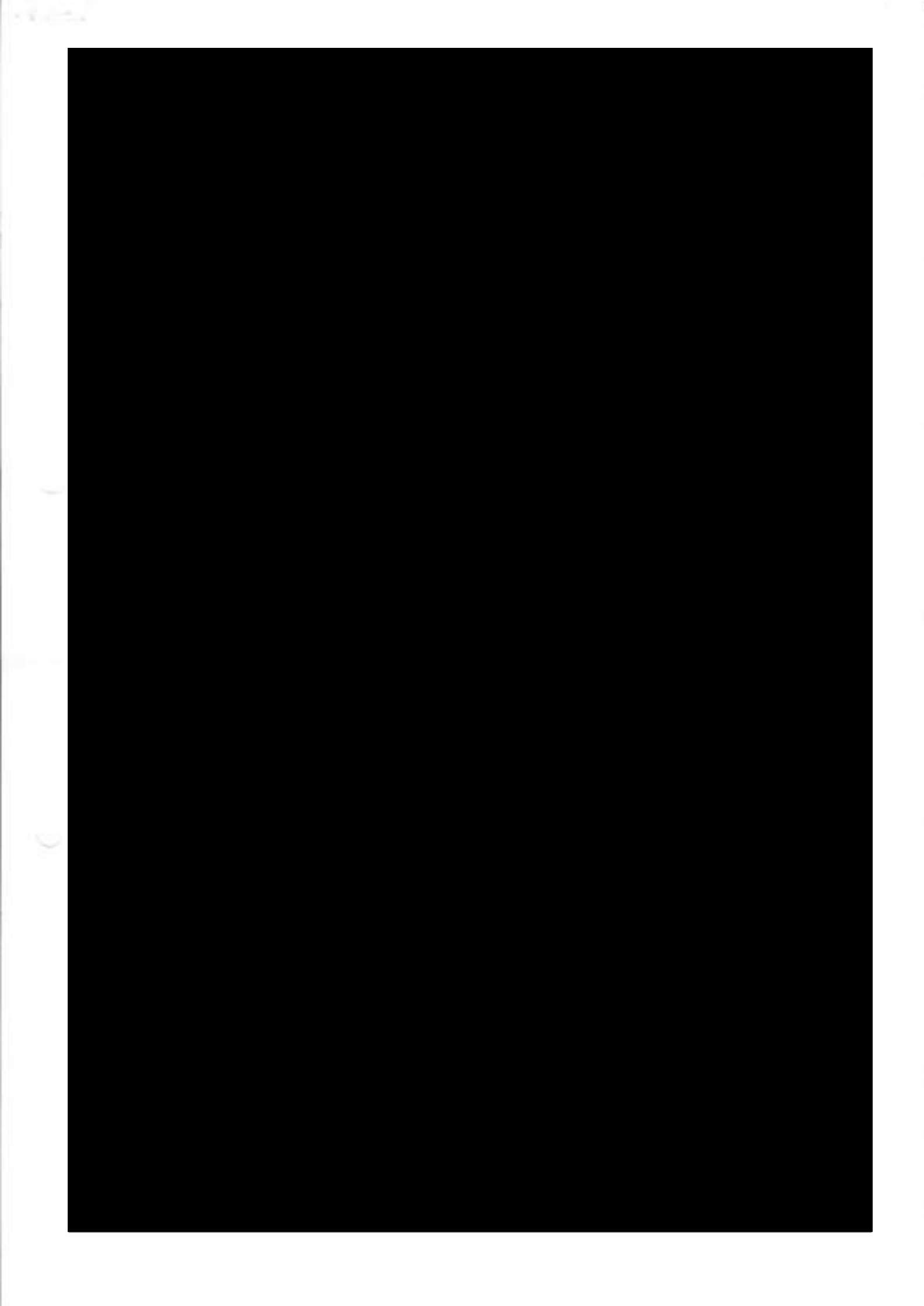


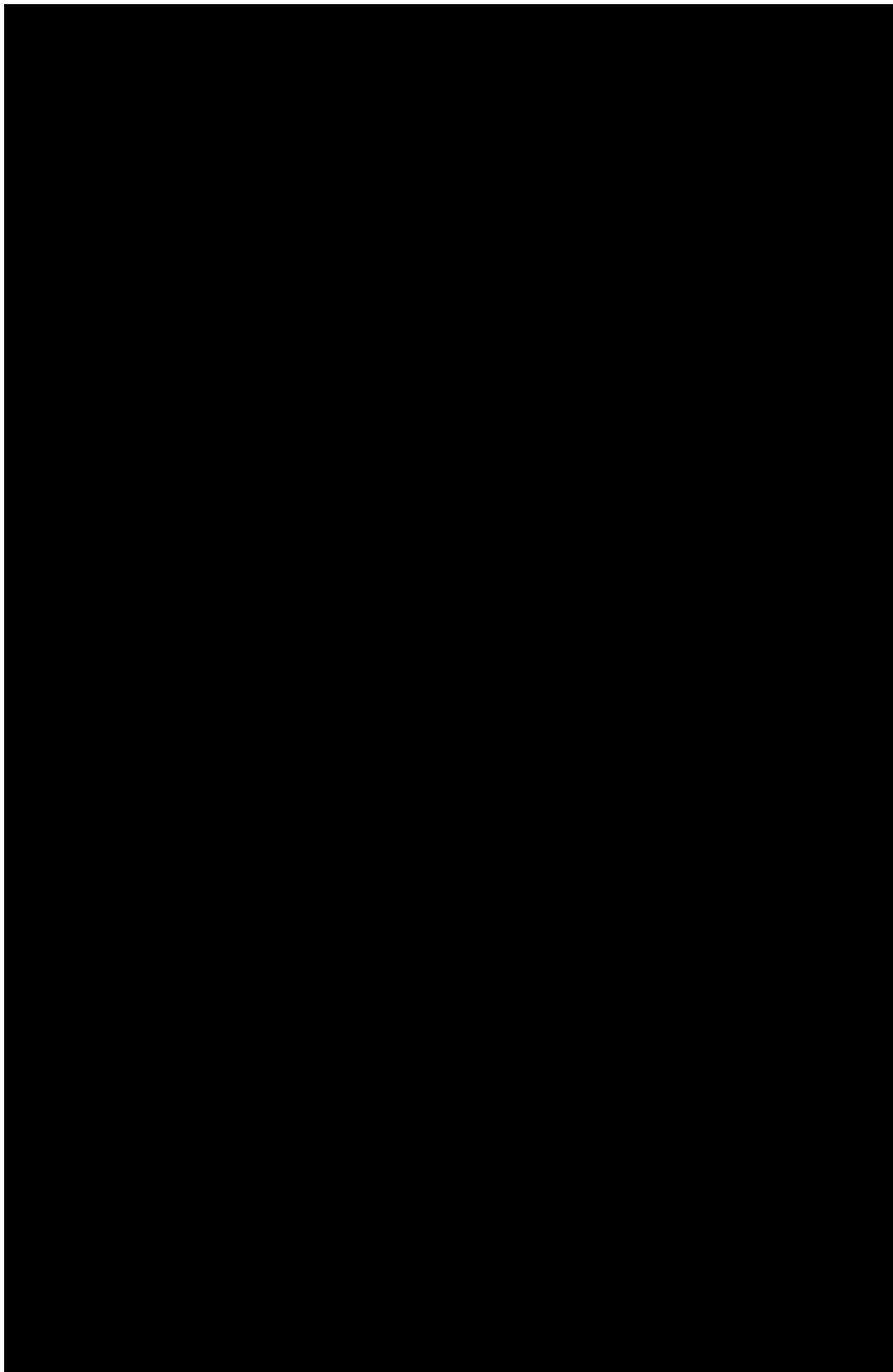
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Duration of employment	Minimum notice
13 weeks to 2 years	1 week
2 years to 5 years	2 weeks
5 years to 10 years	4 weeks
10 years to 15 years	6 weeks
15 years or more	8 weeks

[REDACTED]

[REDACTED]

Signed

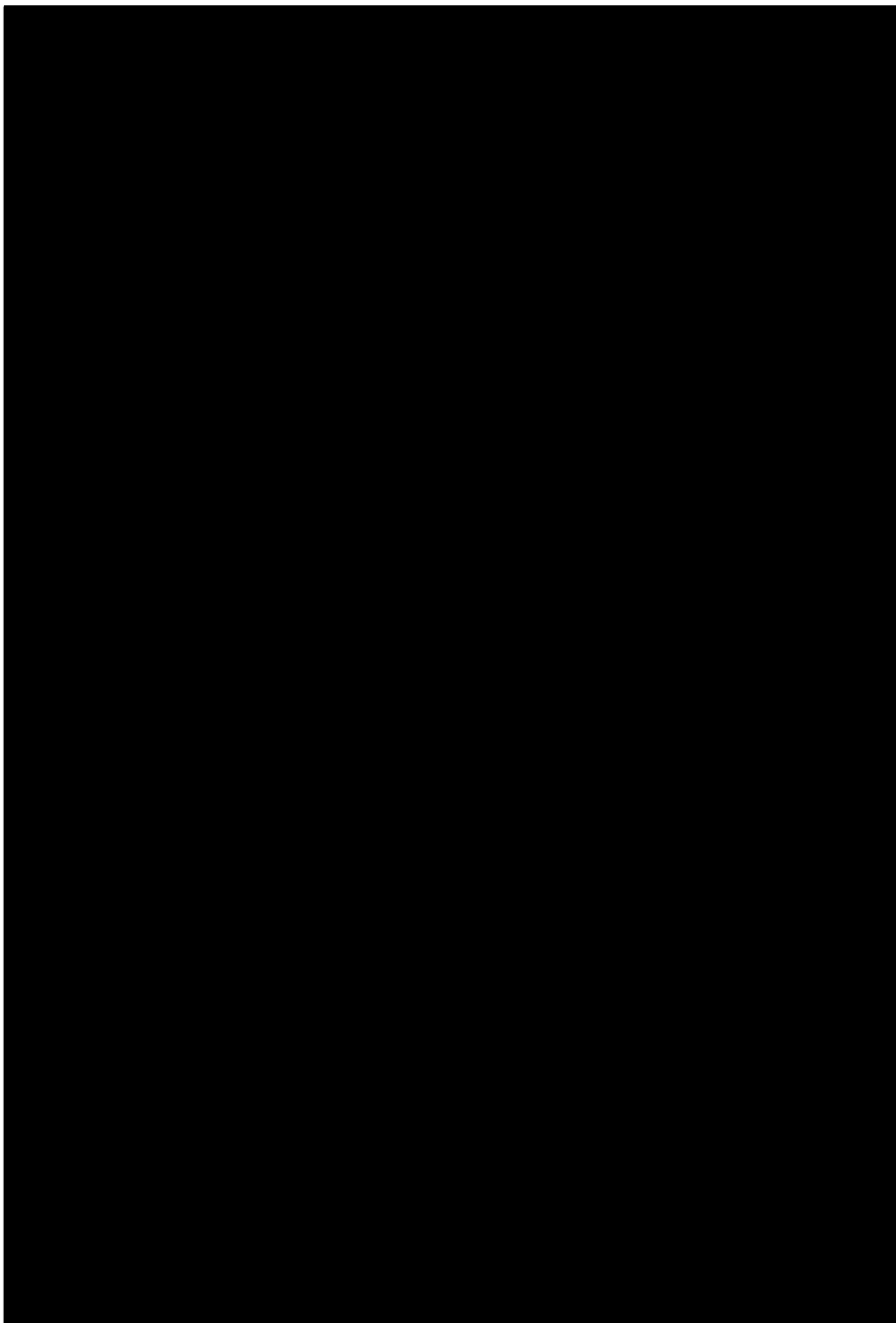
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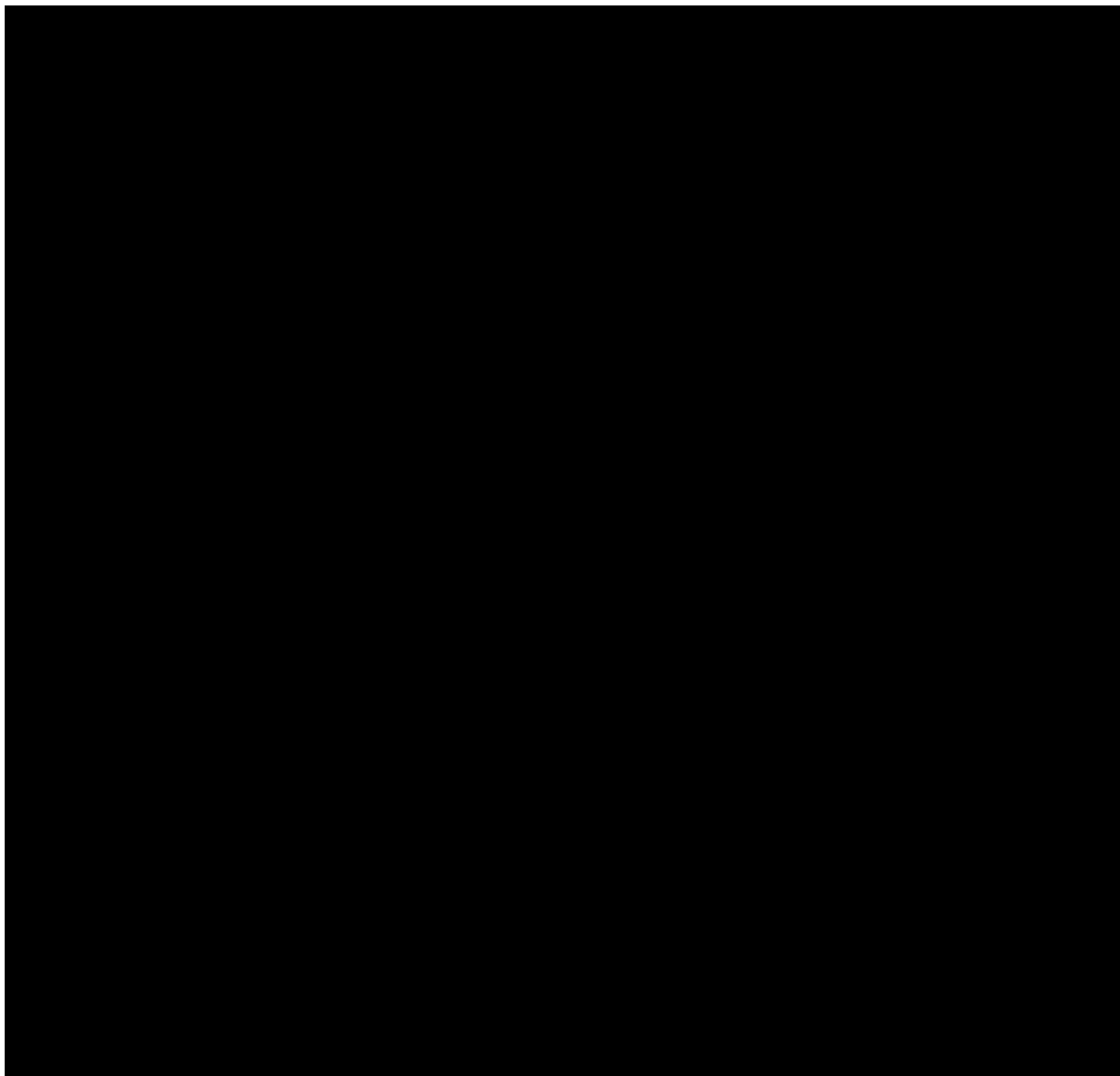
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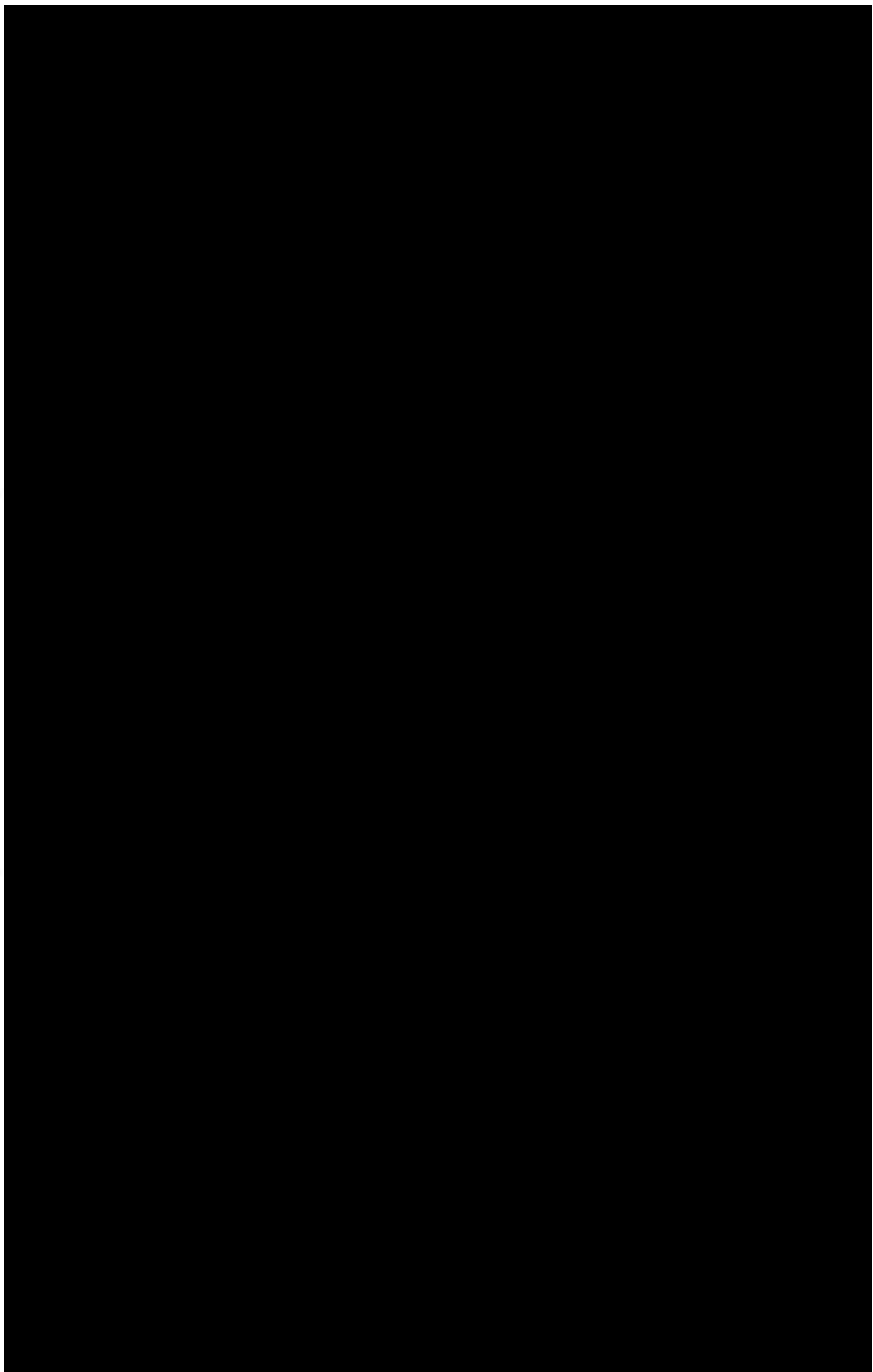


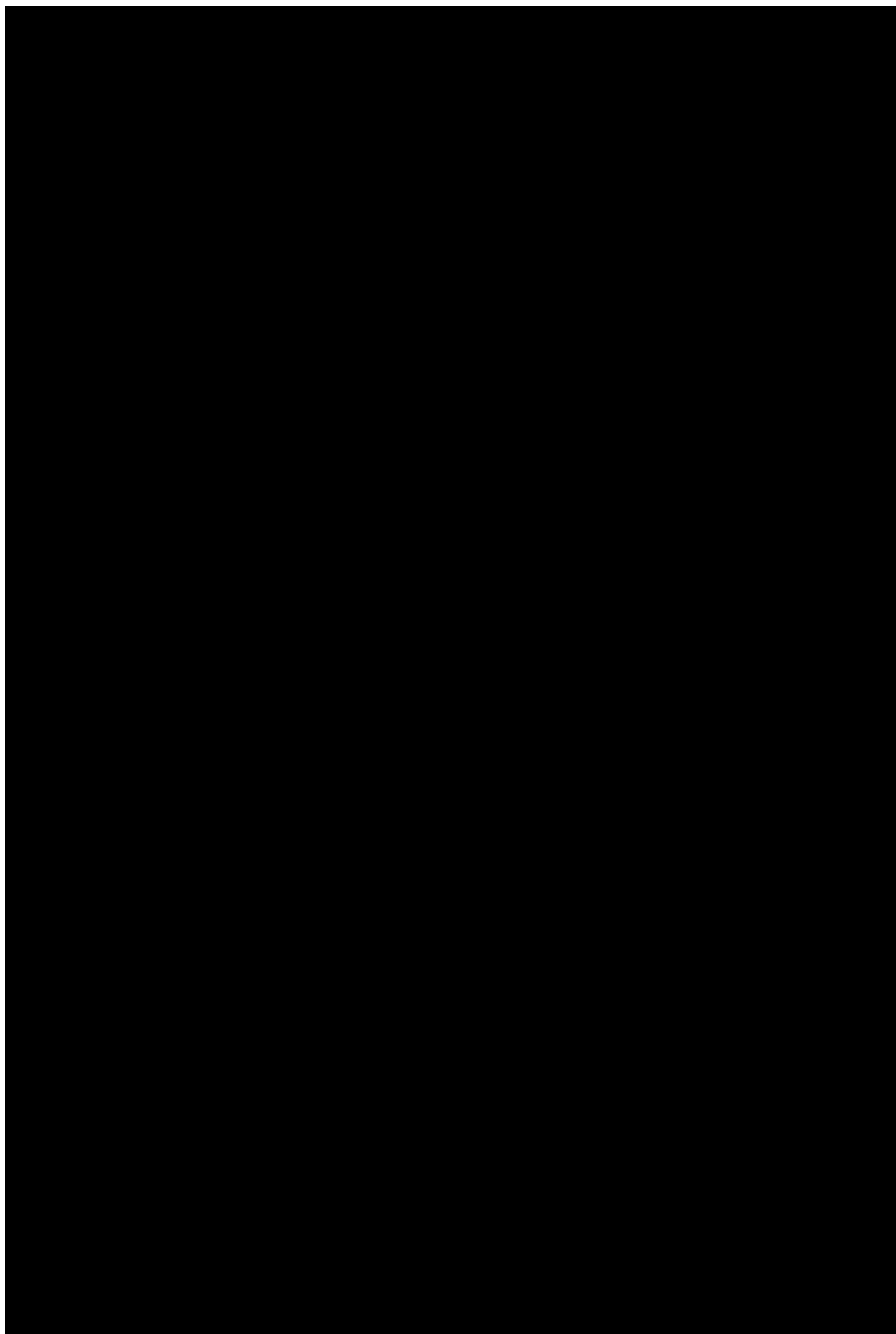












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[REDACTED]

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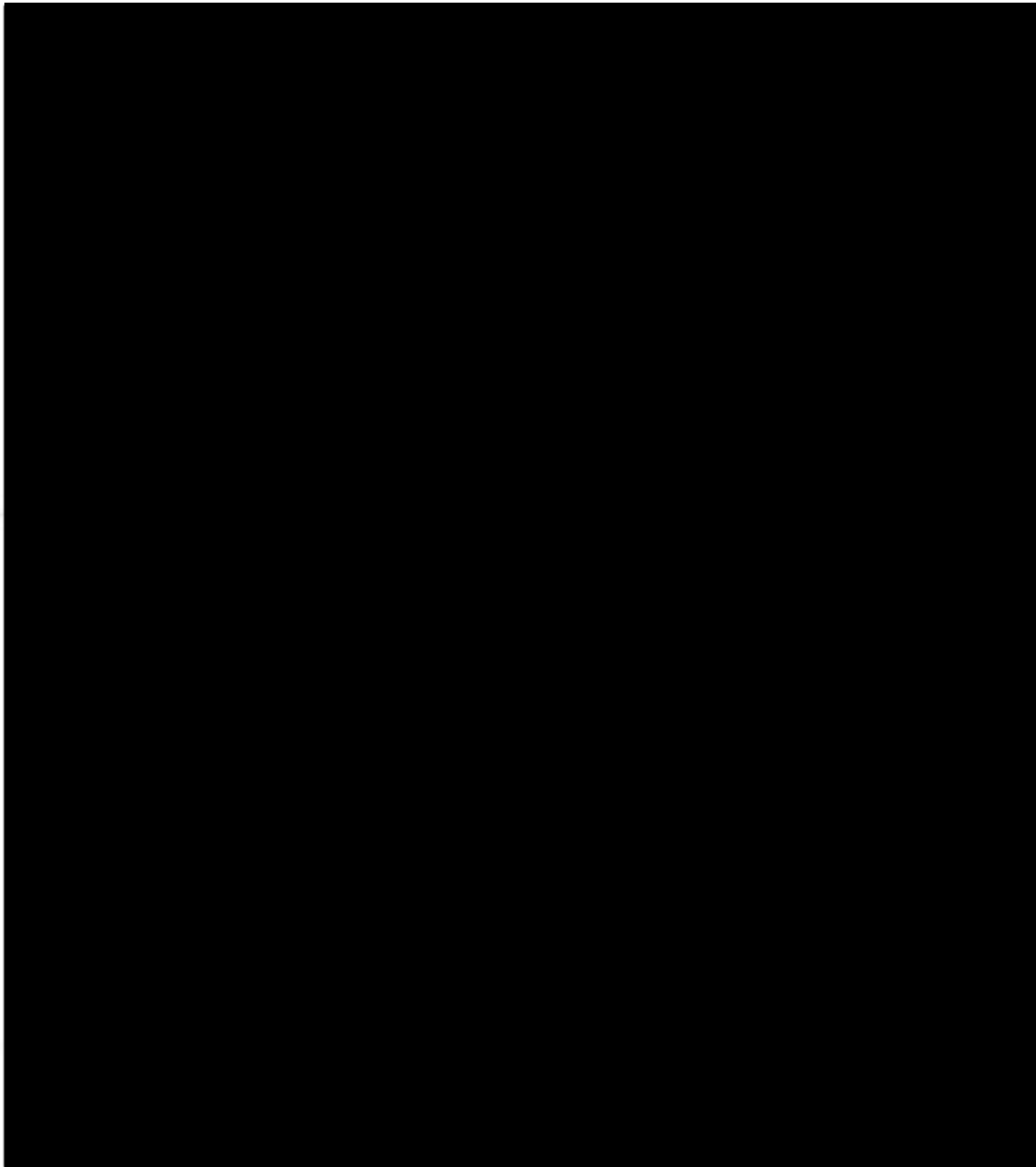
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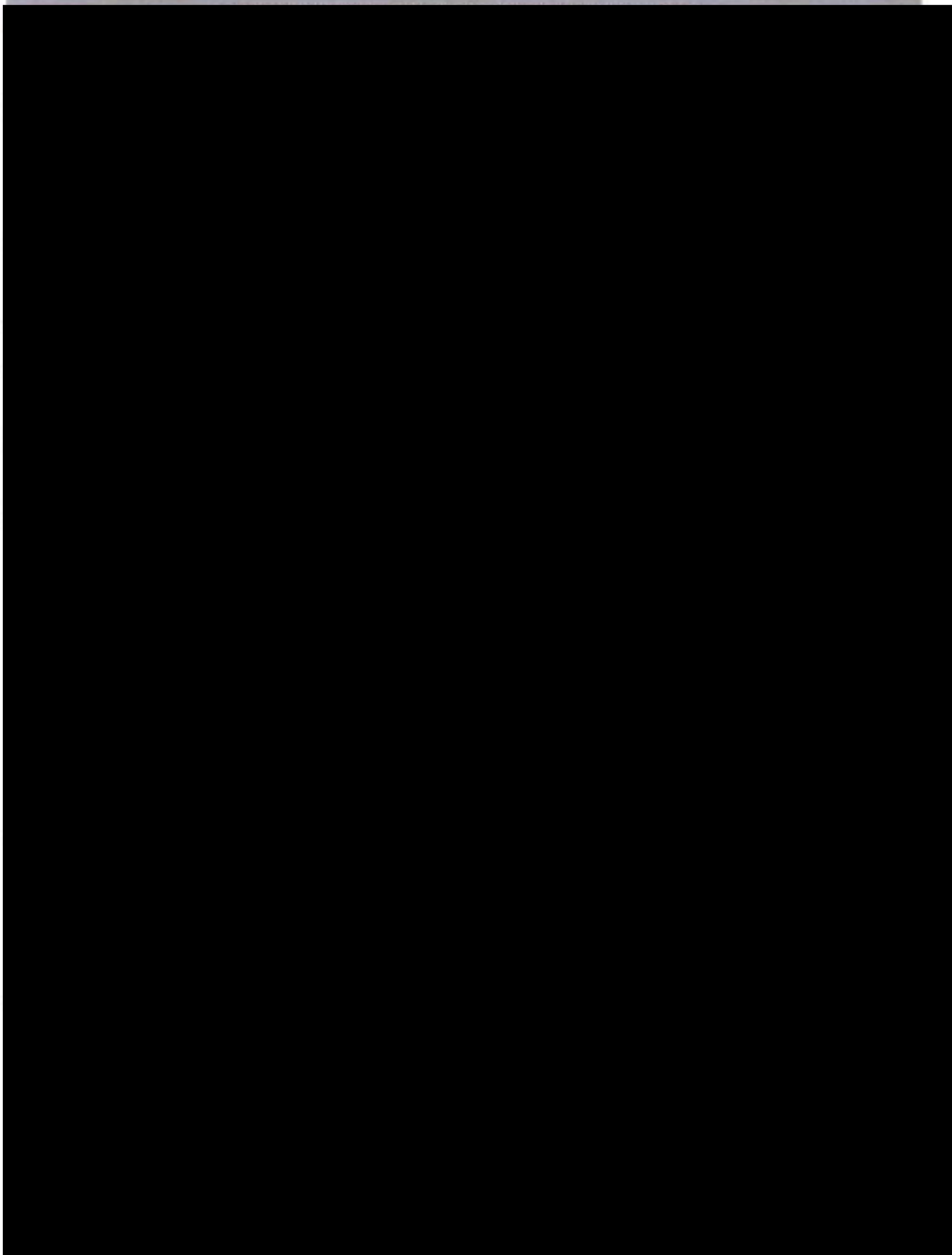
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Signed on behalf of

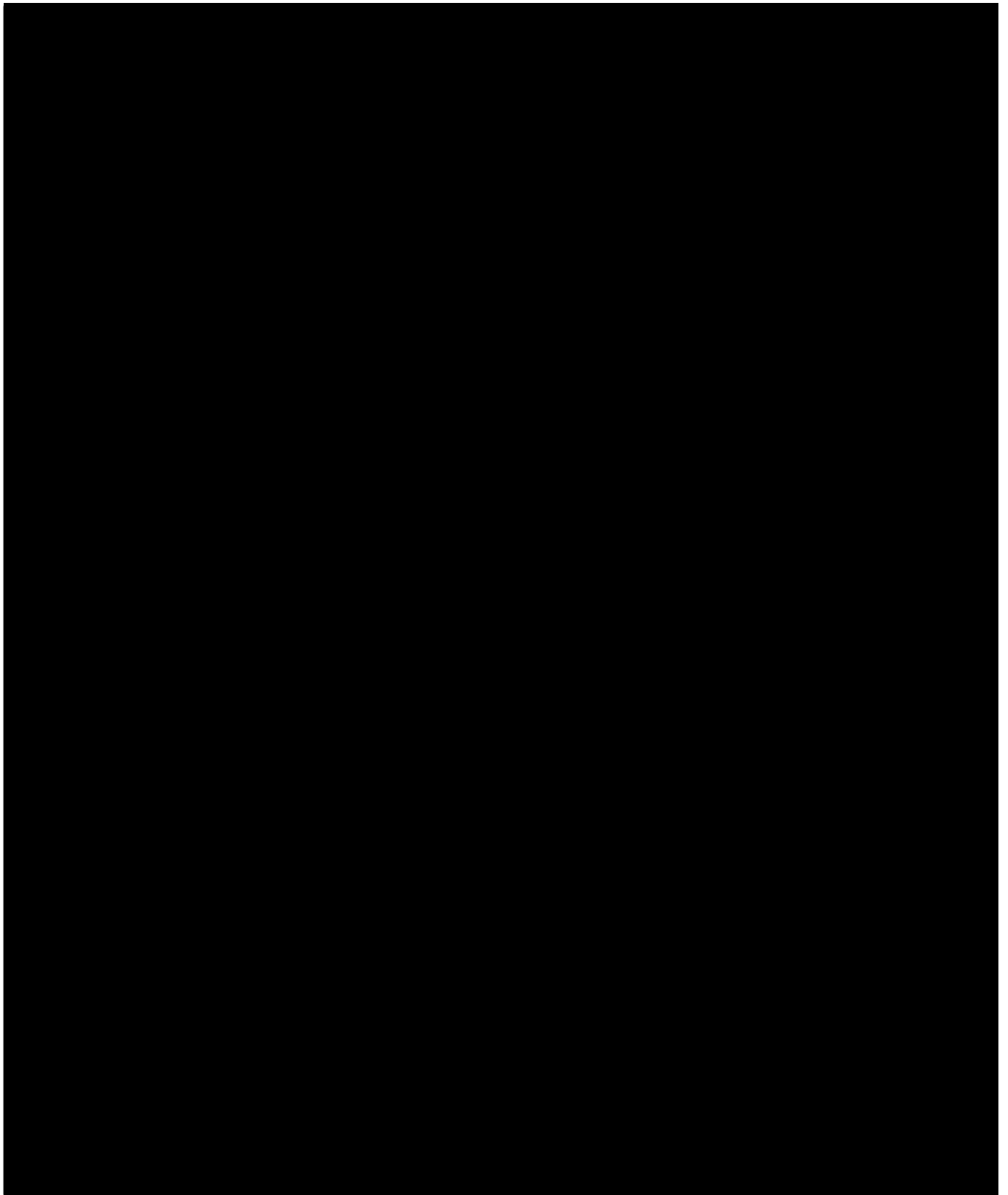
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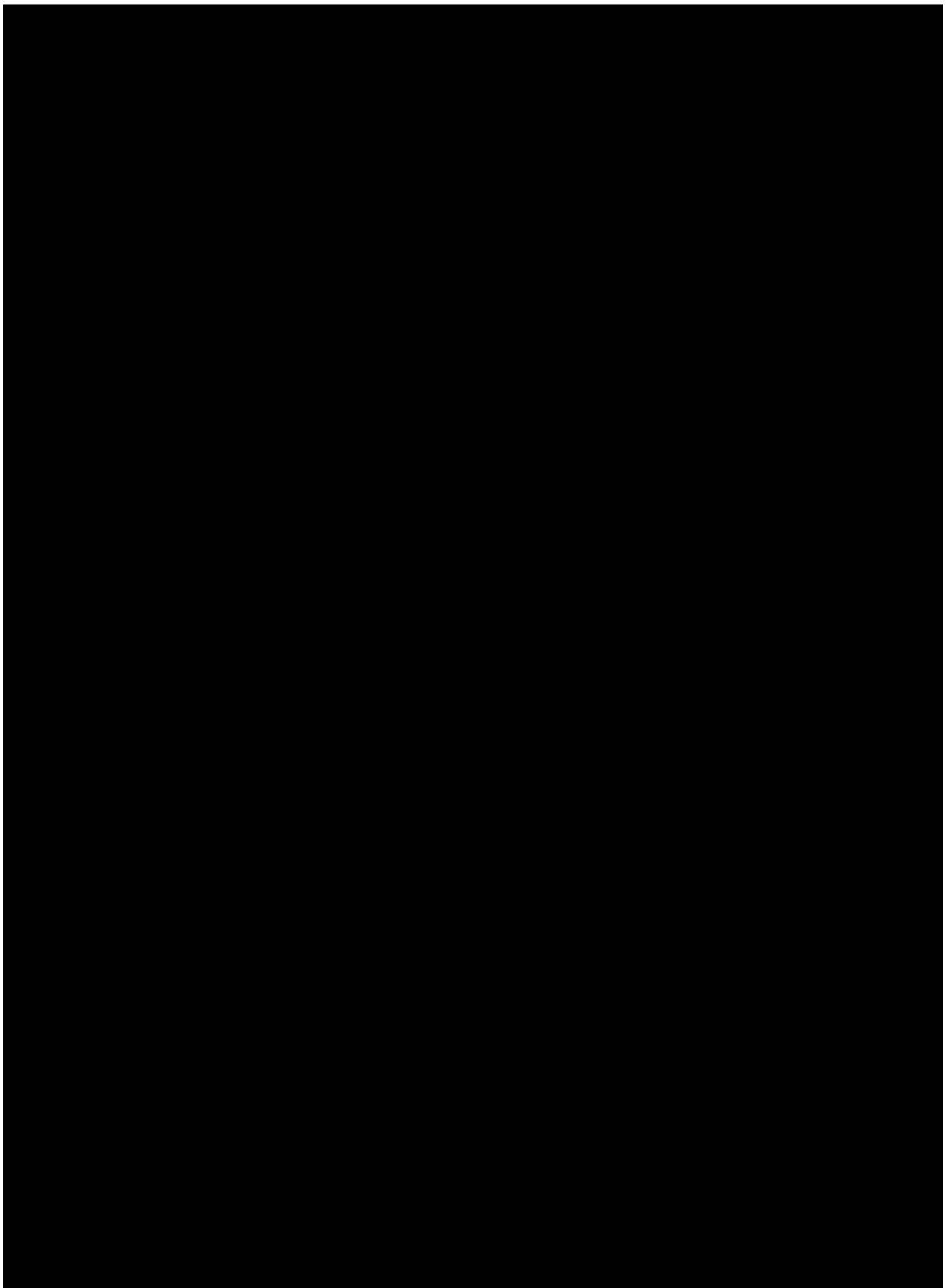


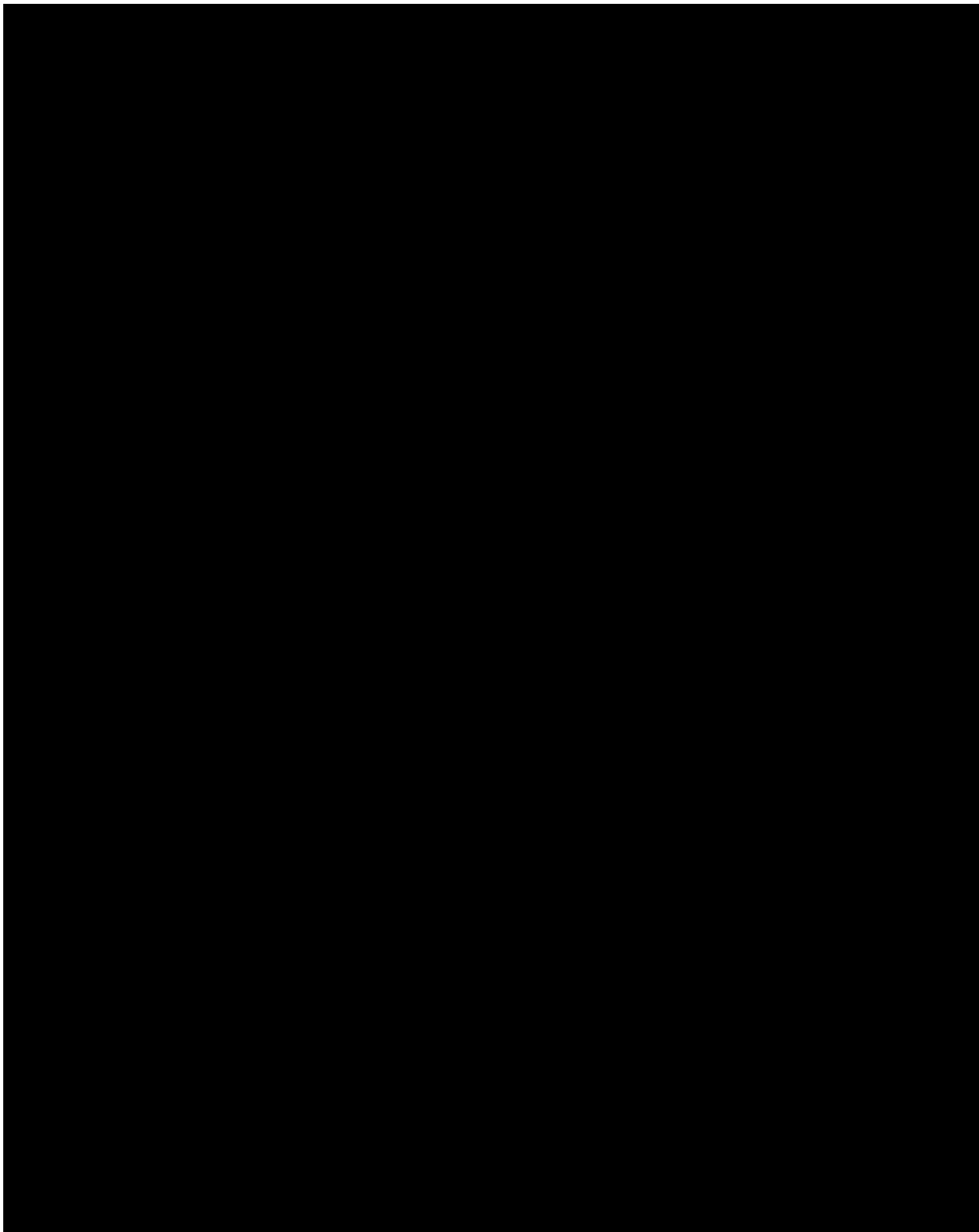
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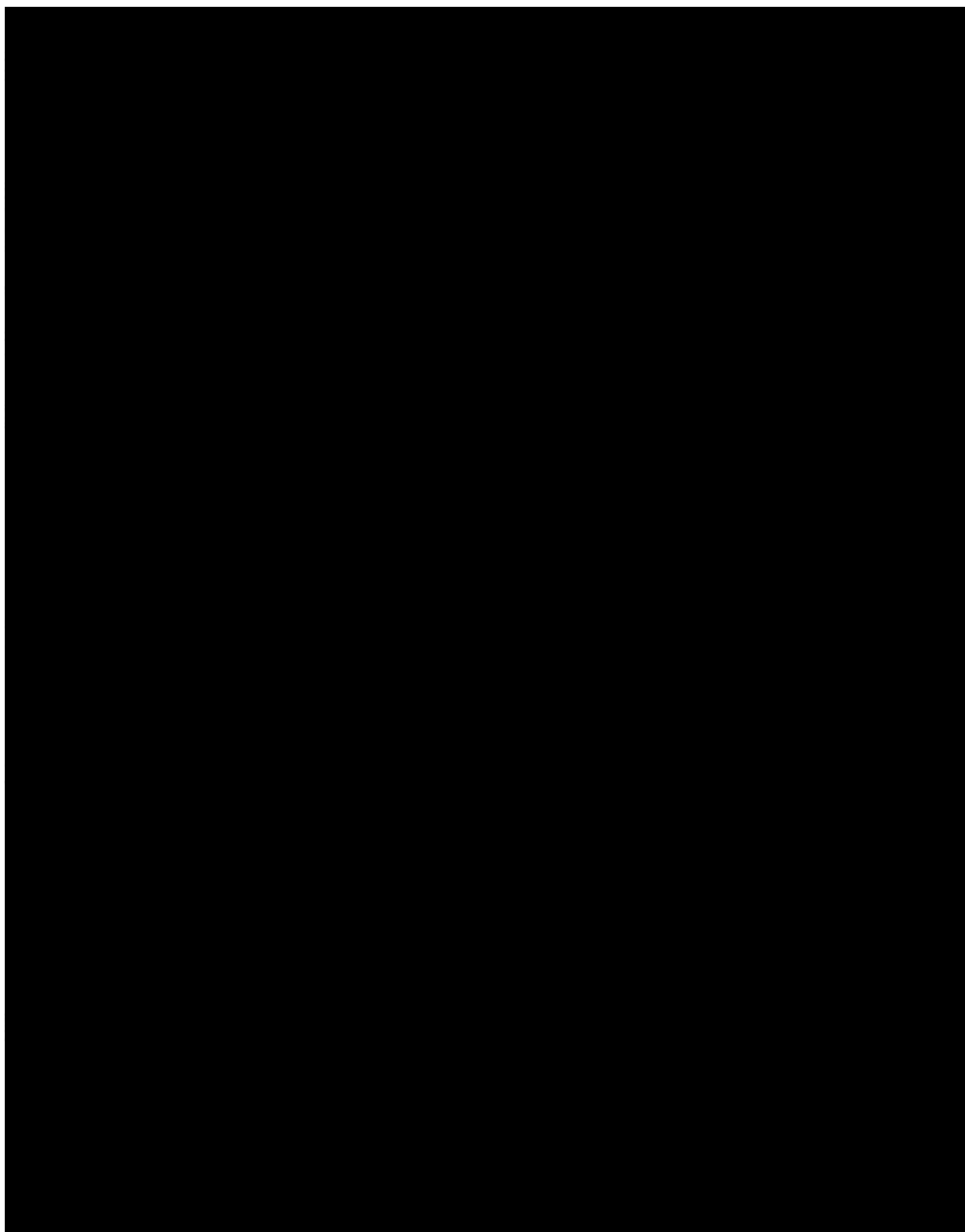


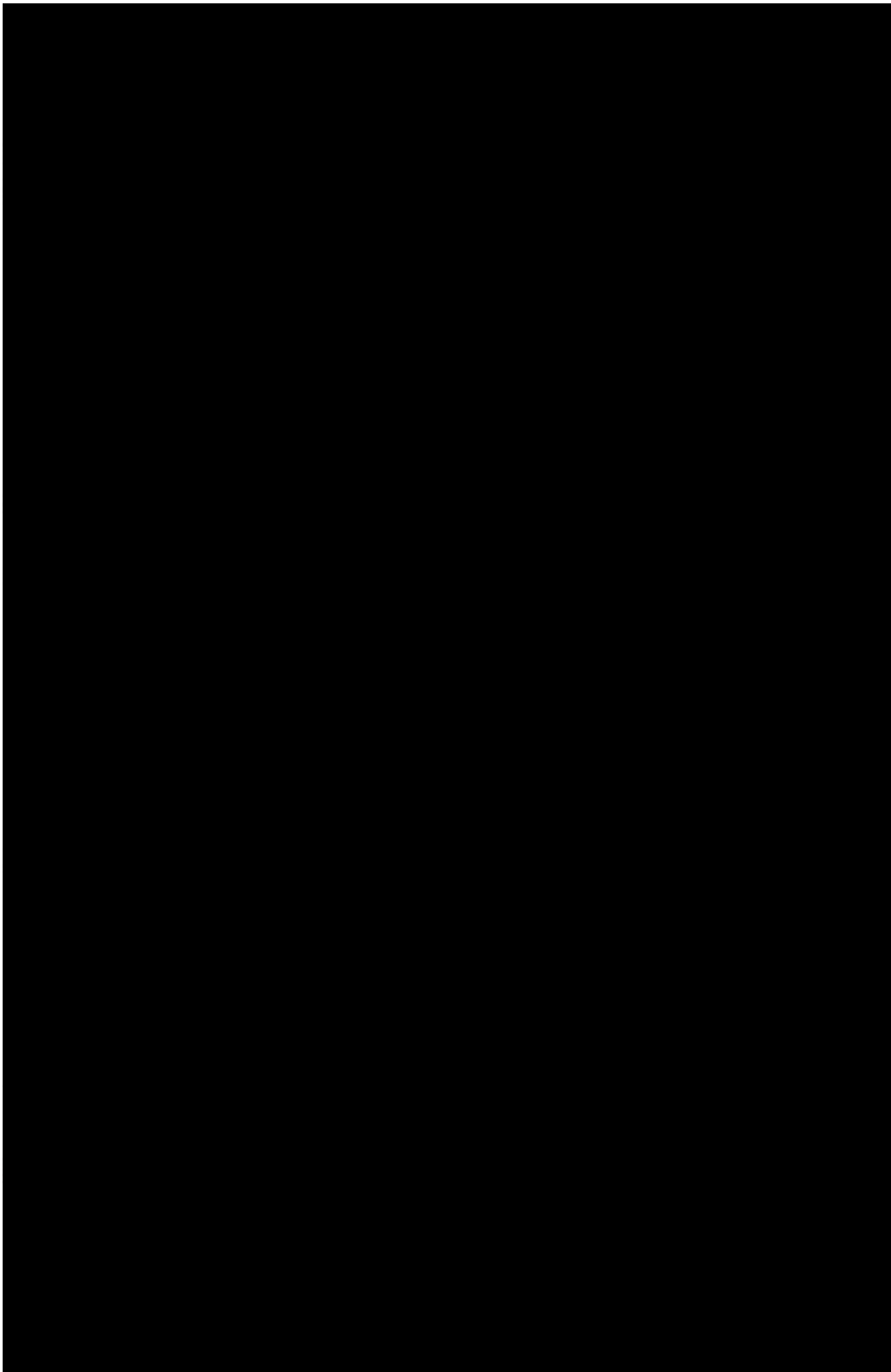


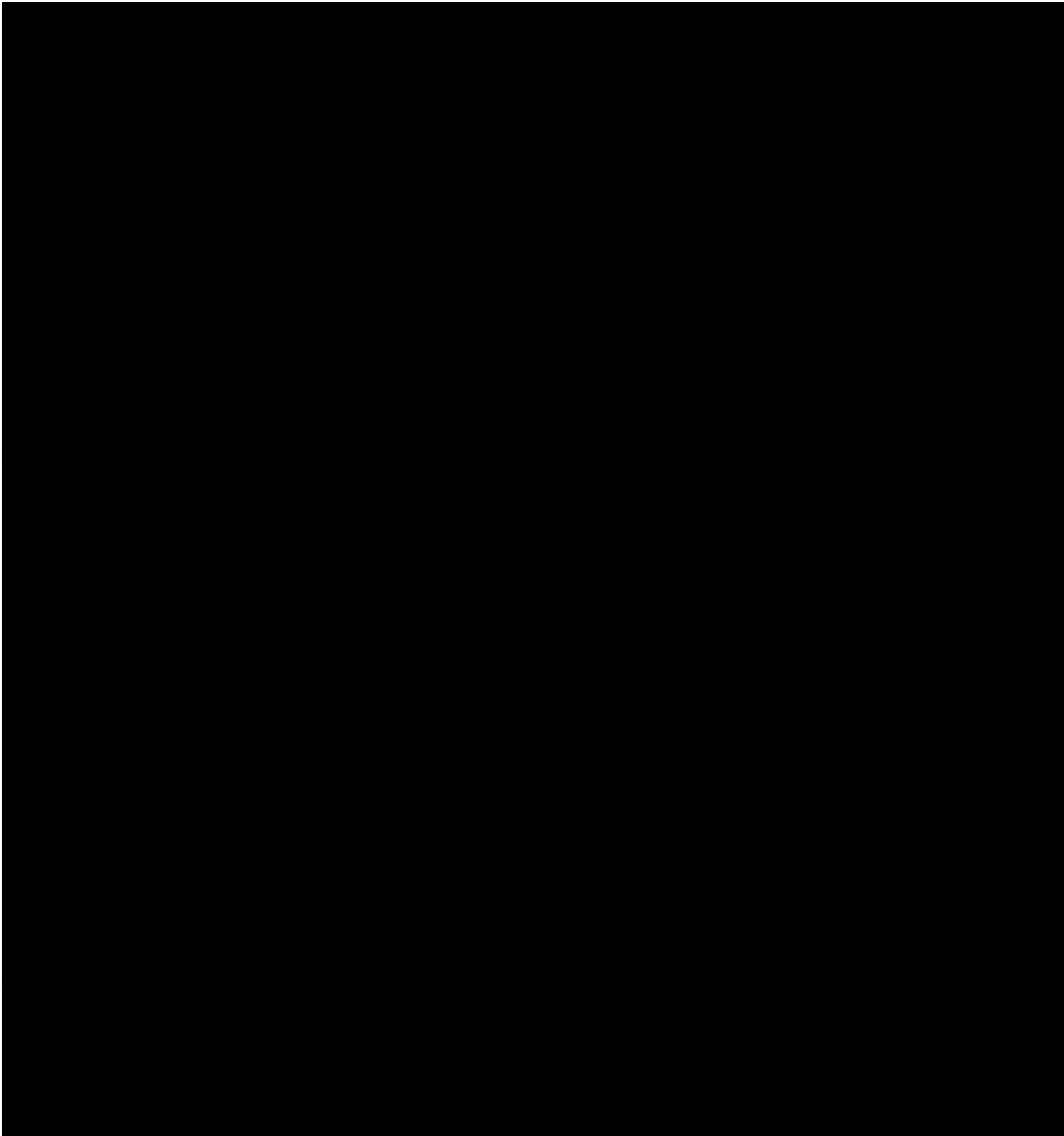


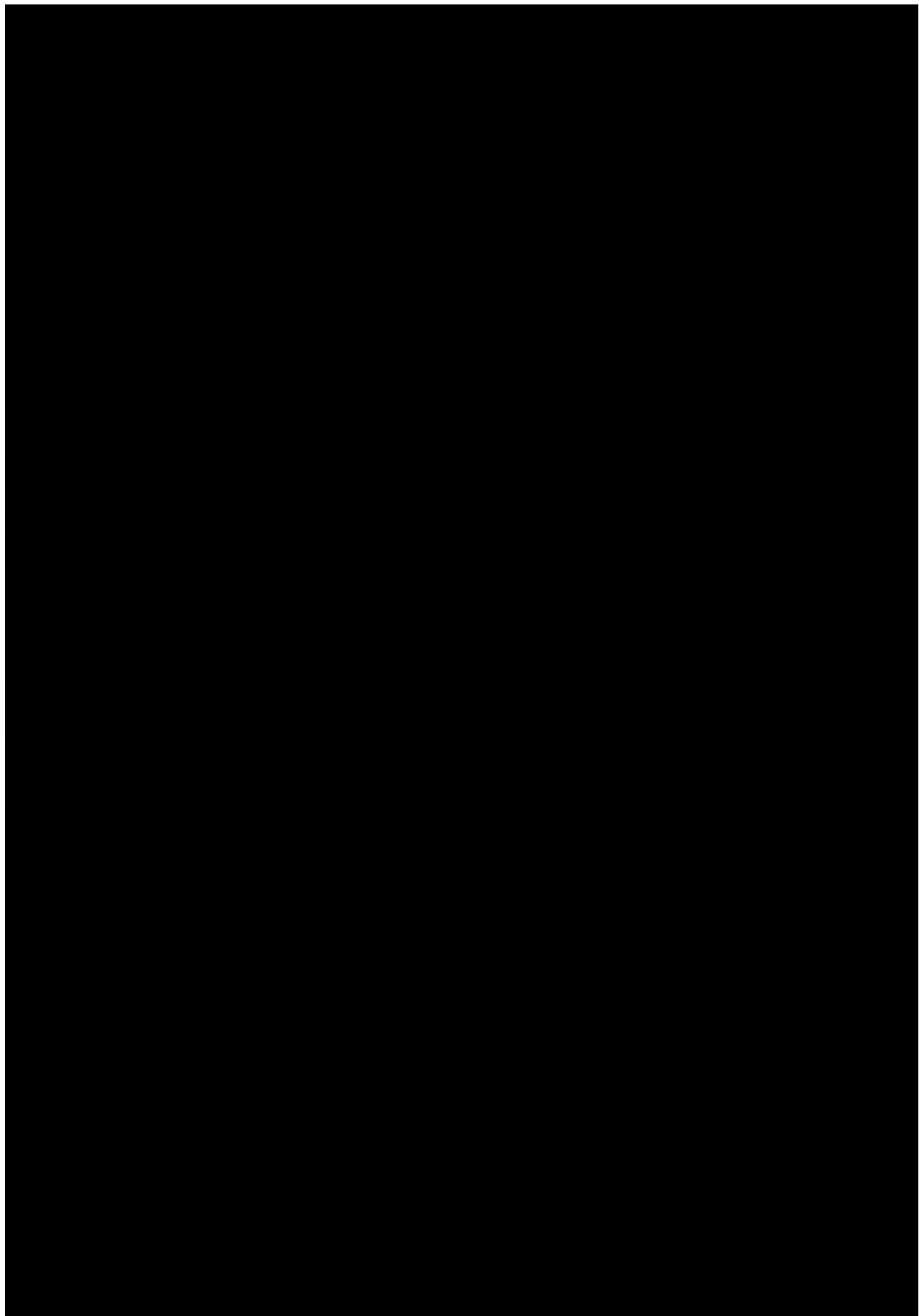


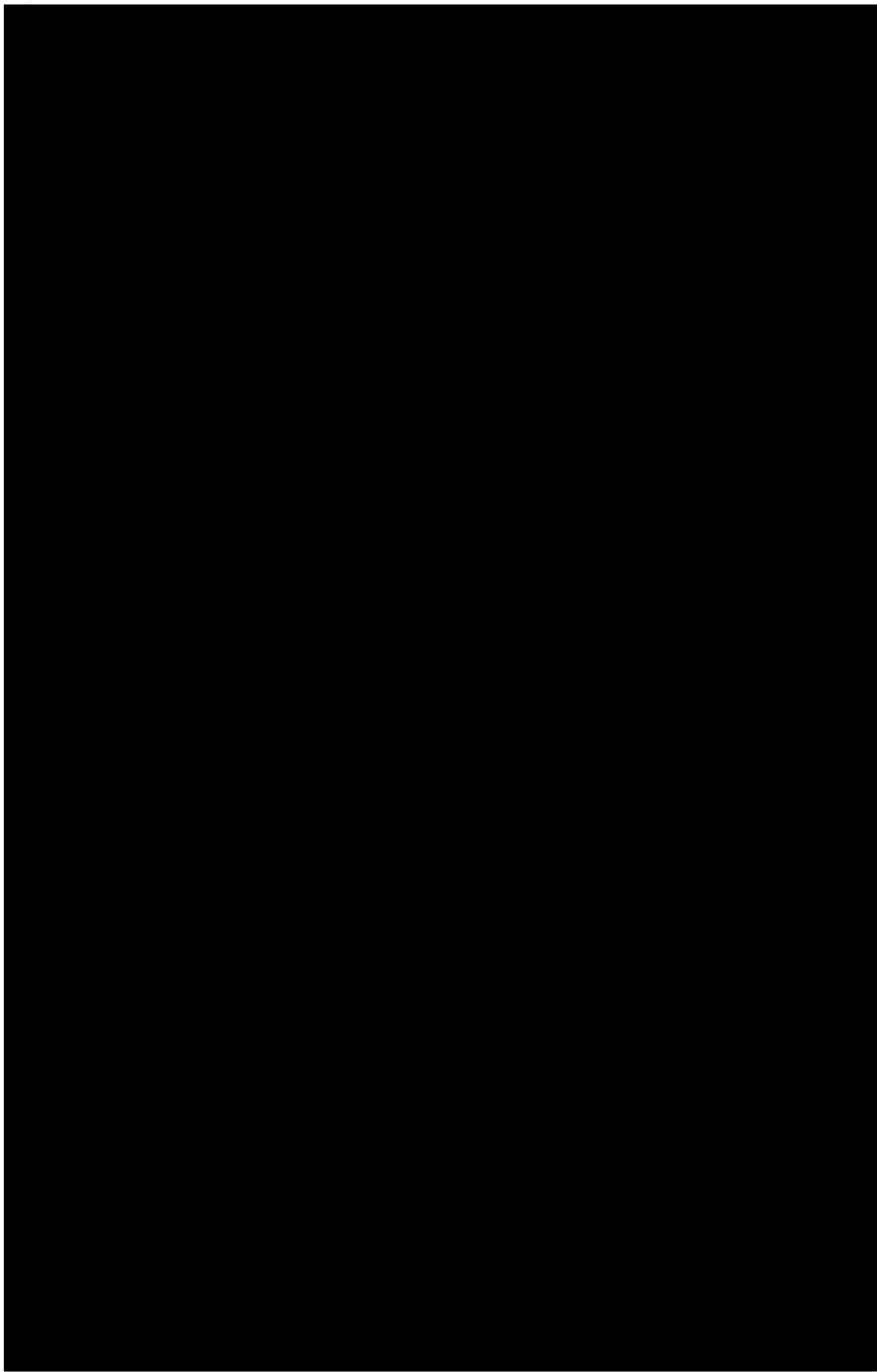
TIPPERARY MID WEST COMMUNITY RADIO





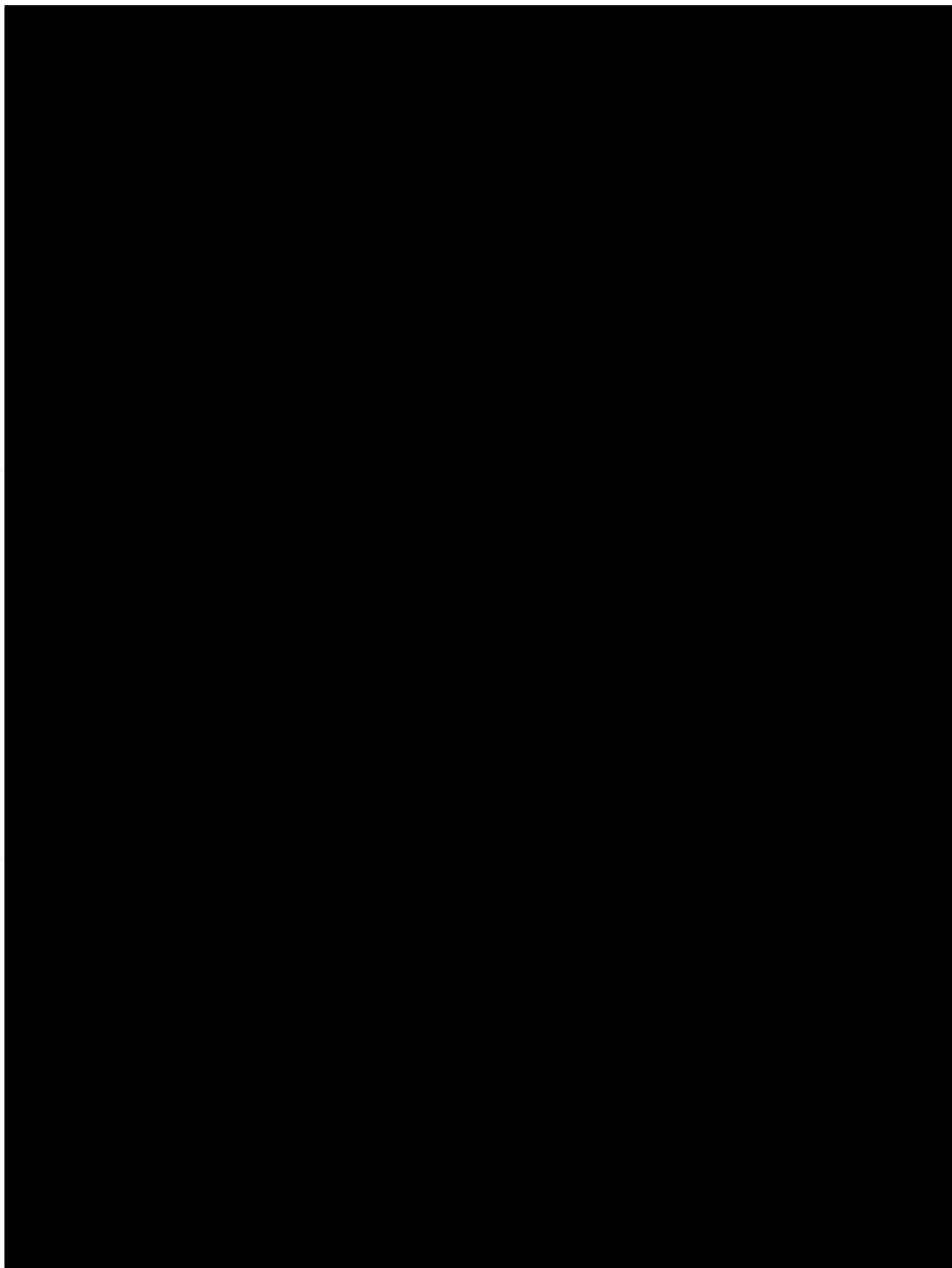


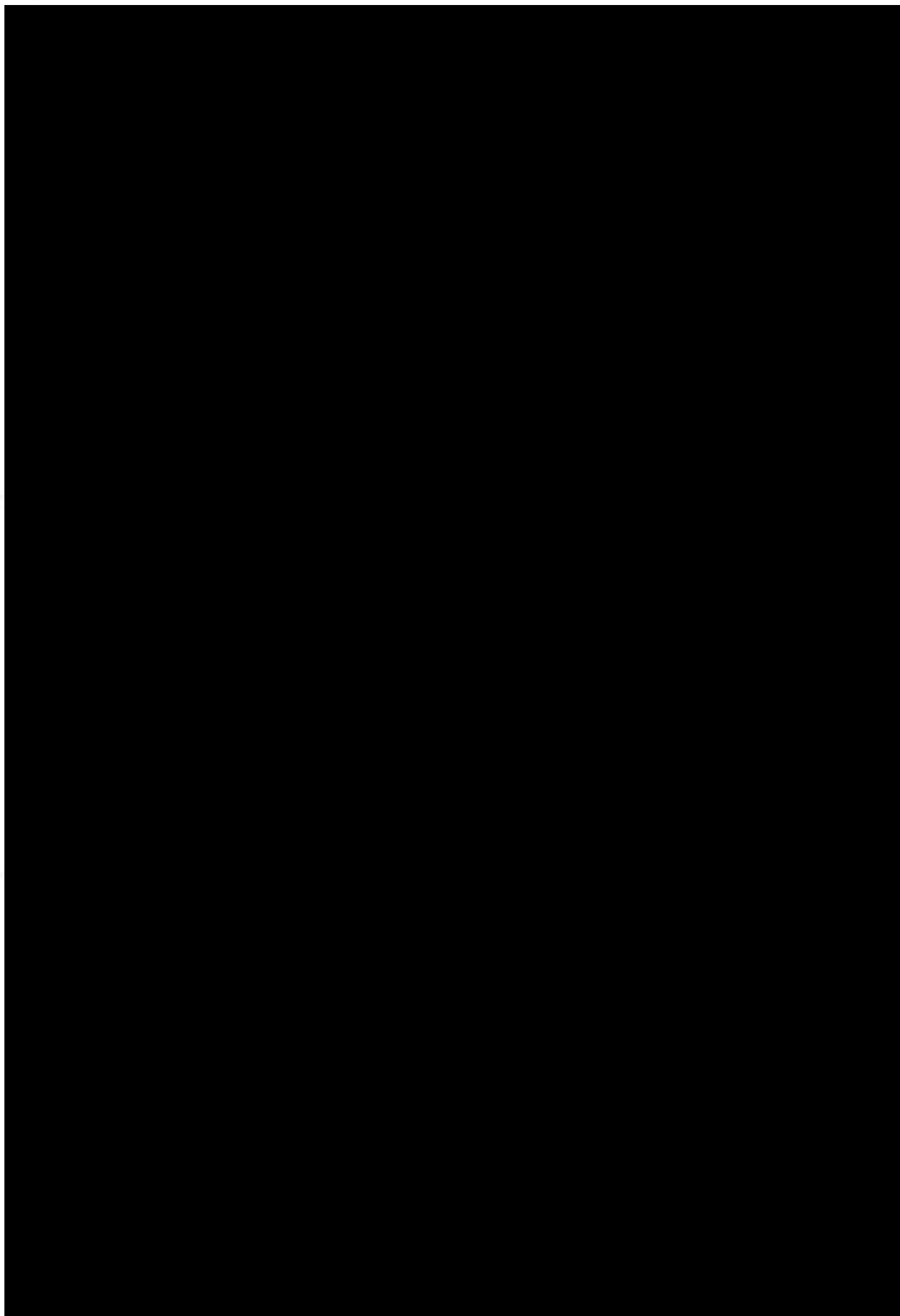


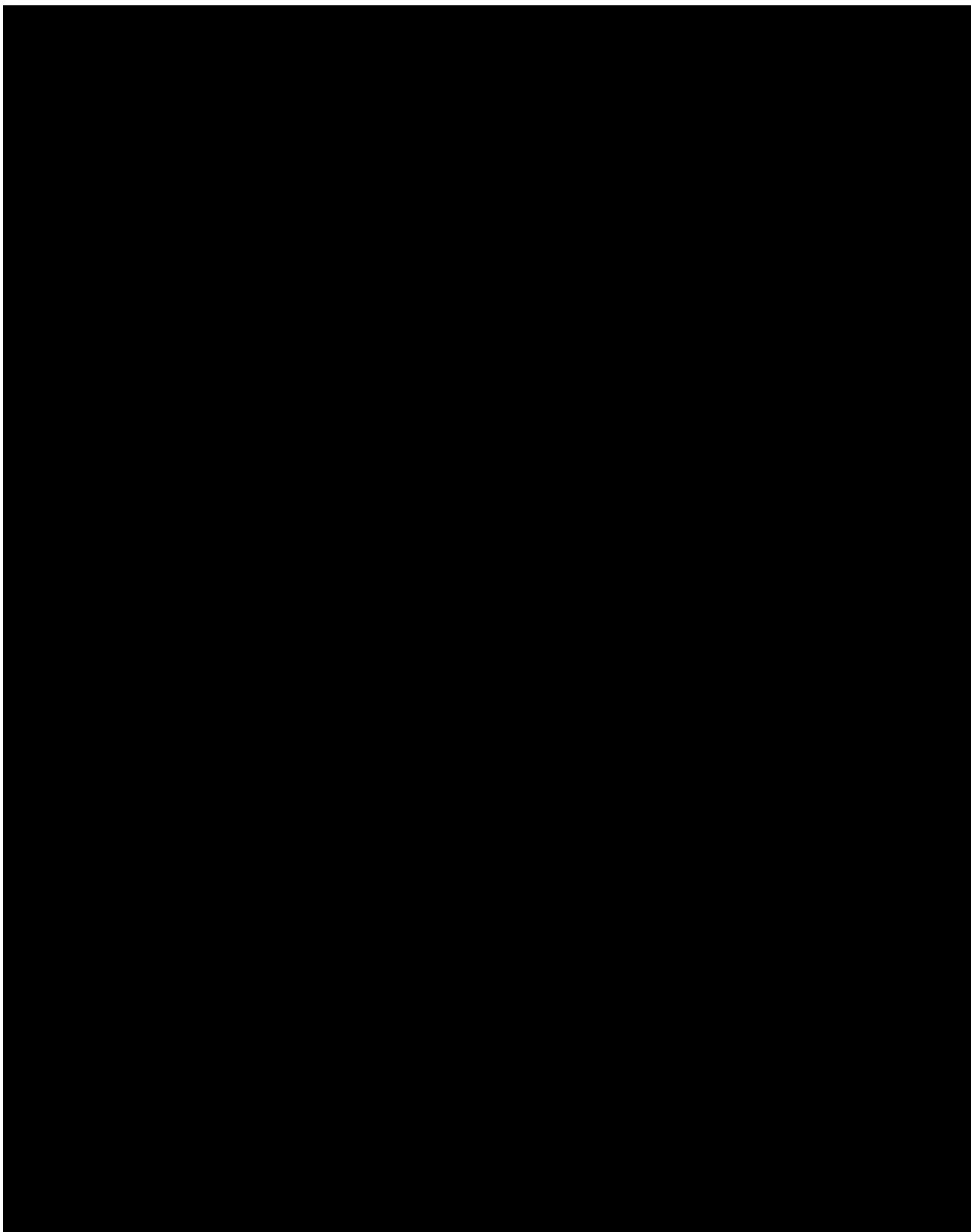


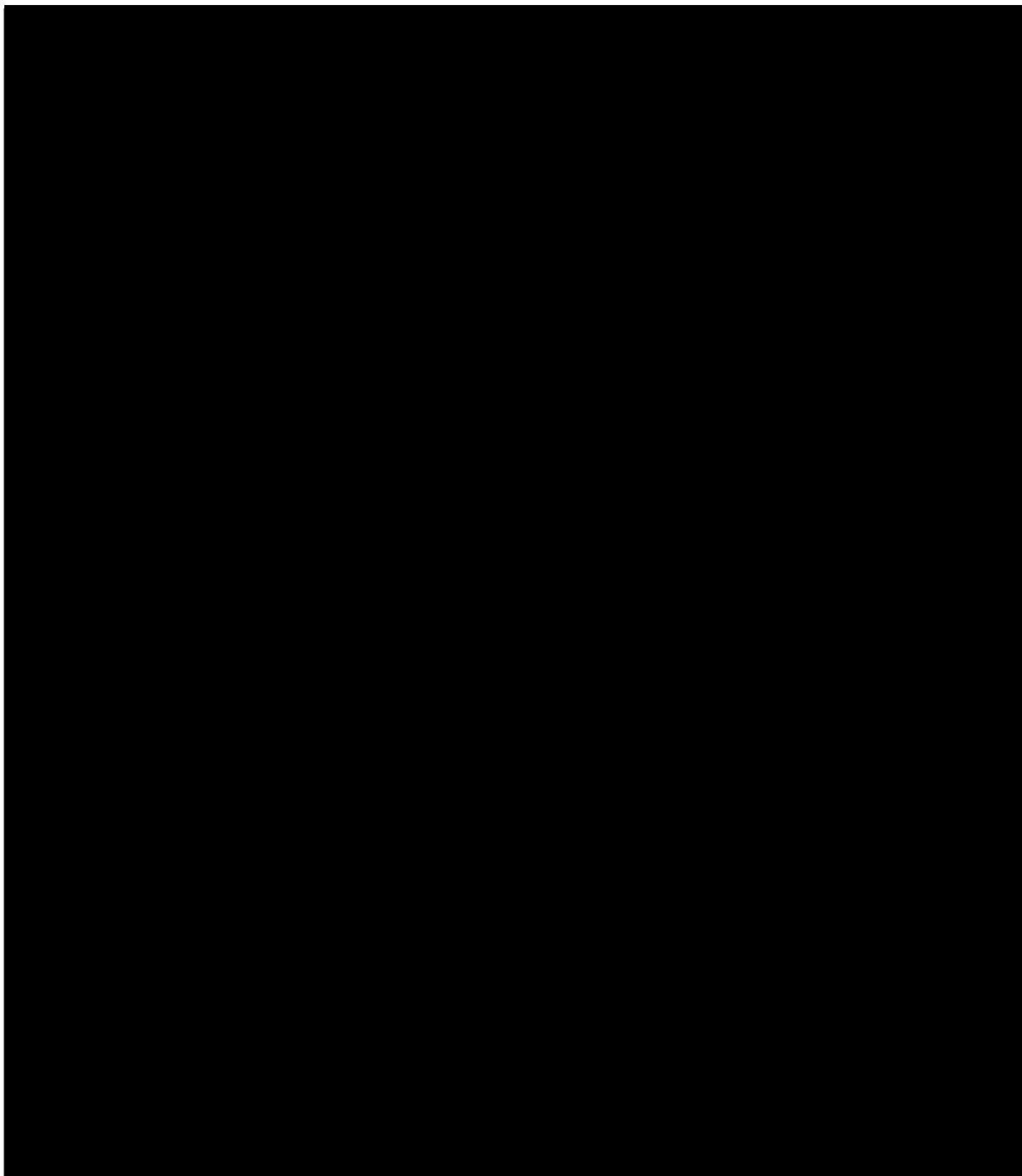
## Appendix 9

### Staff Contracts contd. 4.3.5.









# Appendix 10

## Employees Handbook

### 4.3.5

***Tipperary Mid West  
Community Radio.***

***EMPLOYEE HANDBOOK***

***Last updated in January 2015***

***PREAMBLE:***

The purpose of this agreement is to set out the terms and conditions of employment relating to the operation of Tipperary Mid West Community Radio

Both parties recognise that security of employment and the successful operations of the Company are inter-related matters of common interest and that they depend on the Company's ability to deliver quality services to the community.

***PERSONNEL ADMINISTRATION***

The responsibility of maintaining personnel records and related personnel administration functions rest with the Station Manager. Questions regarding wages may be directed to the Station Manager.

***YOUR PERSONNEL FILE:***

Keeping your personnel file up to date can be important to you with regard to pay, deductions and other matters. If you have a change in any of the following please be sure to notify the Station Manager as soon as possible.

Home Address  
Home Telephone Number  
Mobile Telephone Number

## **RECRUITMENT:**

The Station reserves the right of selection and recruitment of its employees from whatever source. The recruitment and selection process of Tipperary Mid West Community Radio are in keeping with Equal Opportunities legislation and our Recruitment policy. If on employing someone it is subsequently discovered that the person has withheld any information relating to his or her application or information given was inaccurate or falsified in any way whatsoever, the employee concerned may be immediately dismissed. Offers of employment is conditional on:-

- The successful completion of a trial period of 26 weeks attendance at work, which will exclude absences.

Upon initial appointment each employee must supply Company management with the following:

- P45 Income Tax form or Tax Free Allowance Certificate
- The required References.

## **CONTRACT OF EMPLOYMENT:**

Upon accepting an offer of employment from management the member of staff will receive as soon as practicable as and in any event not later than one month from the date of commencement of employment, a contract of employment. This contract sets out the conditions under which the member of staff will be employed. The staff member will be required to sign and return the contract to management as acknowledgment and acceptance of the terms and conditions of the contract. S/he will keep a copy for his/her own reference.

## **JOB DESCRIPTION:**

The person appointed shall perform the duties determined by management as set out in the job description.

The job description will be reviewed and updated regularly on the agreement of both employer and employee.

## ***INDUCTION:***

All new employees will have an induction programme at the commencement of their employment. The purpose of induction is to help the new employee settle into the position as soon as possible and to make sure s/he has all the necessary information s/he needs in order to do the job effectively. The duration and content of induction will vary according to the needs of the employee and the position. In house training will be a major part of the induction programme.

## ***PROBATIONARY PERIOD:***

An employee will be considered as on probation until the employee has completed a 26-week probationary period commencing from the date of commencement of employment but excluding all absences. At the end of this period the Company may decide to retain the person in employment or in some cases may decide to extend the probationary period if they are not fully satisfied with the person's progress. During the period of probation the contract can be terminated by either party in accordance with the provisions of the Minimum Notice and Terms of Employment Acts 1973 - 2001.

## ***COMPANY AND UNION FUNCTIONS:***

The Company recognises the right of all employees to join a Trade Union of their choice. Payment for subscriptions for unions will be deducted from wages upon receipt of a signed authorisation form to this effect.

The Stations right to manage its business shall include, but not be limited to:

- It's right to determine the methods and means by which its operations are to be carried on
- To continuously take all steps necessary to improve services and achieve efficient first class service.
- To assign work, to re-locate, to discontinue any part of or full service, to specify work, to schedule hours of work and to establish the size, composition and qualifications of its work force.
- To lay off employees in accordance with the Minimum Notice and Terms of Employees Acts.

- To establish and administer employee benefits.
- To maintain safety, efficiency and order at places of work and to communicate with employees on work matters.
- To introduce and install new equipment, machines and facilities as the company sees fit

### ***TRAINING & DEVELOPMENT:***

Management recognises the value of training and development opportunities for staff. These opportunities may be provided either within the organisation or outside.

### ***EDUCATIONAL ASSISTANCE:***

Tippetary Mid West Community Radio will provide tuition, reimbursement to employees who complete a pre-approved course of study at accredited educational institutions. All courses must be pre-approved in writing by the Station Manager and the employee must achieve the qualification. Once the course is completed the employee should submit the certificate of qualification with receipts for the expense incurred. The course must be job related, and be seen to be of ultimate benefit to the station.

The employee must agree to repay Tippetary Mid Community Radio the full cost of the course if employment terminates for any reason within one (1) year after completing the course.

### ***PAY POLICY:***

Payment will be weekly by Electronic Transfer

### ***DEDUCTIONS FROM PAY:***

Legislation requires the following deductions:-

- Income Tax (PAYE)
- Pay Related Social Insurance (PRSI)
- USC
- Other deductions will only be made on the instruction of the staff member who must sign authorisation for such deductions.

## ***PROCEDURE FOR RESOLVING GRIEVANCES/DISPUTES***

In any organisation, grievances concerning a wide range of issues will inevitably arise. A proper procedure for dealing with such grievances is essential for good staff management relations and morale.

A good grievance procedure will demonstrate to staff and promote:

- A consistency in handling problems
- A reduction in possible conflicts
- A fair approach to all staff
- A time and control factor in dealing with grievances.

### ***It is said***

The absence of proper grievance procedure can make relatively minor grievance become major and individual grievances turn into group grievance

1. Grievances concerning "Conditions of Employment" usually concern:
  - Salary
  - Holidays
  - Hours of work
  - Job Description
  - Probation

Grievances in these areas should be immediately referred to the Station Manager.

2. Grievances that are not resolved within a reasonable time scale can be referred to the Committee of Management. The employee concerned has the right to be present at the Committee Meeting where the grievance is discussed.

3. In the event of a grievance arising from an instruction to carry out a particular task, the employee concerned shall carry out such task pending determination of the matter following investigation but may indicate to the Station Manager that the duty is being carried out under protest.

5. The Station Manager shall within one week from receipt of a notification of a dispute/grievance make a full reply to the representations received.

6. The employee involved shall within a further one week indicate acceptability or otherwise of any settlement proposals submitted. If a reply is not delivered to The Station Manager within the time specified the grievance shall be considered to have

been settled on the basis of the last answer given by the company.

## ***DISCIPLINARY PROCEDURES***

A Disciplinary Procedure is a positive and accepted way of helping an individual whose level of conduct, capability or competence falls below the Company's standards. Furthermore it is an established method of dealing with breaches of discipline, be they minor or serious. It aims to be a fair and effective procedure, which provides for a full and speedy consideration of all relevant factors and it ensures that staff are aware of their rights.

### ***PROCEDURES:***

#### ***STAGE 1 - Warning not recorded***

Where an employee's level of conduct, capability or competence is unsatisfactory or below standard, The Station Manager will advise the individual of the improvements, which must be made. Capability of competence issues should be resolved with the offer of further training from the Manager.

A reasonable period of time should always be agreed between the individual and The Station Manager for improvements to be made.

#### ***STAGE 2 – Recorded Verbal Warning***

The Station Manager will warn the employee verbally of the specific aspects of conduct, capability or competence which is below standard and will advise the improvements which must be made. A written record of the warning will be held for a period of six months. This warning will be deemed spent after three months, subject to satisfactory improvements.

#### ***STAGE 3 – First Written Warning***

The Station Manager will warn the employee verbally of the specific aspects of conduct, capability or competence which is below standard and will advise the improvements which must be made. Details of this warning will be given in written format to the employee. If the improvements necessary are not achieved, within an agreed time period this could lead to further action where the Station Manager will issue a second written warning to the individual. Record of same will be held on file for **six** months.

## **STAGE 4 – Second and Final Written Warning.**

Should the individual's level of conduct, capability or competence not improve after Stage 3, the Station Manager will present all the facts in writing to the individual. A final warning will be given to the individual and at the same time making it clear that employment may be suspended or terminated if the level of conduct, capability or competence does not improve. The Station Manager will confirm this in writing to the employee. Record of same will be held for nine months.

## **Stage 5 – Dismissal**

In the event of any employee's level of conduct, capability or competence not reaching the required standards in spite of the application of the above procedures, then he/she may be suspended or dismissed, having full regard to all the facts of the situation.

## **Appeal**

An employee who wishes to appeal against a disciplinary decision should inform the Station Manager within seven days. All appeals must be made in writing. A member of the Committee of

Management will hear the appeal provided he was not previously involved in the case. A response to the appeal will be provided in writing within seven days of the appeal hearing where possible. The Committee of Management's decision is final.

## **CONCLUSION:**

Serious misconduct some of which are listed below may render an employee liable to summary dismissal, which would be preceded by suspension with pay pending investigation. (This will be without recourse to the preceding procedure)

1. Insubordination (to include failure or refusal to perform work assigned, refusal to carry out instruction by Station Manager, Fire Officers, Safety Officers or other authorised Personnel).
2. Drinking or misuse of alcoholic beverages whilst on company property or duty this includes reporting for work under the influence of an intoxicant drug, except where medically prescribed.
3. Fighting, provoking or instigation of a fight whilst on Company property.
4. Deliberately falsifying any Company records.

5. Theft of Company or other employees' property or theft of monies or property of those in the company's services.
6. Deliberate damage, sabotage or destruction of Company property or other employees' property or the property of those in the company services.
7. Violating a safety rule or engaging in any activity, which is unsafe whether to the employee or others.
8. Carrying or having possession of weapons on the Company property.
9. Abuse of the sick pay scheme
10. Participation in unlawful or unofficial action.

## ***BULLYING AND HARASSMENT POLICY***

The Company is committed to providing all of its employees with an environment free from bullying/harassment...

All employees will be expected to comply with this policy and management will take appropriate measures to ensure that bullying/harassment does not occur. Appropriate disciplinary action, including dismissal for serious offences, will be taken against any employee who violates this policy.

The policy applies to employees both in the workplace and at work associated events such as Outside Broadcasts, meetings and conferences..

The policy applies to bullying/harassment not only by fellow employees but also by a client, customer or other business contact to which an employee might reasonably expect to come into contact with in the course of their employment.

### **Definition of Bullying**

Workplace bullying is repeated inappropriate behavior, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment which could reasonably be regarded as undermining the individual's right to dignity at work.

The bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow employees.

Other examples of bullying behaviour include:

- Personal insults and name calling
- Persistent unjustified criticism and sarcasm
- Public or private humiliation
- Unfair delegation of duties and responsibilities
- Setting impossible deadlines
- Unnecessary work interference
- Making it difficult for staff to have access to necessary information
- Not giving credit for work contribution
- Continuously refusing reasonable requests without good reasons

#### Definition of Harassment

Sexual harassment can be defined as conduct towards another person, which is sexual in nature, or has a sexual dimension, and is unwelcome to the recipient.

Examples of this type of harassment include:

- Sexual gestures
- Displaying sexually suggestive objectives, pictures, calendars

- Sending suggestive and pornographic correspondence including faxes, text messages or e-mails
- Unwelcome sexual comments and jokes
- Unwelcome physical conduct such as pinching, unnecessary touching, etc.

Harassment on the other eight grounds of marital status, family status, race, age, religion belief, sexual orientation, disability or membership of the traveler community can be defined as:

Harassment is any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material if the action or conduct is unwelcome to the employee and could reasonably be regarded as offensive, humiliating or intimidating.

#### Complaints Procedure

There is both an informal and formal procedure to deal with the issue of bullying/harassment at work. Any investigation should be completed as quickly as possible.

#### Informal Procedure

It is often preferable for all concerned that complaints of bullying or harassment are dealt with

informally whenever possible. This is likely to produce solutions, which are speedy, effective and minimise embarrassment and the risk of breaching confidentiality. Thus, in the first instance a person who believes that they are the subject of bullying/harassment should ask the person responsible to stop the offensive behaviour. If a person finds it difficult to approach the alleged perpetrator directly then a person should seek help and advice on a confidential basis from the station manager.

Having consulted with your Station Manager, the complainant may request the assistance of the Support Contact e.g. staff Representative on the Committee of Management in raising the issue with the alleged perpetrator(s). In this situation the approach of the contact person should be by way of a confidential, non-confrontational discussion with a view to resolving the issue in an informal low-key manner.

A complainant may decide, for whatever reason, to bypass the informal procedure. Choosing not to use the informal procedure should not reflect negatively on a complainant in the formal procedure. It is recognised that it may not always be practical to use the informal procedure particularly where the bullying or harassment is serious or where the people involved are at different levels in the

organisation. In such instances the employee should use the formal mechanism set out below.

#### Formal Procedure

Where formal complaints have been made, then the employee should contact the Station Manager as soon as possible. The person making the complaint will be required to put their allegation in writing. In the interests of natural justice the alleged bully or harasser will be notified in writing of the nature of the complaint, given a copy of the allegation, informed of his or her right to representation and will be given every opportunity to rebut the detailed allegations made. The complaint should be subject to an initial examination by a designated member of the Committee of management, who can be considered impartial, with a view to determining an appropriate course of action.

Should either of these approaches be deemed inappropriate or inconclusive, a formal investigation of the complaint should take place with a view to determining the facts and the credibility or otherwise of the allegation(s).

The Station Manager may determine that it is not appropriate that the investigation be carried out by a member of the Committee of Management in which case an agreed independent investigator will be appointed.

Whilst it is desirable to maintain utmost confidentiality, once an investigation of an issue begins, it may be necessary to interview other staff. If this is so, the importance of confidentiality will be stressed to them. Any statements taken from witnesses will be circulated to the person making the complaint and the alleged harasser for their comments before any conclusion is reached in the investigation.

When the investigation has been completed both parties will be informed as to whether or not the complaint has been upheld. Both parties should be given the opportunity to comment on the findings before any action is decided upon by management.

Both parties will be given a copy, in writing, of the conclusions reached by the investigating team.

#### Action Post Investigation

Where a complaint is upheld a disciplinary hearing will take place. Should a case of bullying/harassment be proven then the organisation will take appropriate disciplinary action. This may include action up to and including dismissal. Records of any warnings for bullying/harassment will remain in the employee's file and will be used if any further offences of the same or similar nature occur in the future. Regular checks will be made by

the Station Manager investigating the complaint to ensure that the bullying/harassment have stopped and that there is no victimisation. Retaliation of any kind against an employee for complaining or taking part in an investigation concerning bullying or harassment at work is a serious disciplinary offence.

#### Malicious Complaints

If a complaint is found to be malicious, then the appropriate disciplinary action up to and including dismissal will be imposed.

### **HOLIDAYS**

Annual holidays of 20 days will be granted subject to the provision of the Organisation of Working Time Act 1997. Holidays should be booked as early as possible and will be given on a first come first served basis. As our staff numbers are small it is impossible for two full time members to have holidays at the same time.

Annual holidays must be taken in the year earned and cannot be carried forward except in exceptional circumstances with the prior written consent of the Station Manager. The leave year begins on January 1<sup>st</sup>.

When you leave employment with the Tipperary Mid West Community Radio your entitlement will

be calculated on a pro-rata basis according to the number of complete weeks that you have worked during the holiday year, less any entitlement already taken. If you have taken more than your entitlement, a deduction will be made from your final payment equal to the number of days exceeded.

### ***PUBLIC HOLIDAYS:***

The following Public Holidays will be granted

New Year Day (Jan 1<sup>st</sup>)  
St Patrick's Day (March 17<sup>th</sup>)  
Easter Monday  
May Bank holiday  
June Bank holiday  
August Bank holiday  
October Bank holiday  
Christmas Day (December 25<sup>th</sup>)  
St Stephens Day (December 26<sup>th</sup>)

In respect of each public holiday, an employee is entitled to:

- (a) a paid day off on the holiday or
- (b) a paid day off within a month or
- (c) an extra days annual leave or
- (d) an extra days pay.

Part-time employees must have worked at least 40 hours in the 5 weeks ending on the day

before the public holiday to qualify for public holiday benefit..

### ***. Notice of Termination of Employment***

The entitlement to notice in situations of termination of employment will be based on the legal minimum as specified in The Minimum Notice and Terms of Employment Acts, 1973 to 2001.

The length of notice by either party can be changed by agreement. The Company reserves the right to pay you in lieu of notice where the Company considers this appropriate.

### ***SICK LEAVE:***

The procedure for Tipperary Mid West Community Radio in relation to sick pay is that you are entitled to 3 days sick leave per year. You will not receive payment for any further sick leave. Where the illness lasts for more than three days Medical certificates must be submitted to the Station Manager.

## ***ABSENCE FOR WORK DUE TO ILLNESS:***

In the case of absence from work due to illness Tipperary Mid West Community Radio must be informed as soon as possible by the employee or another person acting on his/her behalf. In relation to presenters sufficient notice must be given in order to give the station ample time to obtain a replacement presenter.

## ***MEDICAL CERTIFICATES:***

Medical Certificates are required for the following:

1. A medical certificate must be submitted for illness lasting 3 days or more.
2. For prolonged illness medical certificates must be produced at on-going intervals for as long as the absence continues e.g. weekly and monthly certificates where agreed.

Be aware that excessive absenteeism, lateness or leaving early may lead to disciplinary action including possible dismissal.

Records of absences or lateness and the reason for same will be recorded in the daily diary.

## ***SPECIAL LEAVE/LEAVE OF ABSENCE***

Tipperary Mid West Community will comply fully with all statutory regulations regarding various types of leave.

Requests for special leave of absence will be treated sympathetically by the company but payment for such leave of absence will be entirely at the discretion of the Committee of Management.

## ***JURY LEAVE:***

1. Leave of Absence is granted to staff members summoned to serve on a jury. The company will require proof of such summons order. Staff summoned by Jury Service who find they are not required on a particular day will be expected to return to their workplace.

## ***SMOKING:***

Smoking is not permitted within the premises.

## ***HOUSEKEEPING:***

Neatness and good housekeeping are signs of efficiency. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution.

### ***CONFIDENTIALITY:***

Employees are required at all times to maintain absolute confidentiality in respect of matters which come to their knowledge in the course of their work.

### ***HEALTH & SAFETY RULES:***

Safety is a vital consideration throughout the Station. The co-operation and interest of every employee and volunteer is necessary to make a safe place in which to work.

### **Obligations of the Company**

The Company is responsible, in accordance with the Safety, Health and Welfare at Work Act, 1989 & 2005 to ensure as far as is reasonably practicable, the safety, health and welfare of all employees and volunteers.

### **Obligations of Employees**

Under the Safety, Health and Welfare at Work Act, 1989 & 2005 employees are required to:

- (a) To take reasonable care for his/her safety health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with T.M.W.C.R or any other person to such extent as will enable T.M.W.C.R. or the other person to comply with any of the relevant statutory provisions.
- (c) Use any suitable appliance, protective clothing, convenience, equipment or other means provided for securing their safety, health or welfare
- (d) To make correct use of machines, apparatus, tools, dangerous substances, and means of production and
- (e) To report to the Station Manager without reasonable delay any defects in equipment, place of work or system of work which might endanger safety, health or welfare of which he becomes aware.

- (f) No employee should intentionally or recklessly interfere with any appliance, convenience, equipment or other means or thing provided in pursuance of any of the relevant statutory provisions or otherwise, for securing the safety, health and welfare of persons arising out of work activities.

#### **Safety Statement**

The Station has a health and safety statement

Employees have the right to make representations to the Company on safety, health and welfare issues and the Company will take account of any such representations, as far as is reasonably practicable.

Employees are required to report any possible hazard to the Manager. Employees are also required to report every accident (no matter how trivial) to the Manager.

Employees should be aware that breaches of safety rules and hygiene rules may result in disciplinary action, up to and including dismissal.

If an accident should occur there are first aid supplies available. If an employee sustains an injury at work it will be necessary to report the injury to the Manager in order for the necessary paperwork to be completed.

Infringement of the company's safety policy and procedures may be considered gross misconduct and dealt with under the Disciplinary Procedure.

#### ***ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK***

I acknowledge receipt of this Employee Handbook.

I have read and understand the contents of the Handbook contained therein.

***Signed:*** \_\_\_\_\_

***Date:*** \_\_\_\_\_

# Appendix 11

## List of Community Organisations

### 5.2.1.5

### **Just some of the Local Organisations that use our service**

- Knockanrawley Resource Centre, Tipperary
- Spafield Family Resource Centre, Cashel.
- Social Services Cashel and Tipperary
- Citizens Information Centre
- Cashel Pastoral Centre,
- Tipperary Pastoral Centre

- Moorehave Centre, Tipperary
- Nagle Centre, Cashel
- Scoil Cormaic Cashel
- Scoil Aonghusa, Cashel

- Tipperary Musical Society,
- Cashel Coral and Dramatic Society,
- Cashel Pantomime Society,
- Tipperary Pantomime Society
- Excel Arts and Heritage Centre
- Marian Hall, Tipperary
- Cappawhite Community Centre
- Donohill Community Hall
- I.C.A
- SOLAS
- Cashel Tidy Towns
- Tipperary Tidy Towns
- Dundrum Tidy Towns
- Emly Tidy Towns
- Tipperary Vincent DePaul
- St. Patricks Brass Band,
- Charles Kickham Band
- Cluain Arann
- Mount Sion
- St. Patrick Hospital Cashel,

- Friends of St. Patrick's Hospital
- Bansha Show
- Circle of Friends
- Tipperary Youth Club,
- Aherlow Fáilte
- Local Macra na Feirme Clubs,
- I.F.A.
- I.C.M.S.A.,
- All local Sports and in particular GAA, Soccer, Rugby, Horse Racing and athletics
- The Sports Complex
- Special Olympics,
- South Tipperary Hospice
- Local and County Council Meetings
- South Tipperary Voluntary Centre
- Tipperary and Cashel Lions Club
- Community Garda,
- Local Downs Syndrome Association,
- All schools in the Region,
- MABS
- Irish Wheelchair Association
- Irish Red Cross Society
- Tipperary Festival
- Pride of Tipperary Festival

# Appendix 12

## Programme Schedule

### 5.3

# DAILY PROGRAMME SCHEDULE 2017

## News is broadcast every hour on the hour

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00 a.m.	News Obituaries	8.00 News Obituaries	8.00 News Obituaries	News Obituaries	News Obituaries
8.15 a.m.	The Breakfast Show (1)	8.15 The Breakfast Show (1)	8.15 The Breakfast Show (1)	The Breakfast Show (1)	The Breakfast Show (1)
10.00–	News Obituaries	10.00 News Obituaries	10.06 News Obituaries	News Obituaries	News Obituaries
10.15	Morning Call - (2)	10.15 Morning Call - (2)	10.15 Morning Call (2)	Morning Call (2)	Morning Call (2)
12.06 Noon	Lunchtime Show (3)	12 Noon Lunchtime Show (3)	12.06 Lunchtime Show (3)	Lunchtime Show (3)	Lunchtime Show (3)
2.06 p.m.	Afternoon Delight (4)	2.00 Afternoon Delight (4)	2.06 Afternoon Delight (4)	Afternoon Delight (4)	Afternoon Delight (4)
4.06 p.m.	Drive time (5)	4.00 Drive time (5)	4.06 Drive time (5)	Drive time (5)	Drive time (5)
6.00 p.m.	News Obituaries Community Diary Racing & Bingo	6.00 News Obituaries Community Diary Racing & Bingo	6.00 News Obituaries Community Diary Racing & Bingo	News Obituaries Community Diary Racing & Bingo	News Obituaries etc., Community Diary Racing & Bingo
6.30 p.m.	Sports Review (6)	6.30 G.A.A. Programme (10)	6.30 Musings (14) Last Wednesday of the month. Christian Fellowship (15)	Cursai (20)	Music Mix (22)
7.30 p.m.	Comhaltas C E (7)	7.00 Colin's Music (11)	7.06 Local & Current Affairs (16)	The Crooked Road (21)	Red Cross Corner (23)
8.30 p.m.	Dermot's Music (8)	8.00 The Lotto Show (12)	8.06 Farm Programme (17) Easy Listening (18) Last Wed of month Talent Talk (19)	Larry's Music (10)	7.30 Musical Choice (24)

10.06 p.m.	Late Night Show (9)	10.00	The Late Night Show (13)	10.00	The Late Night Show(13)	The Late Night Show(13)	The Late Night Show (13)
12.06	Night Service		Night Service		Night Service	Night Service	Night Service

- (1) The Breakfast Show is a mixture of music and information and on occasions interviews. All people interviewed are locals. The job line and the notice book are also read during this show
- (2) Morning Call is a talk show interviewing people from all walks of life, mainly of local interest, occasionally national matters which also has a local interest. E.g. nursing home charges.
- (3) Lunchtime show music and the Community Diary, also a brain teaser which brings a huge interaction from listeners.
- (4) Afternoon Delight is a relaxing music show, sometimes has a guest for interview. Friday is given over completely to Irish Artists, Ballets and traditional music
- (5) Drive Time is given mainly to Solid Gold Music 60's, 70's, 80's and Irish Pop music, Birthdays of Artists, and other musical topics are discussed. This show is interspersed with details of traffic and travel, road works and other information. The show also features the job line.
- (6) Sports Review reviews all the events of the week-end
- (7) Comhaltas Ceoltoiri Eireann; A traditional Irish music programme featuring several local musicians
- (8) Dermot Lyons presents a weekly music show of mainly Irish Country Music.
- (9) A relaxing music show, sometimes a guest is included.
- (10) GAA Programme gives all results from the devision and notices of all upcoming events
- (11) Easy Listening Music Show containing a lot of American Country Music.
- (12) The Lotto show is a music programme where results from all the local lotteries are announced.
- (13) The late night show is a relaxing music show.
- (14) This show is presented by the Church of Ireland Dean it contains music and readings
- (15) This show is produced and presented by members of the Christian Fellowship group a minority religion in the region.
- (16) Current Affairs show deals with matters of the day and calls Politian's to account for decisions taken
- (17) The weekly farm show consists of interviews with farm leaders and information on prices for milk and cattle.
- (18) Easy listening is an hour long show of light classical music it also has music from the shows.

- (19) Talent talk talks to locals about upcoming events such as Art displays, plays, musicals etc.,
- (20) Ceol agus caint as Gaeilge
- (21) A show of traditional Irish Music
- (22) Music Mix 30 minutes of Irish Country Music.
- (23) The Red Cross Corner this show is a mix of minor medical advice and music. E.g how to treat sunburn.
- (24) Musical Choice is a mix of traditional and country music.

## WEEKEND PROGRAMME SCHEDULE 2017

**News is broadcast every hour on the hour**

Time	Saturday	Time	Sunday
8.00 a.m	News Obituaries	8.00 a.m.	News Obituaries
8.10	The GMG Show (1)	8.06	The Crooked Road 11
9.00 a.m. 10.00	Saturday Breakfast Show (2) News Obituaries Sat Breakfast Show contd		
10.30 a.m.	Sports (3)	10.06 a.m. 10.15 a.m.	Obituaries Listeners Choice part 1 (12)
12.06.	Music with PJ the DJ (4)	11.00 a.m.	Mass from St. Michael's Church  Listeners Choice part 2 (12)
2.06	Saturday Country (5)	2.06 p.m.	Solid Gold Sunday (14)
4.06	Sounds (6)	5.06	Sunday Spin (15)
5.06	Solid Gold Saturday (7)	6.36.	Sunday Sports (16)
7.06	The Cutting Edge (8)	7.36	Classical Jukebox (17)
9.06	Eileen's Easy Listening (9)	8.36	The Variety Show  (18)
10.06 p.m.	The Late Night Show (10)	10.06 p.m.	The Late Night Show
Midnight	Night Service	Midnight	Night Service

(1) GMG show is an upbeat music show mainly pop music.

(2) The Saturday Breakfast Show plays country music

(3) Sports General; Sports show giving results and previews on all sports.

- (4) This show is broadcast by our oldest presenter, who has been with the Station from the beginning.
- (5) Saturday Country is mainly an Irish Country Show.
- (6) Sounds; this is a specialised show of very old music such as Vera Lynn and John McCormack he also plays some brass band and big band music.
- (7) Solid Gold Saturday the music for this show comprises of 50's, 60's and 70's
- (8) The Cutting Edge; Progressive Rock Music and also Pop music
- (9) Eileen's Easy listening is a light entertainment shown consisting of music from the shows and some Irish Country.
- (10) The late night show is a relaxing music show
- (11) The Crooked Road is a traditional music show
- (12) Listeners Choice is a request show
- (13) Mass
- (14) Solid Gold Saturday brings music from the Showband era and pop music from 60's, 70's and 80's.
- (15) Sunday Spin, music and information from the 50's' , 60 and 70's
- (16) Sunday sports, Reports and analysis of events over the weekend.
- (17) Classical Jukebox A light classical music show with general information included.
- (18) The Variety Show Irish Country Music

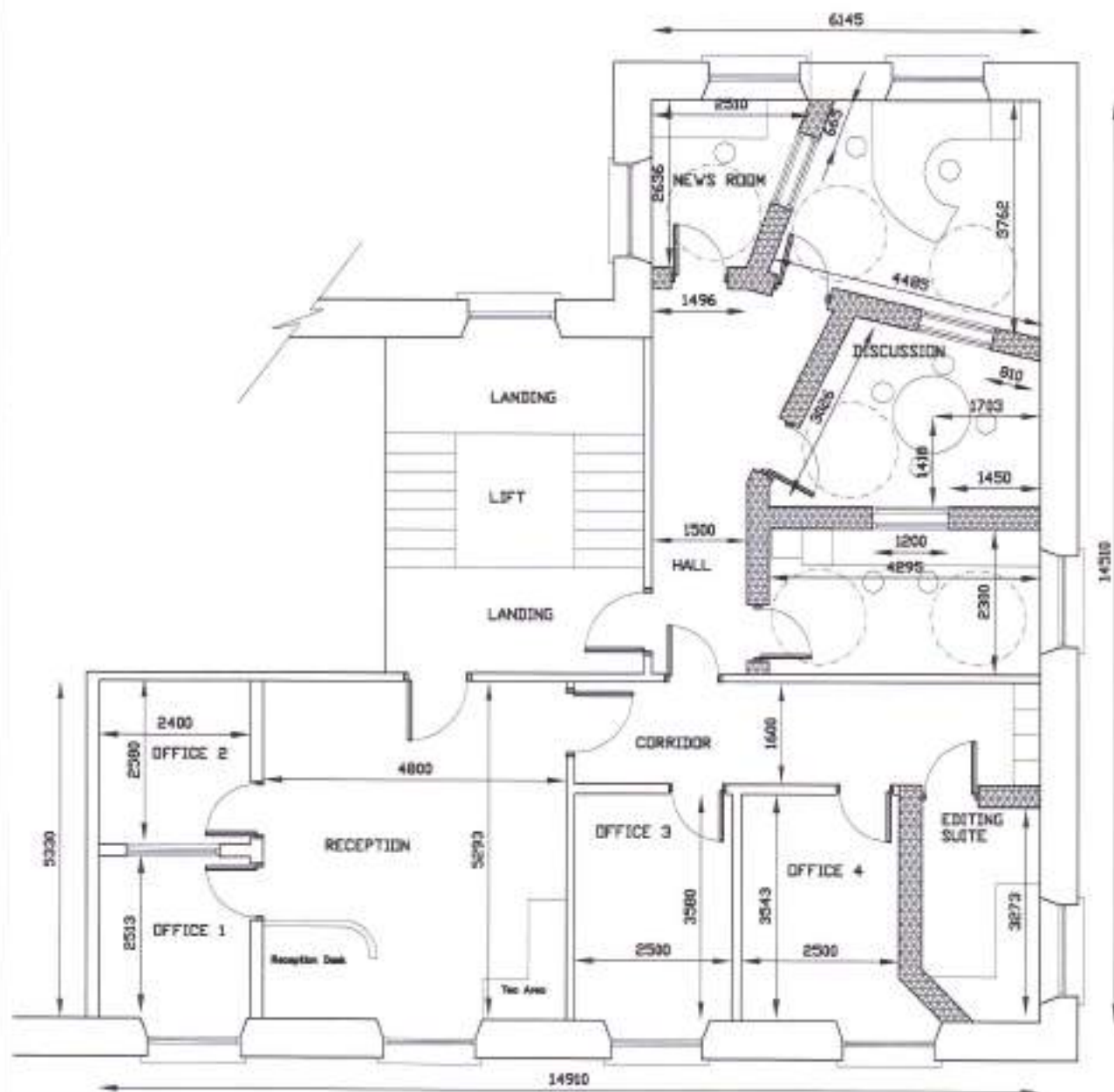
## Appendix 13

### Drawings and letter from Tipperary Town Council

#### Tipperary Studio

##### 6.1.1.

NOTE:  
1. ALL MEASUREMENTS ARE IN METERS  
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED  
3. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED



FIRST FLOOR PLAN  
Scale 1:100

All new doors to have clear opening width of 800mm.  
1.5m turning areas shown by dotted circles.



**McCALL SURVEYING**  
Chartered Building Surveyors  
Locking, Blandville Avenue, Tipperary, Co. Tipperary  
Tel: 051 315 42 1363  
Email: info@mcallsurveying.ie  
Web: www.mccall-surveying.ie

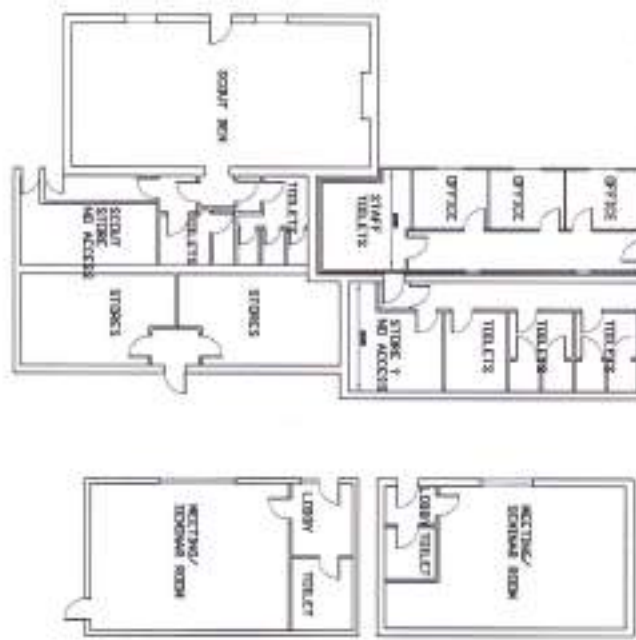
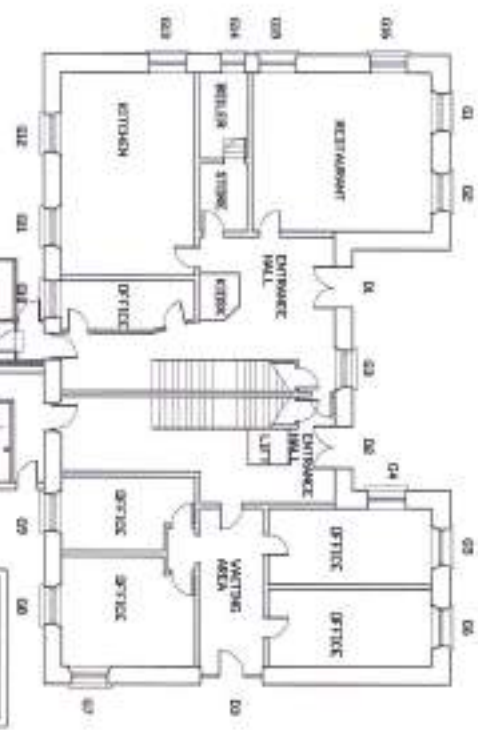
TIPPERARY MID WEST RADIO  
INTERNAL ALTERATIONS

RADIO SUITE & OFFICES  
LAYOUT - DIMENSIONED

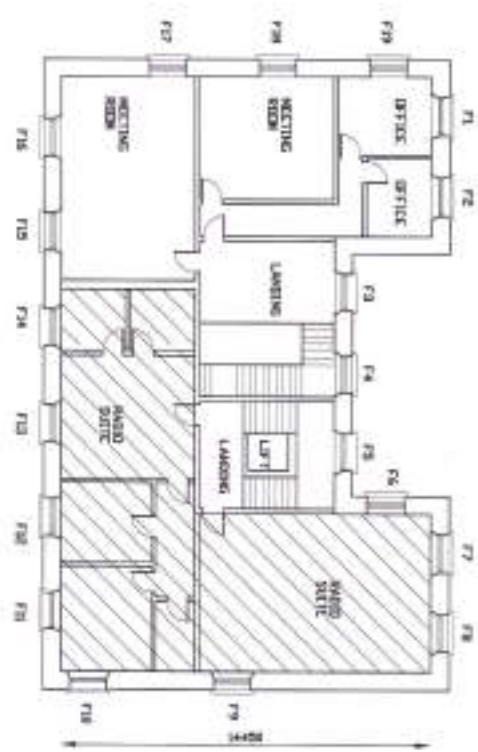
Drawn by: [Signature] Date: 11/08/11  
Checked by: [Signature] Date: 11/08/11  
Reviewed by: [Signature] Date: 11/08/11

12/02/11 / -

NOTE:  
 DRAWING IS FOR INFORMATION ONLY. NO GUARANTEE IS MADE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND FOR THE PROTECTION OF THE DRAWING.



GROUND FLOOR PLAN  
 Scale 1:200



FIRST FLOOR PLAN  
 Scale 1:200

NOTED:  
 1. AREA OCCUPIED BY TYPING AND WEST RADIO IS SHOWN HATCHED.



PROJECT TYPING AND WEST RADIO INTERNAL ALTERATIONS	McCALL SURVEYING Chartered Building Surveyors 100/101 St. George's Road, Sydney, NSW 2000 Tel: (02) 9550 1111 Fax: (02) 9550 1112 Web: www.mccall.com.au	DATE 1/200	DRAWN BY J. J. Construction
--	---	---------------	--------------------------------



Dan Breen House  
Tipperary Town  
Tel: 062 80700  
Fax: 062 52670

2<sup>nd</sup> October, 2012

McCall Surveying,  
Lochnagar,  
Brookville Avenue,  
Tipperary, Co. Tipperary.

For the attention of Mr. Gavin McCall

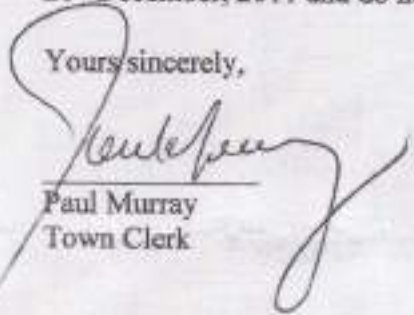
Re: Tipperary Mid-West Community Radio, Community Services Centre, St. Michael's Road  
Tipperary Town, Co. Tipperary  
Proposed Internal Alterations

Dear Mr. McCall,

I refer to your previous discussions with Mr. Aidan Walsh, Planner, and your letter and report dated 20<sup>th</sup> August, 2012, regarding the proposed internal alterations to the Tipperary Mid-West Community Radio accommodation which is located within the Community Services Centre in Tipperary Town.

After reviewing the detailed works proposed, this Planning Authority can confirm that there is no objection to the proposals and same fall within the remit of the Section 57 Declaration issued on 21<sup>st</sup> December, 2011 and do not require a separate grant of permission.

Yours sincerely,

  
Paul Murray  
Town Clerk

# Appendix 14

## Drawings

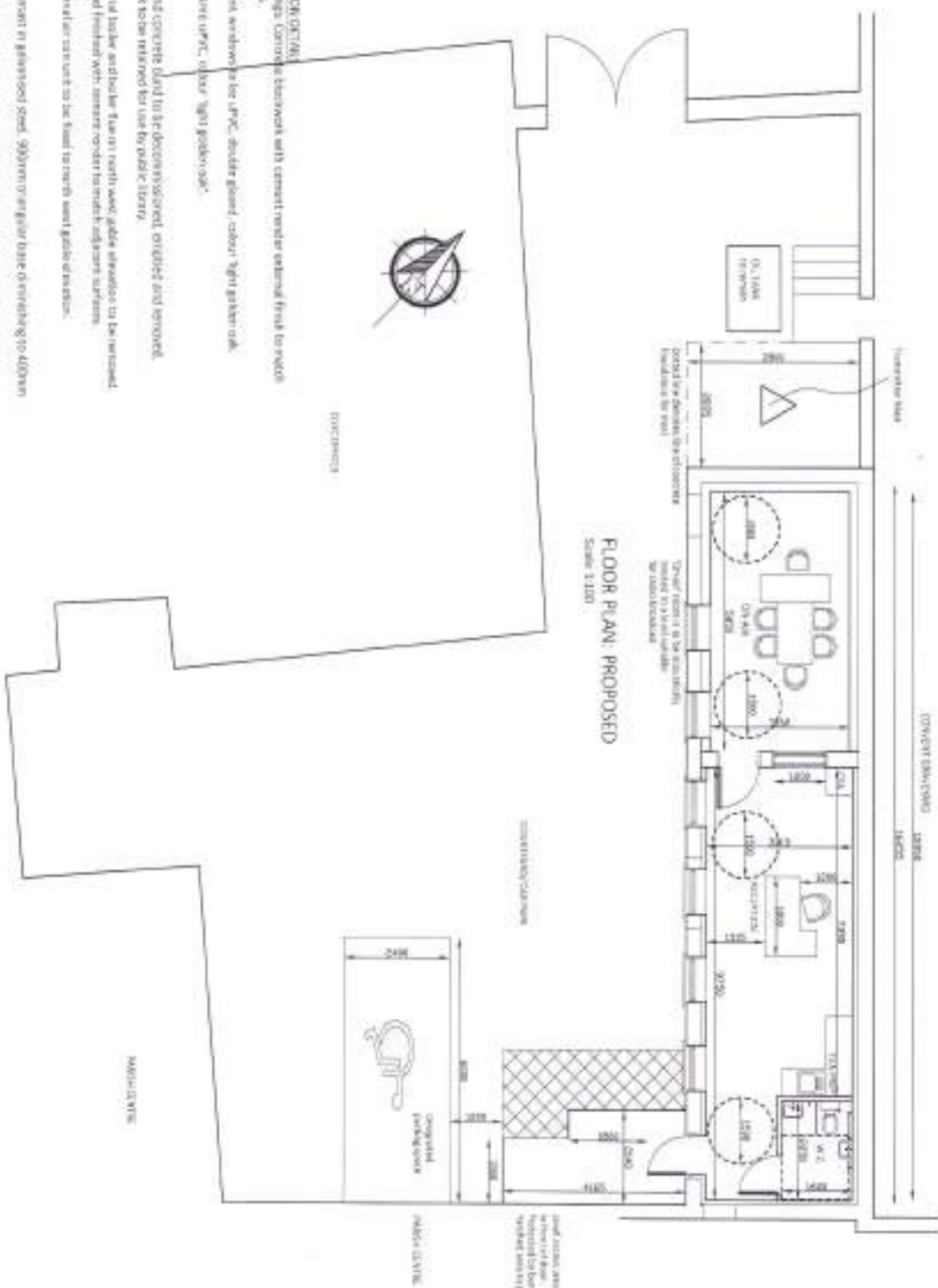
### Proposed Cashel Studio

#### 6.1.1.

NOTES:  
 1. NO WORK IS TO BE DONE IN THE EXISTING STRUCTURE.  
 2. THE EXISTING STRUCTURE IS TO BE DEMOLISHED.  
 3. THE EXISTING STRUCTURE IS TO BE DEMOLISHED.  
 4. THE EXISTING STRUCTURE IS TO BE DEMOLISHED.

# FLOOR PLAN, PROPOSED

Scale: 1/8" = 1'-0"



**OUTLINE SPECIFICATIONS/DETAILS:**  
 Windows: Replace existing windows with cement-render external finish to match adjacent wall surfaces.  
 Doors: Fully glazed, frame up to 1/2" thick, double glazed, colour light galvanized.  
 Roof: Fully glazed, frame up to 1/2" thick, double glazed, colour light galvanized.  
 Large metal oil tank and concrete island to be decommissioned, eroded and removed. Smaller plant room to be retained for use by public library.  
 Existing existing internal boiler and boiler flue in north wall to be retained. Boiler flue to be retained and finished with cement-render to match adjacent surfaces.  
 Air conditioning: External air unit to be fixed to north wall gable end wall.  
 The existing main: 200 mm diameter main in gable end wall, 900 mm in gable end wall to 400 mm in length of the.  
 Concrete foundation to be in engineer's design. Foundation to be set above ground to cover same area as the land to be retained. Concrete foundation to be set above ground to cover same area as the land to be retained. Concrete foundation to be set above ground to cover same area as the land to be retained.  
 Access to building: Level access to be provided from existing compound car park area. Access to entrance to be provided to ground parking immediately adjacent. Access area to be protected by erection of galvanneal steel barrier.

## EXIST. DRIVEWAY

Existing main, existing ground floor, proposed ground floor, proposed

± 50.00 m  
 ± 50.00 m

REV. & ADDITIONAL  
 WASH HAND BASIN IN WC

PLANNING ONLY  
 NOT FOR CONSTRUCTION

**McCALL SURVEYING**  
 Chartered Building Surveyors  
 100 High Street, Weymouth, Dorset, DT9 1JL  
 Tel: 01305 371111  
 Fax: 01305 371112  
 Email: info@mc-call.co.uk

**TEMPERARY AND WEST BATH**  
**CASHED STUDIO**

**DISABILITY ACCESS/CHART. APPLICATION**  
**FLOOR PLAN - PROPOSED**

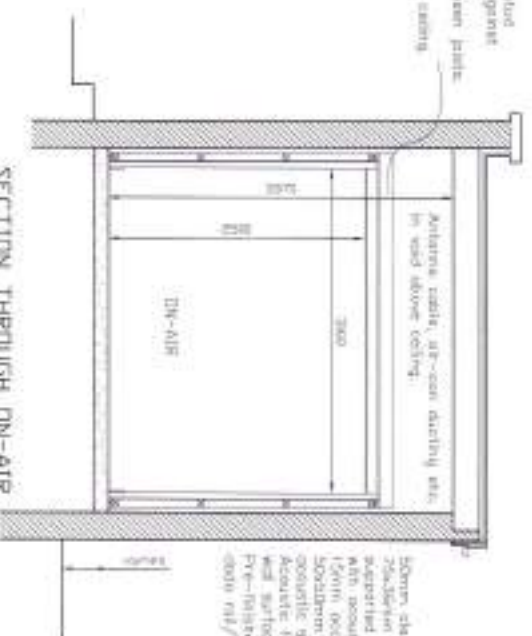
DATE: 11/01/2011  
 DRAWN BY: J. A.

WASH HAND BASIN IN WC

150mm joints supported on stud partitions. Maximum 20mm gap against block walls.  
150mm Knuth acoustic insulation between joints.  
150mm acoustic plasterboard.  
Acoustical Lintels Or extended ceiling.

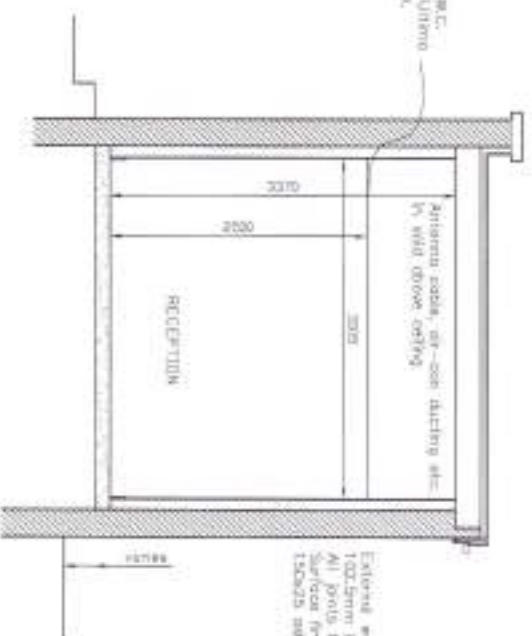
### SECTION THROUGH ON-AIR

Scale 1:50



50mm clear gap against block wall with 20mm stud partition, independently supported and filled with acoustic insulation.  
150mm acoustic plasterboard.  
150mm Knuth acoustic insulation between joints.  
Acoustic fabric stretched and fixed over wall surface.  
Pre-insulated sections (all over plaster/ stud infill/ wiring).

Ceilings in Reception & A.C. finished with Acoustical Lintels Or extended ceiling system.



Extensive work finished internally with 100mm plasterboard plasterboard on ceiling. All joints taped and filled. Surface treated with 2mm skim coat. 150mm gap wiring.

### SECTION THROUGH RECEPTION

Scale 1:50

### PLANNING ON-AIR NOT FOR CONSTRUCTION

NO.	DATE	DESCRIPTION
1	10/04/06	Issue for construction

### McCALL SURVEYING Chartered Building Surveyors

Large Building Survey, 10/04/06  
10/04/06  
10/04/06

### TIPPERARY MID WEST RADIO CASHIEL STUDIO

### DISABILITY ACCESS CERT. APPLICATION SECTIONS - PROPOSED

NO.	DATE	DESCRIPTION
1	10/04/06	Issue for construction

## Appendix 15

Antenna system; letters from site owners.

6.2.4

**Technical Documentation**

**FM Transmitting Antenna DANGANDARGAN**

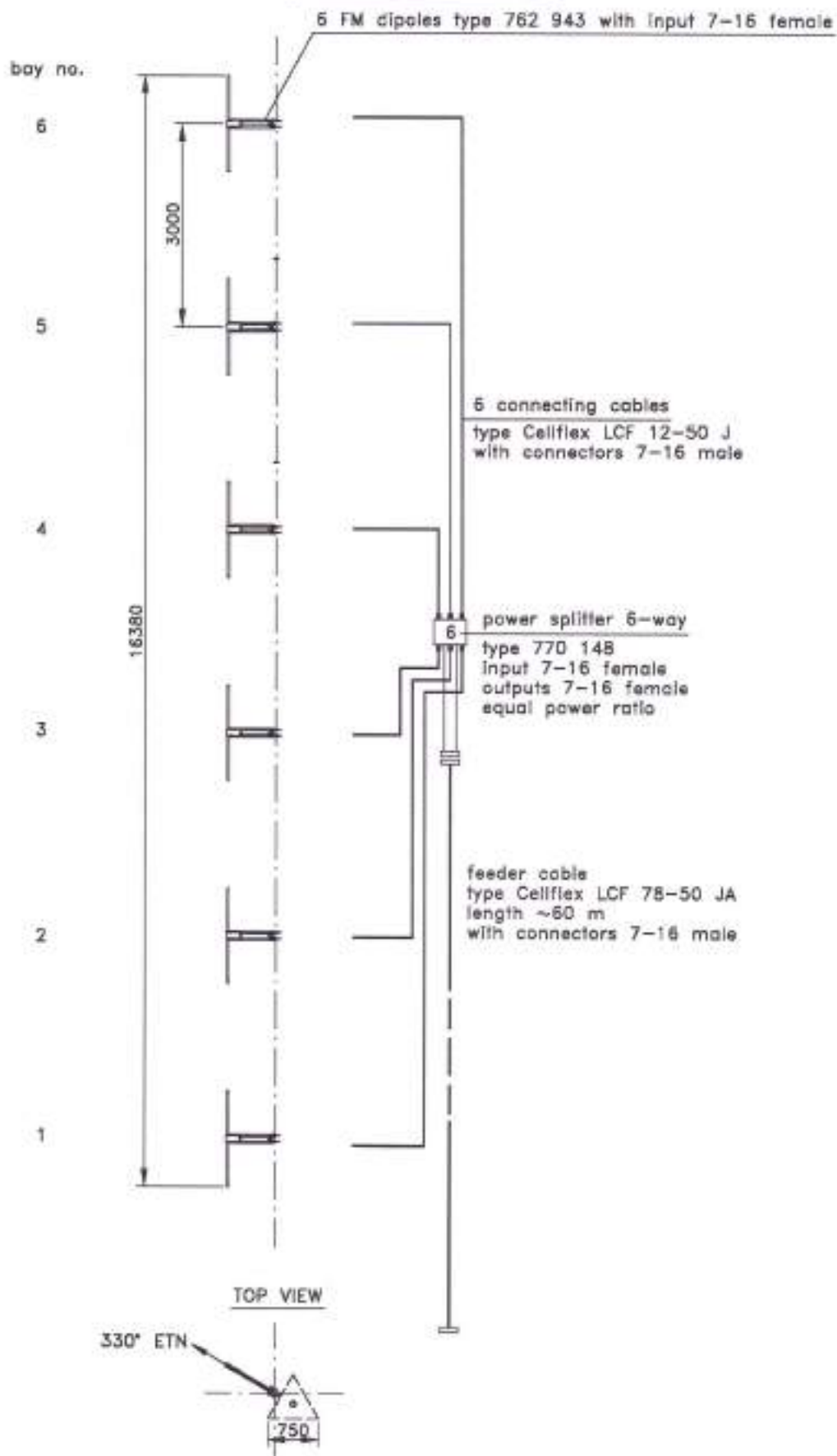
**Type-nr.: 759 20778**

## General Specifications

Constructional features	refer to sheet 109
Frequency range	87.5 ... 108.0 MHz
Operating channels	104.8MHz
Polarization	vertical
Down Tilt:	2°
Null fill	yes; typ. 20%
Impedance	50 Ohm
Gain (reference: $\lambda/2$ dipole)	10.9 dBd (at the splitter input)
VSWR within operating channel	$\leq 1.25$ at the feeder input
Horizontal radiation pattern	see sheet 101
Vertical radiation pattern	see sheet 102
Max. power	1kW rms at the Feeder In
Input connector	7-16DIN

<b>KATHREIN</b> Antennen - Electronic	Tag/Date: 08.02.2013	<b>FM Transmitting Antenna DANGANDARGAN</b>	Typ Nr./Type No.: 759 20778
	Name/Sign: BCA/Ma		Blatt/Sheet: 111

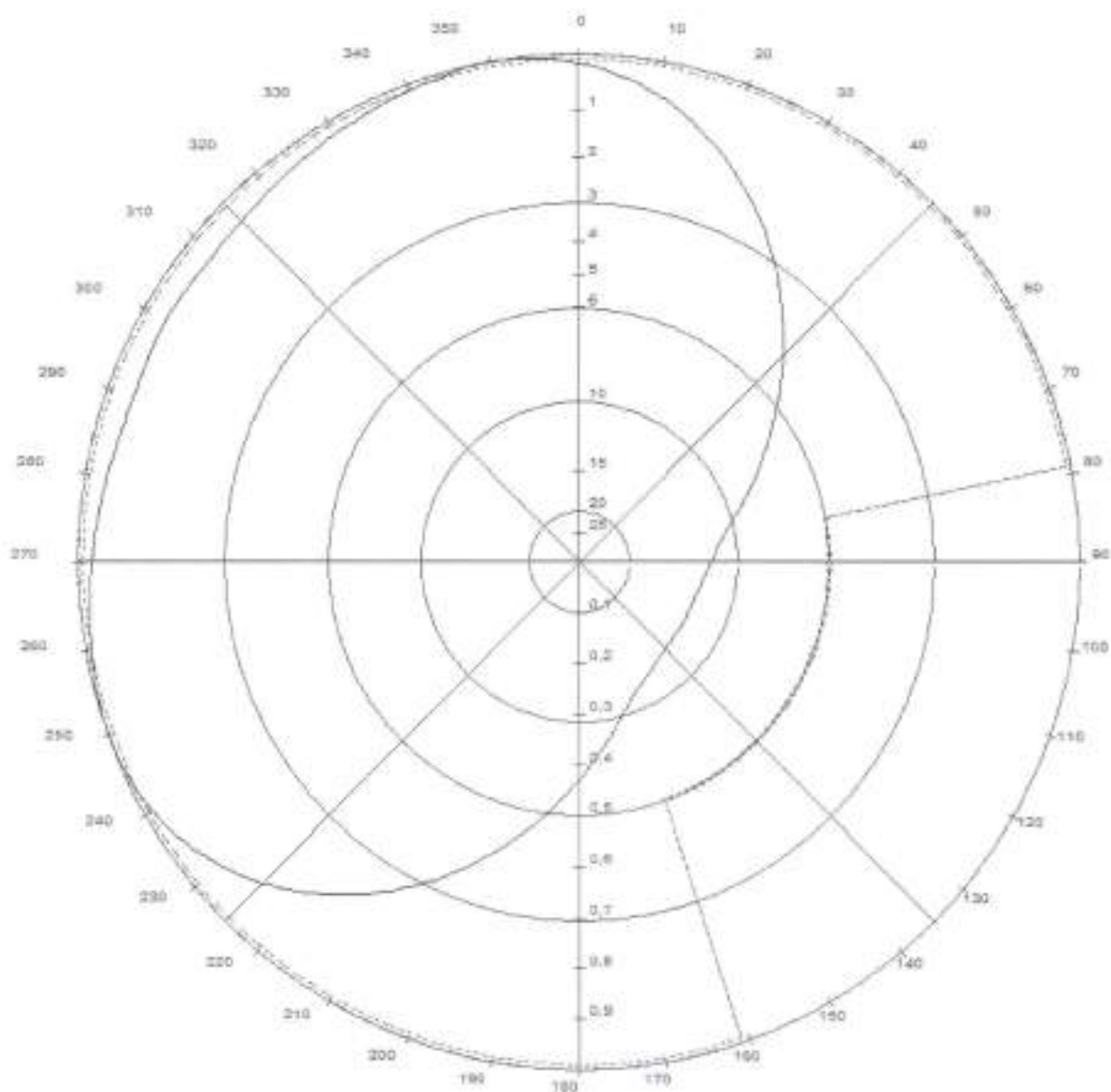
## System Overview



### Gain Calculation

Operating Channel:	104.8 MHz
Horizontal Directivity:	2.7 dBd
Vertical Directivity:	8.3 dBd
Cable Loss:	0.1 dB
Antenna Gain:	10.9 dBd
Feeder Loss:	0.7 dB
<u>System Gain:</u>	<u>10.2 dBd</u>
ERP at 1kW T/O Power:	10.5 kW

## Horizontal Radiation Pattern (HRP)



frequency  
in MHz

down-tilt  
in °

— 104.800

+0

Tolerance: +/- 8% of  $E_{max}$

**KATHREIN**  
Antennen • Electronic

Tag/Date:  
08.02.2013

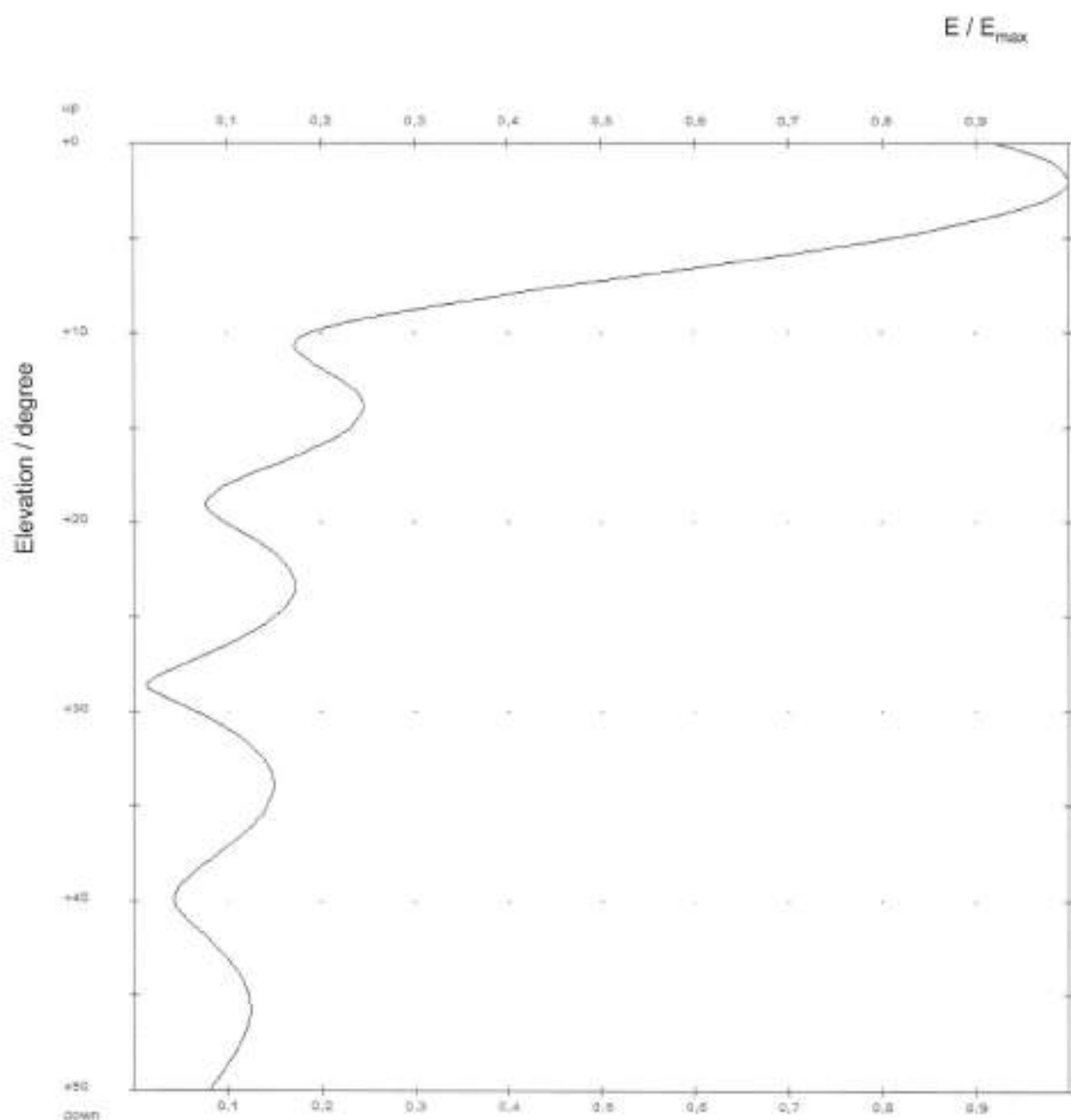
Name/Sign:  
BCA/Ma

**FM Transmitting Antenna  
DANGANDARGAN**

Typ Nr./Type No.:  
759 20778

Blatt/Sheet: 101

## Vertical Radiation Pattern (VRP)



Frequency  
in MHz

azimuth  
in °

104.800

+300

- Omnidirectional propagation with preferred direction.
- For tubular masts.

Order No.	762943	763715	775130
Input	7-16 female	7/8" EIA flange	1 1/2" EIA flange
Max. power	3 kW	5 kW	10 kW
Frequency range	87.5 – 108 MHz		
VSWR	< 1.3		< 1.25
Gain (at mid-band)	2 dBd		
Impedance	50 Ω		
Polarization	Vertical		
Weight	13 kg		22 kg
Wind load	frontal:	115 N	165 N
(at 160 km/h)	lateral:	220 N	340 N
Max. wind velocity	225 km/h		300 km/h

Material: Hot-dip galvanized steel.

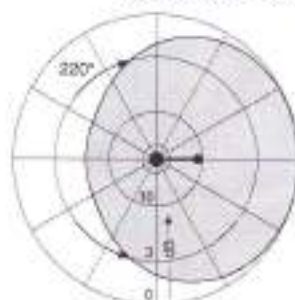
Mounting: To pipes of 60 – 125 mm by means of 2 mounting clamps, supplied.

Grounding: Via mounting parts.

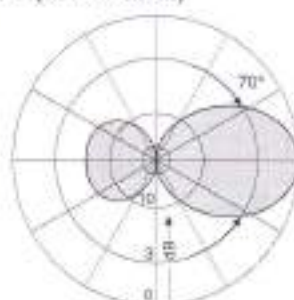


A: 1380 mm  
B: 830 mm

Radiation Patterns (at mid-band)



Horizontal Radiation Pattern



Vertical Radiation Pattern

**Please note:**

As a result of more stringent legal regulations and judgements regarding product liability, we are obliged to point out certain risks that may arise when products are used under extraordinary operating conditions.

The mechanical design is based on the environmental conditions as stipulated in ETS 300 019-1-4 and thereby respects the static mechanical load imposed on an antenna by wind at maximum velocity.

Extraordinary operating conditions, such as heavy icing or exceptional dynamic stress (e.g. strain caused by oscillating support structures), may result in the breakage of an antenna or even cause it to fall to the ground.

Cylindrical bodies can show crosswind response, which can cause the supporting structure to oscillate and to be damaged. Prismatic bodies, even with non-circular cross-section can show crosswind response, which can cause the supporting structure to oscillate (see EN 1991-1-4 or EN 1993-3-1).

These facts must be considered during the site planning process.

The maximum wind velocities listed should be understood in the sense of working values according to DIN and EN standards. These values include a safety factor (1.5) below the ultimate limit state (elastic limit or permanent deformation). For these wind velocities we guarantee the mechanical safety and the electrical integrity of our antennas.

The installation team must be properly qualified and also be familiar with the relevant national safety regulations.

The details given in our data sheets have to be followed carefully when installing the antennas and accessories.

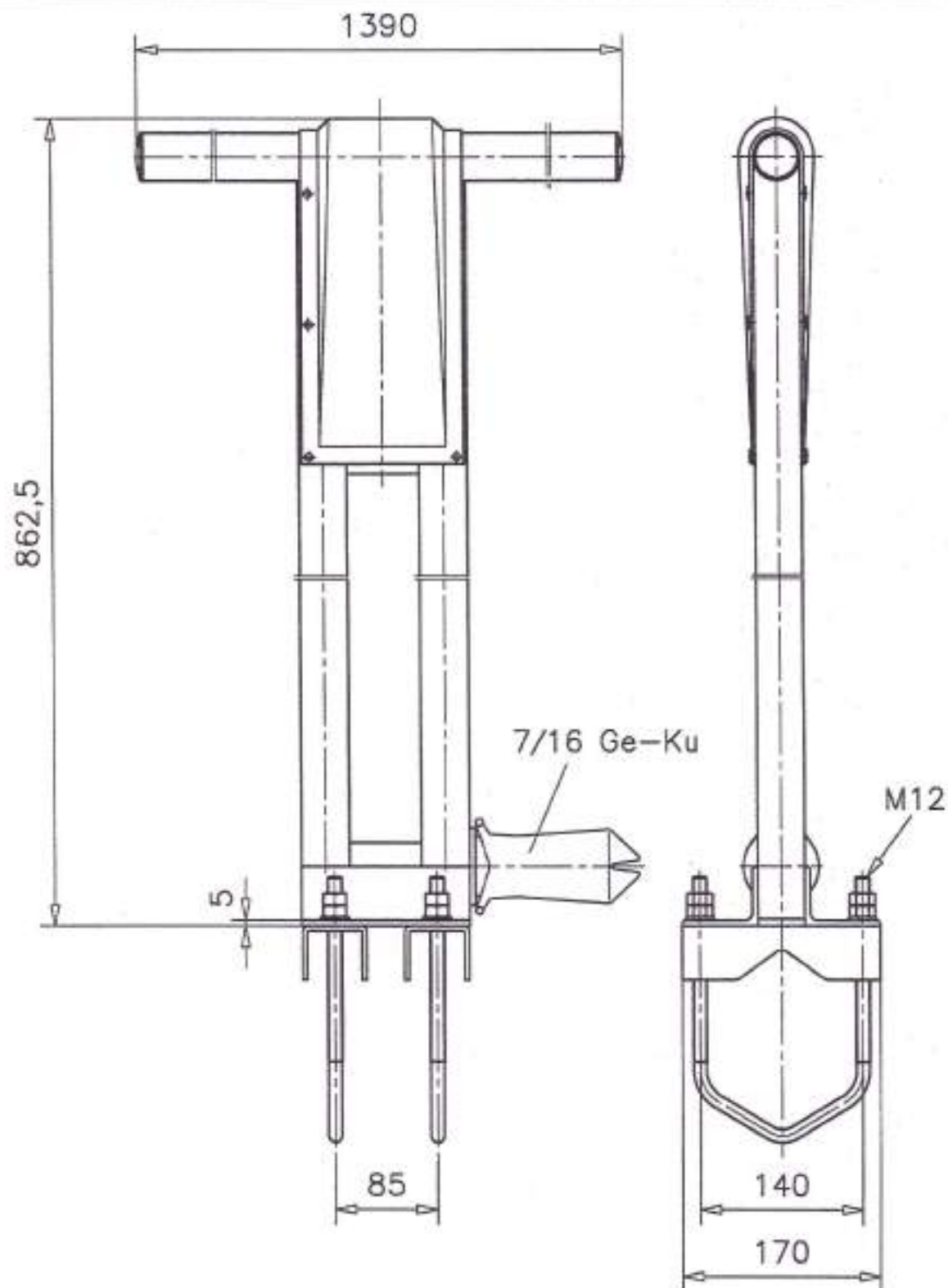
The limits for the coupling torque of RF-connectors, recommended by the connector manufacturers must be obeyed.

Any previous datasheet issues have now become invalid.

Our quality assurance system and our environmental management system apply to the entire company and are certified by TÜV according to EN ISO 9001 and EN ISO 14001.



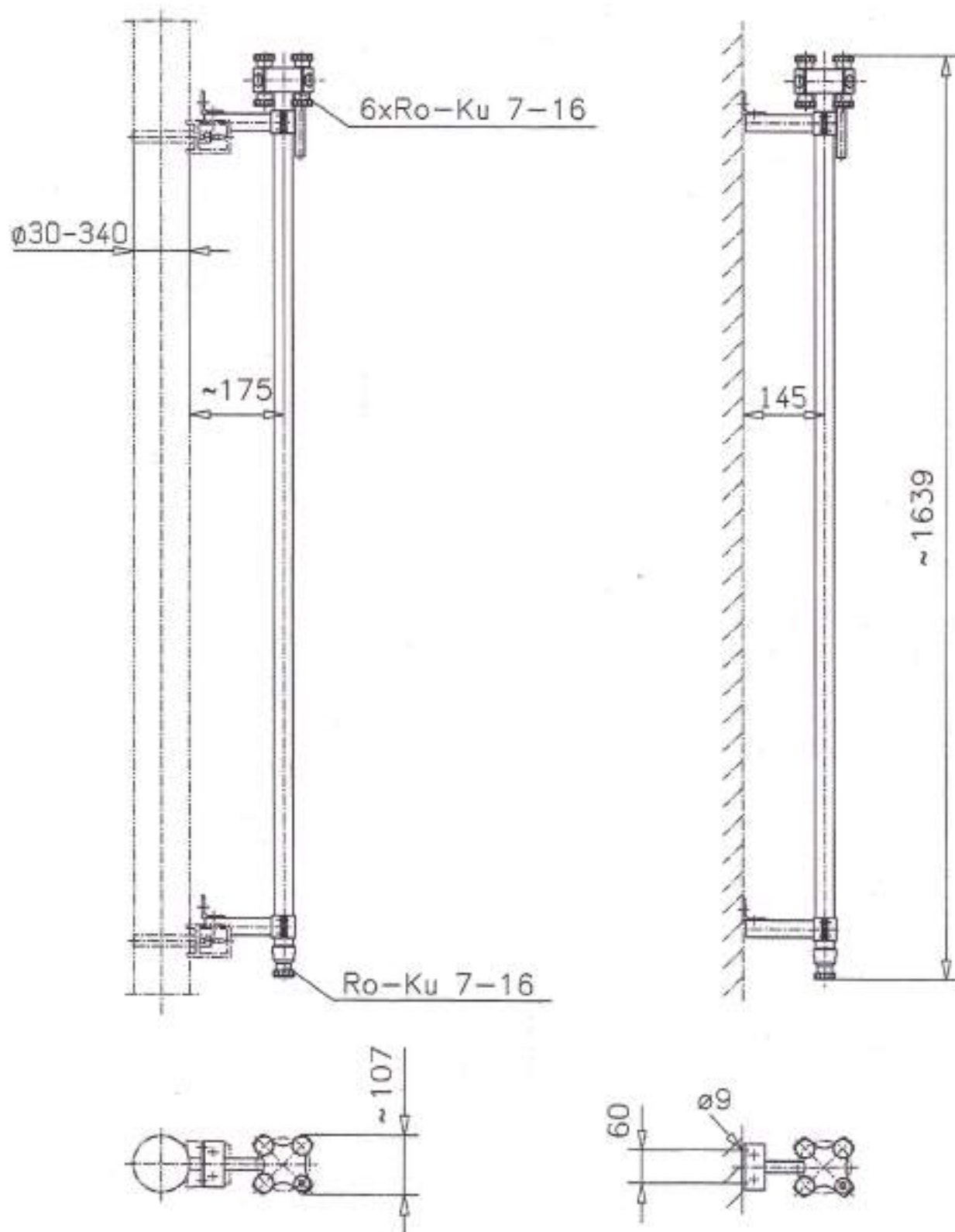
936 52710 Subject to alteration.



Klemmbereich  $\varnothing 60-125\text{mm}$

[illegible]

Database seeded 12.02.98 10:20:31



				Allgemein- toleranz	Rohgewicht	Oberfl.:
				Tag	Name	Ant. Vert.
				Beorb. 27.11.95	Van Tran	Maßstab 1:10
				Gepr. 24.01.96	Sagberger	
				25.01.96	Schuster	
				<b>KATHREIN</b>	770 148	Blatt 1
0	4152 135	02.02.96	K. Huber	83022	Rosenheim	f/MHz: 87,5-108 P=1; 6x
Aus- gabe	Änderung	Tag	Name			



## 1/2" CELLFLEX® Low-Loss Foam-Dielectric Coaxial Cable

## Product Description

CELLFLEX® 1/2" low loss flexible cable; flame retardant/ halogen free jacket

Application: OEM jumpers, Main feed transitions to equipment, GPS lines, fiber-cable in-building



1/2" CELLFLEX® Low-Loss Foam Dielectric Coaxial Cable

## Features/Benefits

## • Low Attenuation

The low attenuation of CELLFLEX® coaxial cable results in highly efficient signal transfer in your RF system.

## • Complete Shielding

The solid outer conductor of CELLFLEX® coaxial cable creates a continuous RF/EMI shield that minimizes system interference.

## • Low VSWR

Special low VSWR versions of CELLFLEX® coaxial cables contribute to low system noise.

## • Outstanding Intermodulation Performance

CELLFLEX® coaxial cable's solid inner and outer conductors virtually eliminate intermod. Intermodulation performance is also confirmed with state-of-the-art equipment at the RFS factory.

## • High Power Rating

Due to their low attenuation, outstanding heat transfer properties and temperature stabilized dielectric materials, CELLFLEX® cable provides safe long term operating life at high transmit power levels.

## • Wide Range of Application

Typical areas of application are: feedlines for broadcast and terrestrial microwave antennas, wireless cellular, PCS and ESMR base stations, cabling of antenna arrays, and radio equipment interconnects.

## Technical Features

## Structure

Inner conductor:	Copper-Clad Aluminum Wire	[mm (in)]	4.8 (0.19)
Dielectric:	Foam Polyethylene	[mm (in)]	11.3 (0.44)
Outer conductor:	Annularly Corrugated Copper	[mm (in)]	13.8 (0.54)
Jacket:	Polyethylene, PE, Metathiooxide Filing	[mm (in)]	15.8 (0.62)

## Mechanical Properties

Weight, approximately	[kg/m (lb/ft)]	0.22 (0.15)
Minimum bending radius, single bending	[mm (in)]	75 (3)
Minimum bending radius, repeated bending	[mm (in)]	125 (5)
Bending moment	[Nm (lb-ft)]	6.5 (4.79)
Max. tensile force	[N (lb)]	1100 (247)
Recommended / maximum clamp spacing	[m (ft)]	0.6 / 1.0 (2.0 / 3.25)

## Electrical Properties

Characteristic impedance	[Ω]	50 +/- 1
Relative propagation velocity	[%]	88
Capacitance	[pF/m (pF/ft)]	78.0 (23.2)
Inductance	[nH/m (nH/ft)]	0.190 (0.058)
Max. operating frequency	[GHz]	8.8
Jacket spark test RMS	[V]	8000
Peak power rating	[kW]	35
RF Peak voltage rating	[V]	1900
DC-resistance inner conductor	[Ω/km (Ω/1000ft)]	1.57 (0.48)
DC-resistance outer conductor	[Ω/km (Ω/1000ft)]	2.30 (0.70)

## Recommended Temperature Range

Storage temperature	[°C (°F)]	-70 to +85 (-94 to +185)
Installation temperature	[°C (°F)]	-25 to +80 (-13 to +160)
Operation temperature	[°C (°F)]	-50 to +85 (-58 to +185)

## Other Characteristics

Fire Performance: Flame Retardant, L50H

VSWR Performance: Standard

[dB (VSWR)]

Contact RFS for your VSWR performance specification for your required frequency band.

Other Options: Phase stabilized and phase matched cables and assemblies are available upon request.

Frequency [MHz]	Attenuation [dB/100m]	Power [kW]
0.5	0.148	0.0454
1.0	0.211	0.0643
1.5	0.258	0.0786
2.0	0.298	0.0910
10	0.671	0.236
20	0.951	0.250
30	1.17	0.356
50	1.51	0.462
68	2.02	0.616
100	2.16	0.658
108	2.24	0.684
150	2.56	0.810
174	2.67	0.875
200	3.08	0.940
300	3.61	1.16
400	4.43	1.35
450	4.71	1.44
500	4.98	1.52
512	5.04	1.54
600	5.48	1.67
700	5.95	1.81
750	6.17	1.88
800	6.39	1.95
824	6.49	1.98
884	6.78	2.07
900	6.80	2.07
925	6.90	2.10
990	7.04	2.15
1000	7.20	2.19
1250	8.12	2.48
1400	8.64	2.63
1500	8.97	2.73
1700	9.61	2.93
1800	9.91	3.02
2000	10.5	3.20
2100	10.8	3.29
2200	11.1	3.38
2400	11.6	3.54
2500	11.9	3.62
2600	12.2	3.70
2700	12.4	3.78
3000	13.2	4.01
3500	14.4	4.38
4000	15.5	4.72
5000	17.6	5.37
6000	19.6	5.97
7000	21.4	6.54
8000	23.2	7.07
8800	24.6	7.49

Attenuation at 20°C (68°F) cable temperature  
Mean power rating at 40°C (104°F) ambient temperature

## 7/8" CELLFLEX® Premium Attenuation Low-Loss Foam-Dielectric Coaxial Cable

## Product Description

CELLFLEX® 7/8" premium attenuation low loss flexible cable

Application: Main feed line



7/8" CELLFLEX® Low-Loss Foam Dielectric Coaxial Cable

## Features/Benefits

## • Ultra Low Attenuation

The further reduced attenuation of CELLFLEX® premium attenuation coaxial cable results in extremely efficient signal transfer in your RF system, especially at high frequencies.

## • Complete Shielding

The solid outer conductor of CELLFLEX® coaxial cable creates a continuous RF/EMI shield that minimizes system interference.

## • Low VSWR

Special low VSWR versions of CELLFLEX® coaxial cables contribute to low system noise.

## • Outstanding Intermodulation Performance

CELLFLEX® coaxial cable's solid inner and outer conductors virtually eliminate intermod. Intermodulation performance is also confirmed with state-of-the-art equipment at the RFS factory.

## • High Power Rating

Due to their low attenuation, outstanding heat transfer properties and temperature stabilized dielectric materials, CELLFLEX® cable provides safe long term operating life at high transmit power levels.

## • Wide Range of Application

Typical areas of application are: feedlines for broadcast and terrestrial microwave antennas, wireless cellular, PCS and ESMR base stations, cabling of antenna arrays, and radio equipment interconnects.

## Technical Features

## Structure

Inner conductor:	Copper Tube	mm (in)	9.3 (0.37)
Dielectric:	Foam Polyethylene	mm (in)	21.5 (0.85)
Outer conductor:	Corrugated Copper	mm (in)	25.2 (0.99)
Jacket:	Polyethylene, PE	mm (in)	27.8 (1.09)

## Mechanical Properties

Weight, approximately	kg/m (lb/ft)	0.48 (0.32)
Minimum bending radius, single bending	mm (in)	120 (5)
Minimum bending radius, repeated bending	mm (in)	250 (10)
Bending moment	Nm (lb-ft)	13.0 (9.4)
Max. tensile force	N (lb)	1440 (324)
Recommended / maximum clamp spacing	m (ft)	0.8 / 1.0 (2.75 / 3.25)

## Electrical Properties

Characteristic impedance	Ω	50 ± 1
Relative propagation velocity	%	90
Capacitance	pF/m (pF/ft)	74.0 (22.5)
Inductance	μH/m (μH/ft)	0.185 (0.056)
Max. operating frequency	GHz	5
Jacket spark test RMS	V	5000
Peak power rating	kW	85
RF Peak voltage rating	V	2920
DC-resistance inner conductor	Ω/km (Ω/1000ft)	1.54 (0.469)
DC-resistance outer conductor	Ω/km (Ω/1000ft)	1.09 (0.33)

## Recommended Temperature Range

Storage temperature	°C (°F)	-70 to +85 (-94 to +185)
Installation temperature	°C (°F)	-65 to +60 (-60 to +140)
Operation temperature	°C (°F)	-50 to +85 (-58 to +185)

## Other Characteristics

Fire Performance:	Halogen Free	
VSWR Performance:	Standard	dB (VSWR) 18 (1.296:1)
Other Options:	Phase stabilized and phase matched cables and assemblies are available upon request.	

Frequency [MHz]	Attenuation [dB/100m]	Attenuation [dB/100ft]	Power [kW]
0.5	0.0780	0.0238	86.0
1.0	0.110	0.0338	85.0
1.5	0.135	0.0412	73.6
2.0	0.156	0.0476	63.7
10	0.351	0.107	28.3
20	0.498	0.152	20.0
30	0.612	0.186	16.2
50	0.793	0.242	12.5
85	1.06	0.323	9.38
100	1.13	0.345	8.80
108	1.18	0.358	8.42
150	1.38	0.425	7.15
174	1.50	0.458	6.63
200	1.62	0.493	6.14
300	2.0	0.608	4.97
400	2.32	0.707	4.28
450	2.47	0.753	4.02
500	2.61	0.798	3.81
512	2.64	0.806	3.77
600	2.88	0.876	3.45
700	3.12	0.951	3.19
750	3.24	0.987	3.07
800	3.35	1.02	2.97
824	3.41	1.04	2.91
894	3.56	1.08	2.75
900	3.57	1.09	2.78
925	3.62	1.10	2.75
960	3.70	1.13	2.69
1020	3.78	1.15	2.63
1250	4.27	1.30	2.33
1400	4.54	1.38	2.19
1500	4.71	1.44	2.11
1700	5.08	1.54	1.87
1800	5.21	1.58	1.81
2000	5.52	1.68	1.68
2100	5.67	1.73	1.75
2200	5.82	1.77	1.71
2400	6.11	1.85	1.63
2500	6.25	1.91	1.59
2600	6.39	1.95	1.56
2700	6.53	1.99	1.52
3000	6.93	2.11	1.40
3500	7.56	2.30	1.31
4000	8.16	2.49	1.22
4500	8.77	2.60	1.08
5000	9.28	2.83	1.07

Attenuation at 20°C (68°F) cable temperature  
Mean power rating at 40°C (104°F) ambient temperature



Date: 17<sup>th</sup> July 2017

Re: Application for Community Radio Station, South West Tipperary

**TO WHOM IT MAY CONCERN**

I wish to confirm that Tipperary Mid West Community Radio, in principal and subject to contract can provide transmission facilities at our transmission site at Ballyknock Hill, Cashel, Co Tipperary.

Signed:

  
Ronan O'Connor

**JOHN M. JOY & CO.**  
**SOLICITORS**

38 O'Connell Street, Clonmel, Co. Tipperary, E91 H2K7. DX 22004 Clonmel.  
Tel. 052 6123338 | Fax. 052 6129119 | Email. john@johnmjoy.com

**Your Ref: 577F5\RF\CO'S Our Ref: BT/BT/HOS005001**

28<sup>th</sup> July 2017

Kieran T Flynn and Co  
St Michael Street  
TIPPERARY TOWN  
Co Tipperary

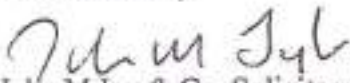
DX 38001 TIPPERARY

**Re: Our Client: Stacey Horan**  
**Your Client: Tipperary Mid West Community Radio Co-Operative Limited**  
**Radio Mast at Cloughleigh Golden Co Tipperary**

Dear Sirs,

Further to your letter of the 11<sup>th</sup> inst. we enclose herewith signed consent of our client to allow your clients to renew their broadcasting licence.

Yours faithfully

  
John M Joy & Co. Solicitors

To whom it may concern;

I hereby give consent to Tipperary Mid West Community Radio to continue to rent the transmission site at Cloghleigh, Golden, Co. Tipperary.

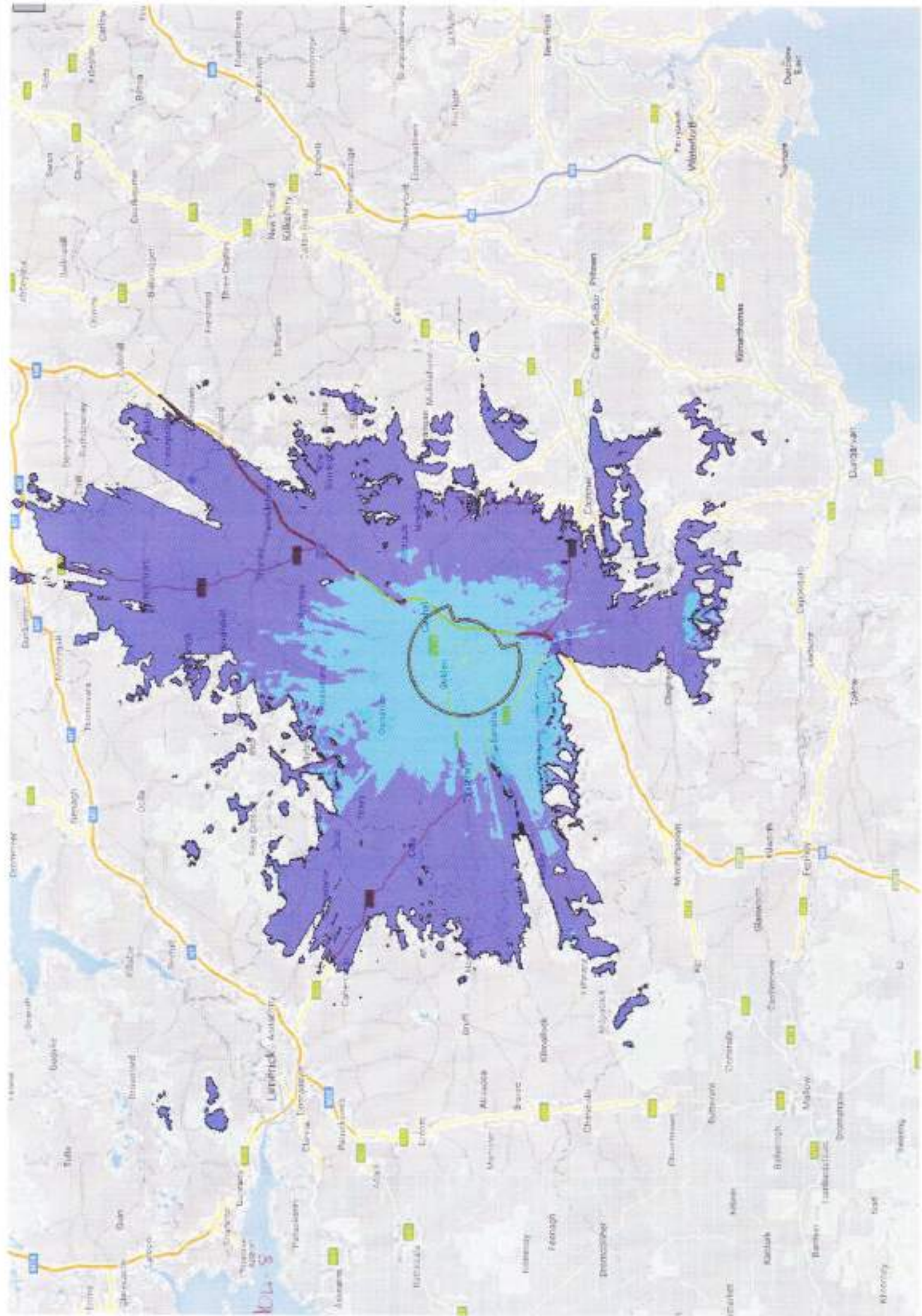
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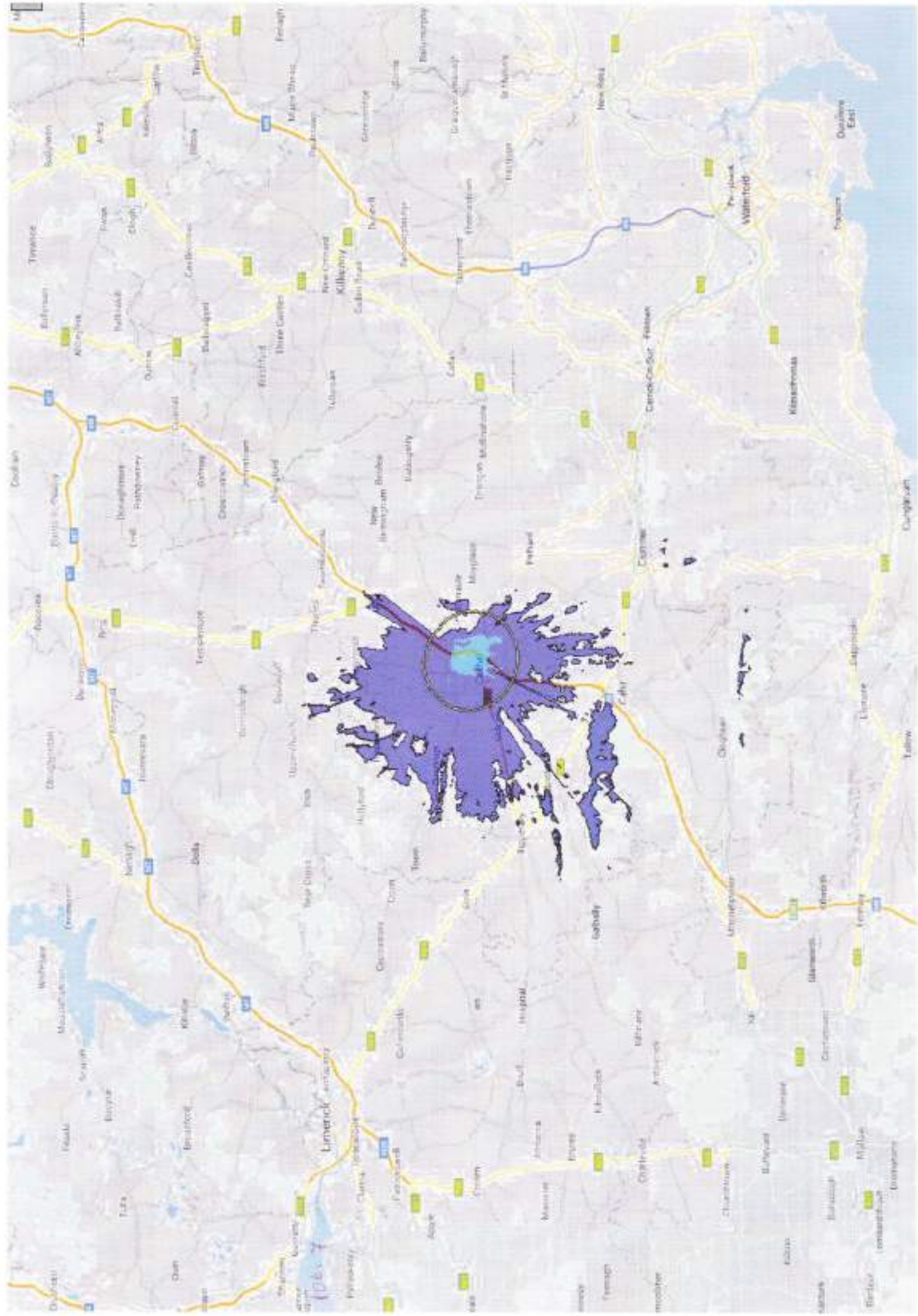
*Stacey Hran*

## Appendix 16

### Computer predicted coverage

#### 6.2.5

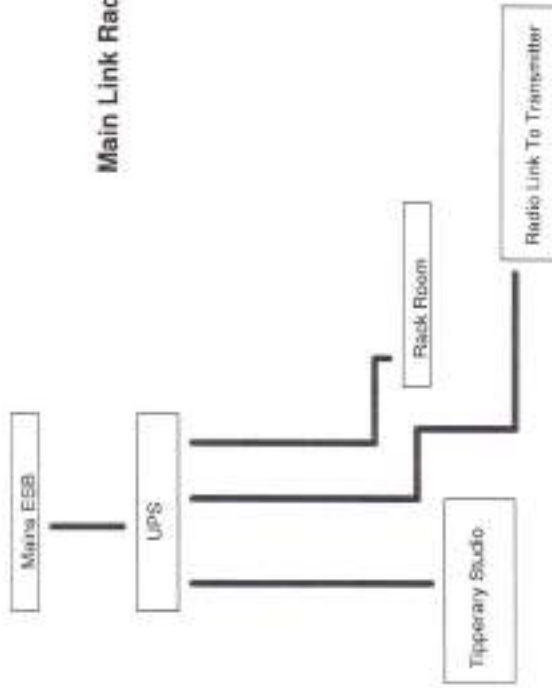




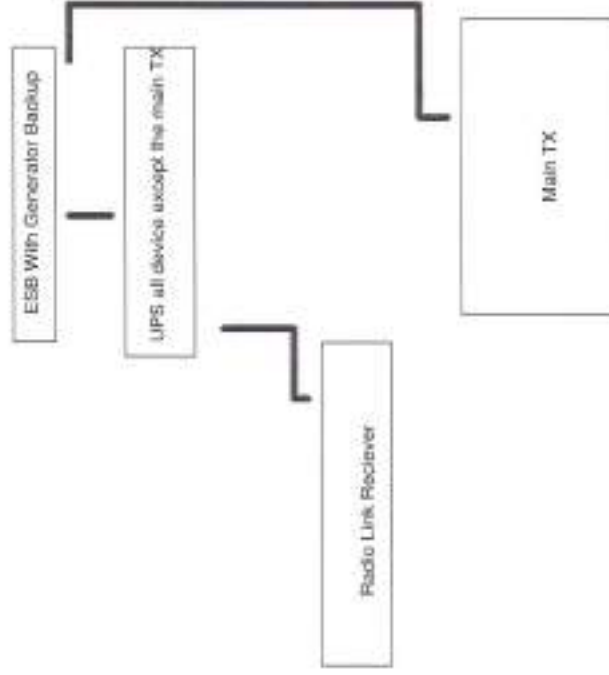
## Appendix 17

### Description and diagram of the link network

#### 6.2.6



## Main Link Radio Network for Tipperary Mid West Community Radio



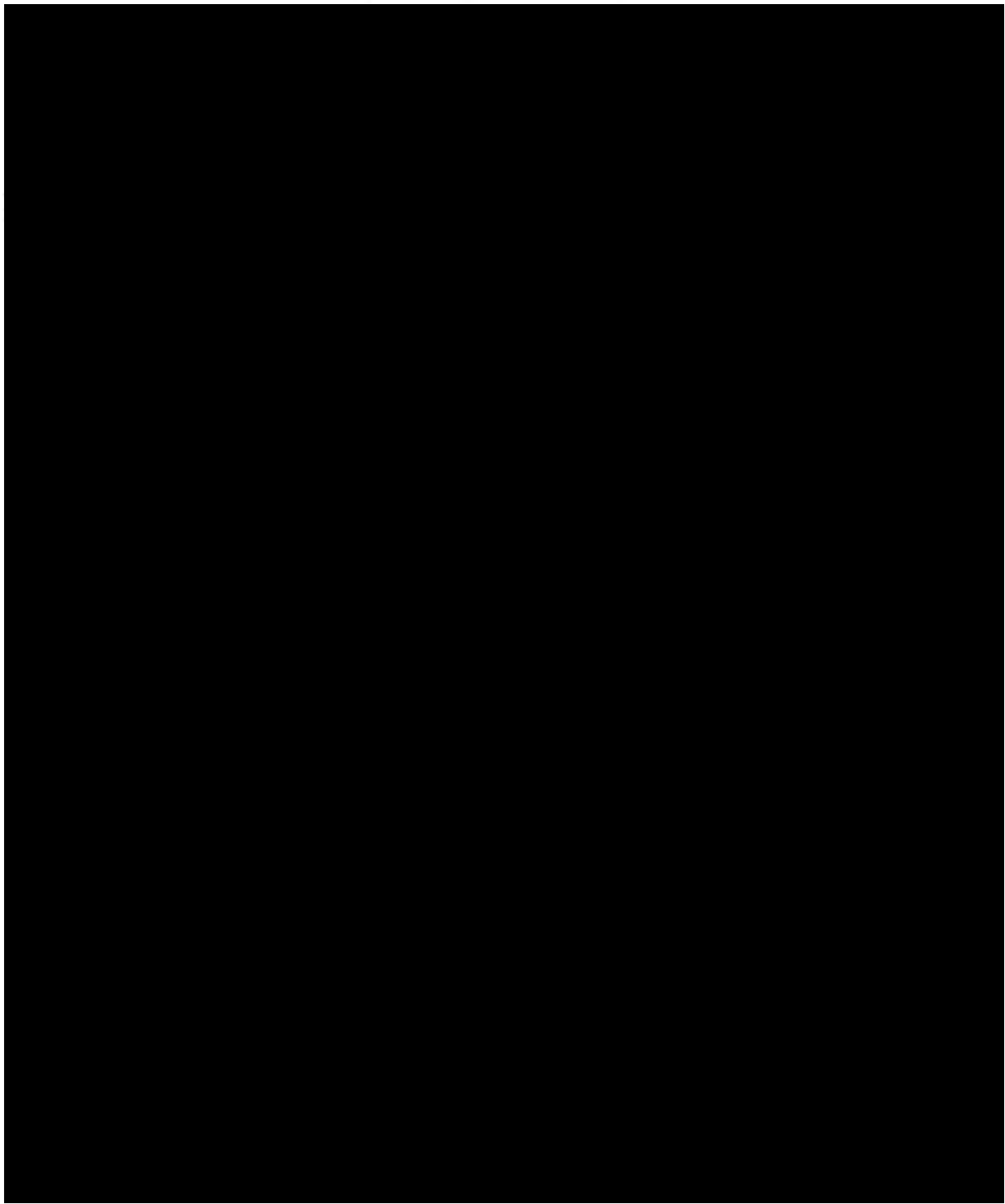
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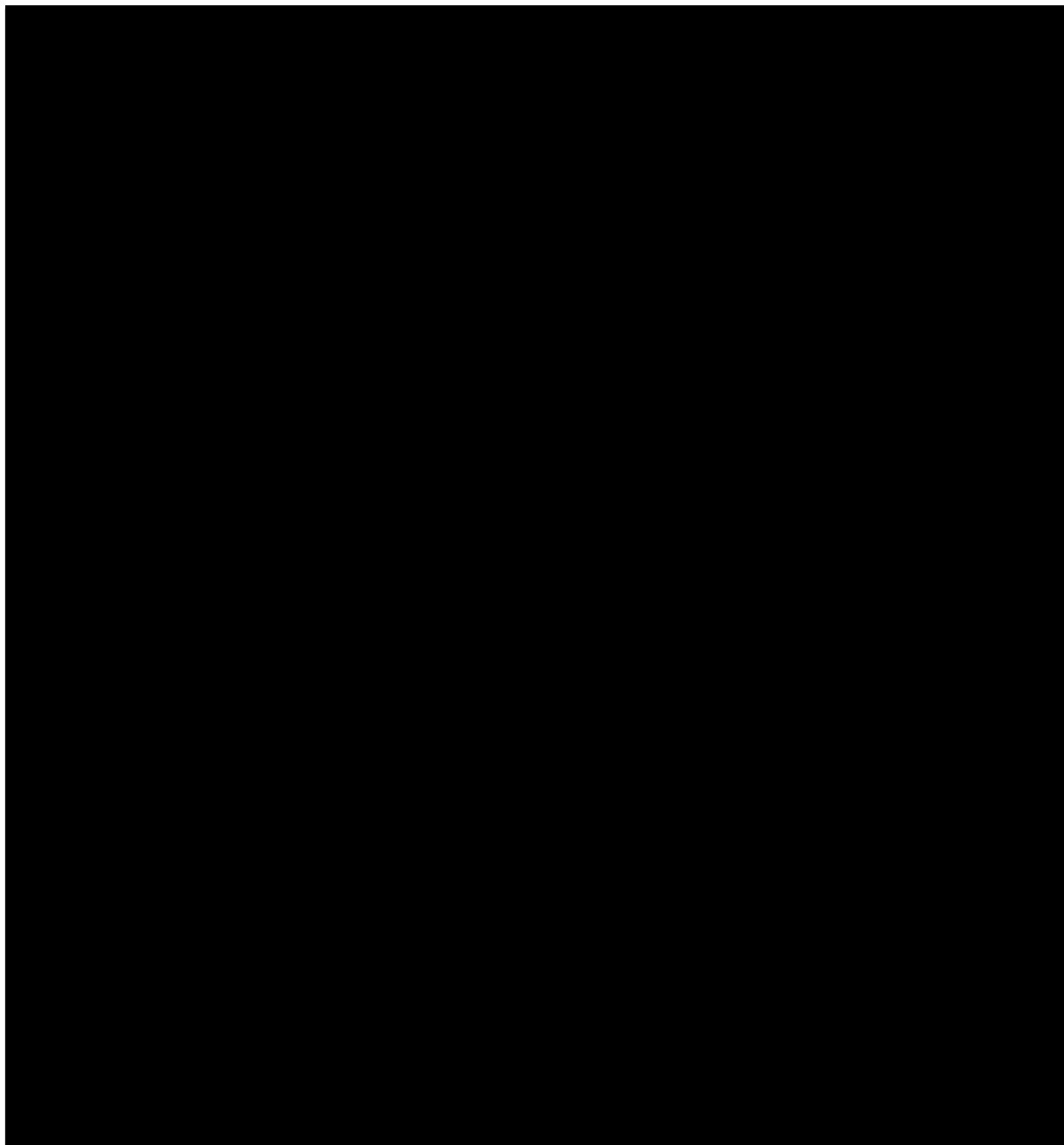
## Appendix 18

### Financial Appendices

7.4

7.4.4.





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1. *Journal of the American Medical Association*, 1997; 277: 1033-1037.

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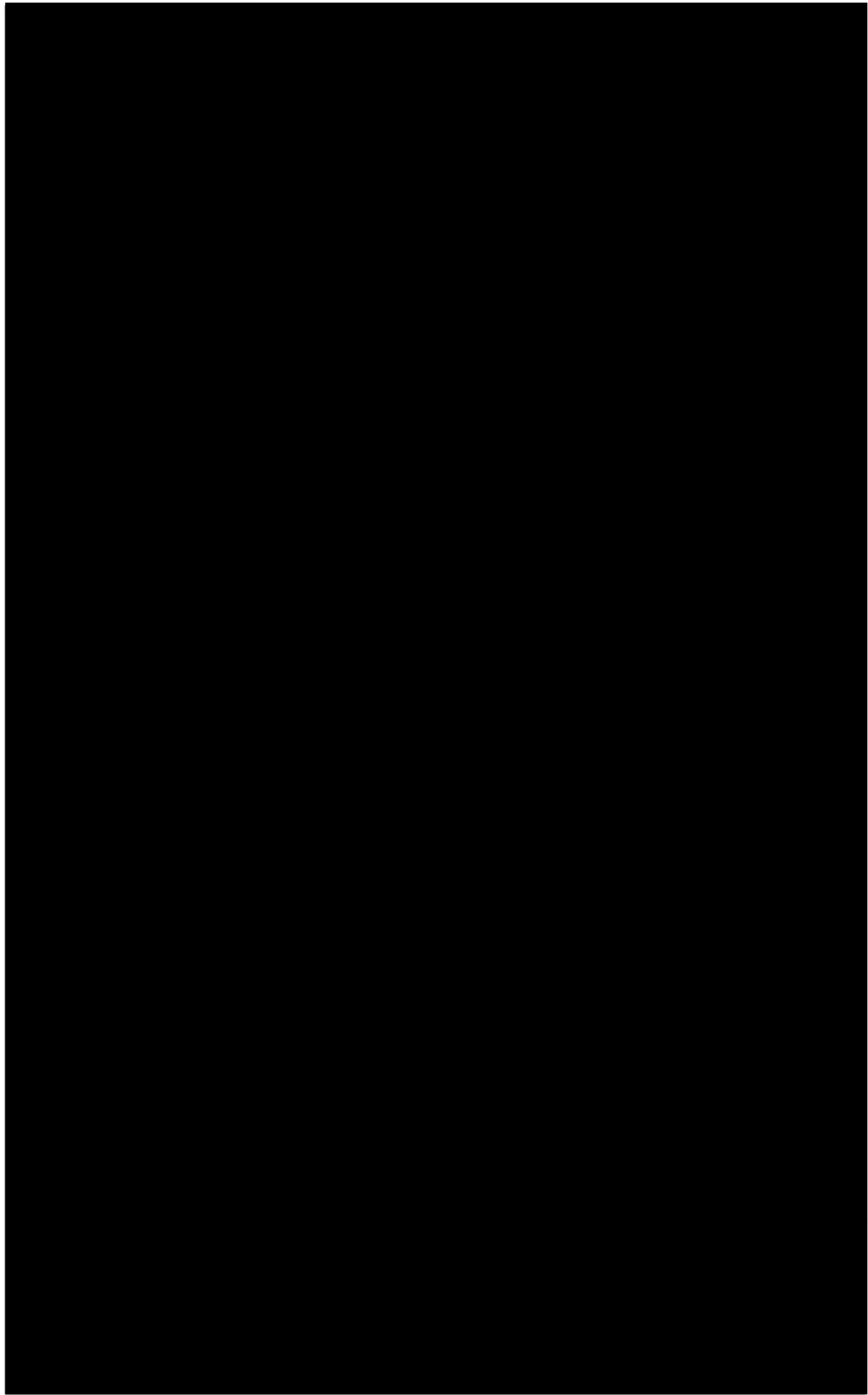
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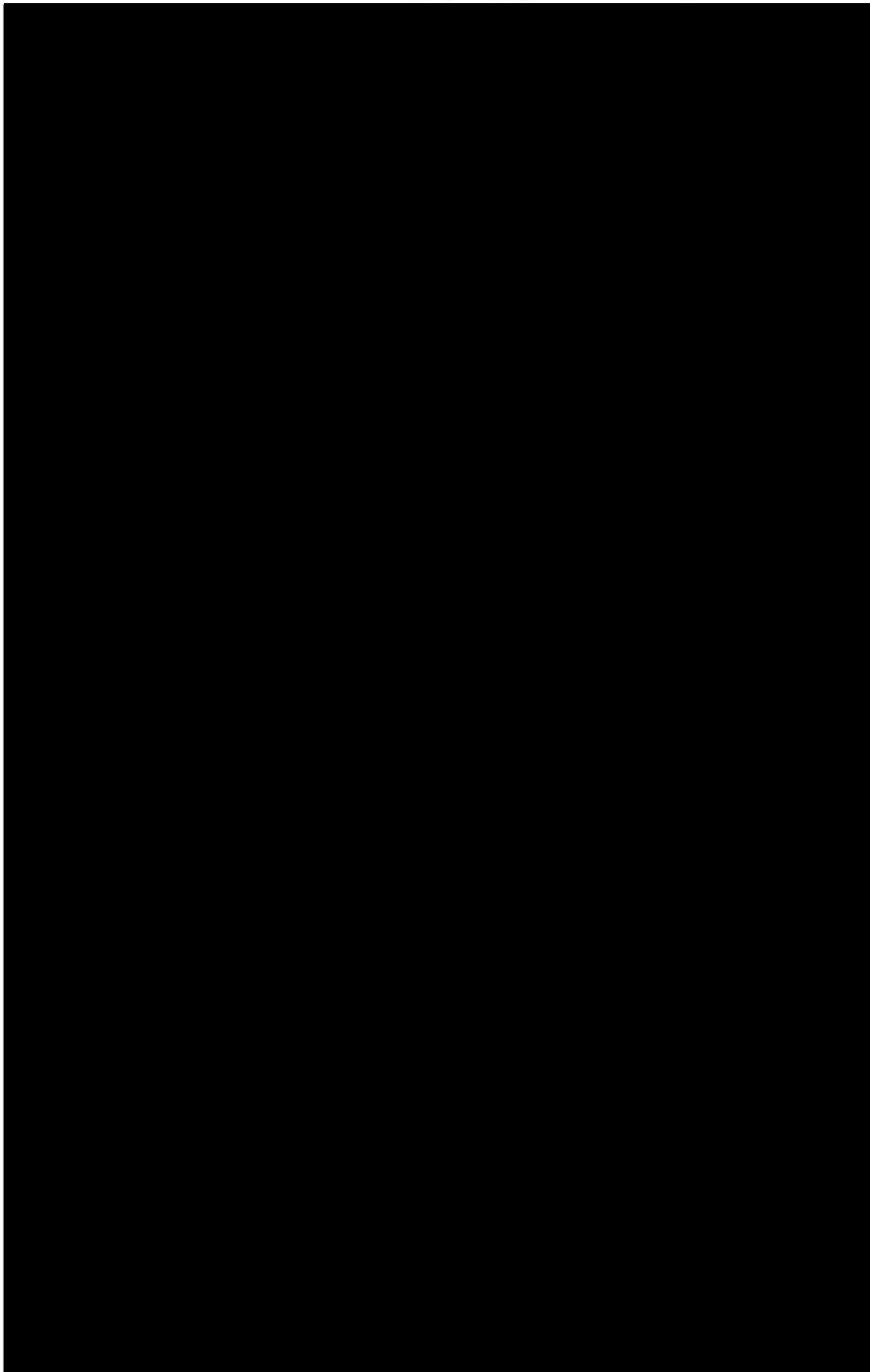
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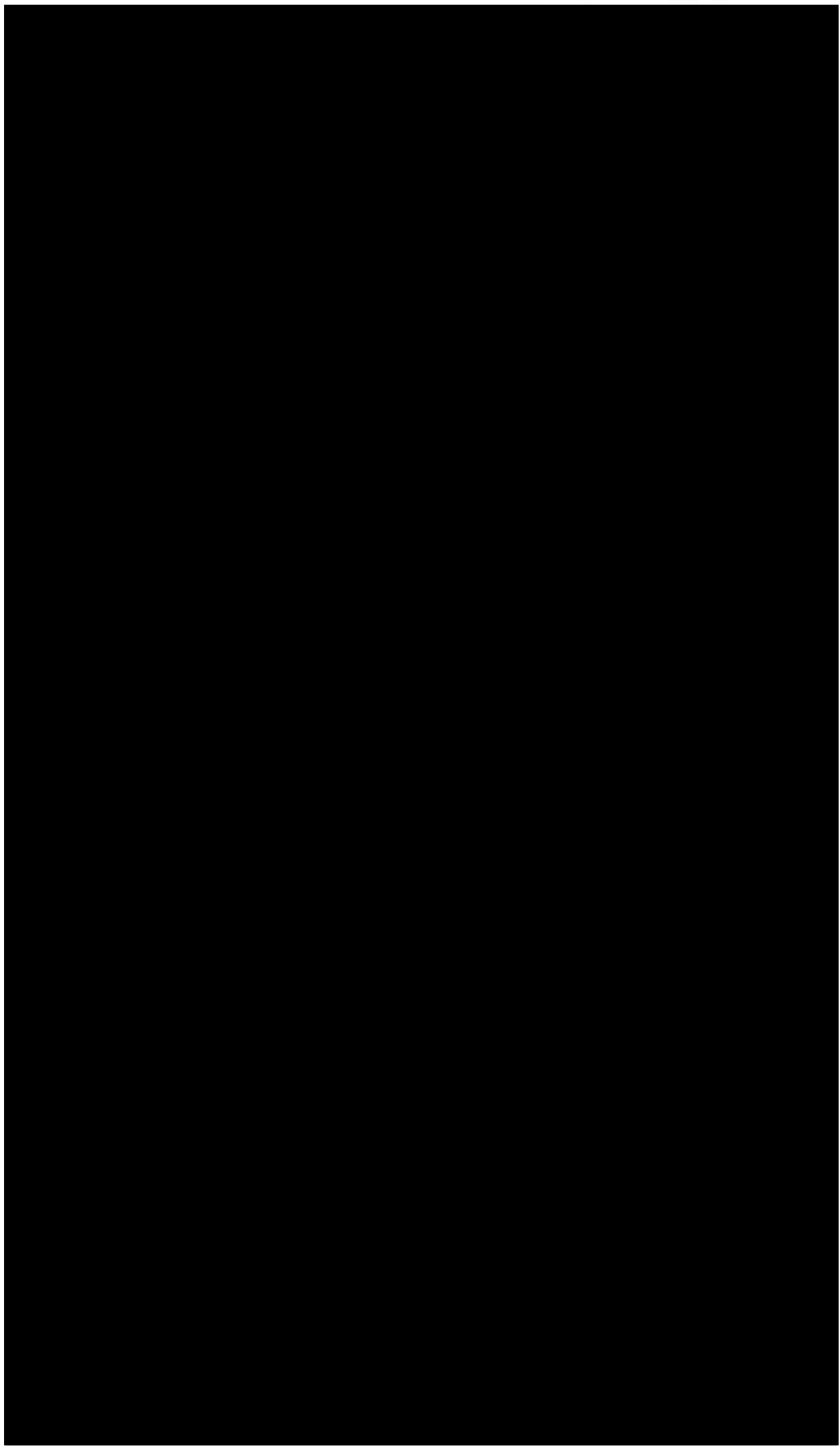
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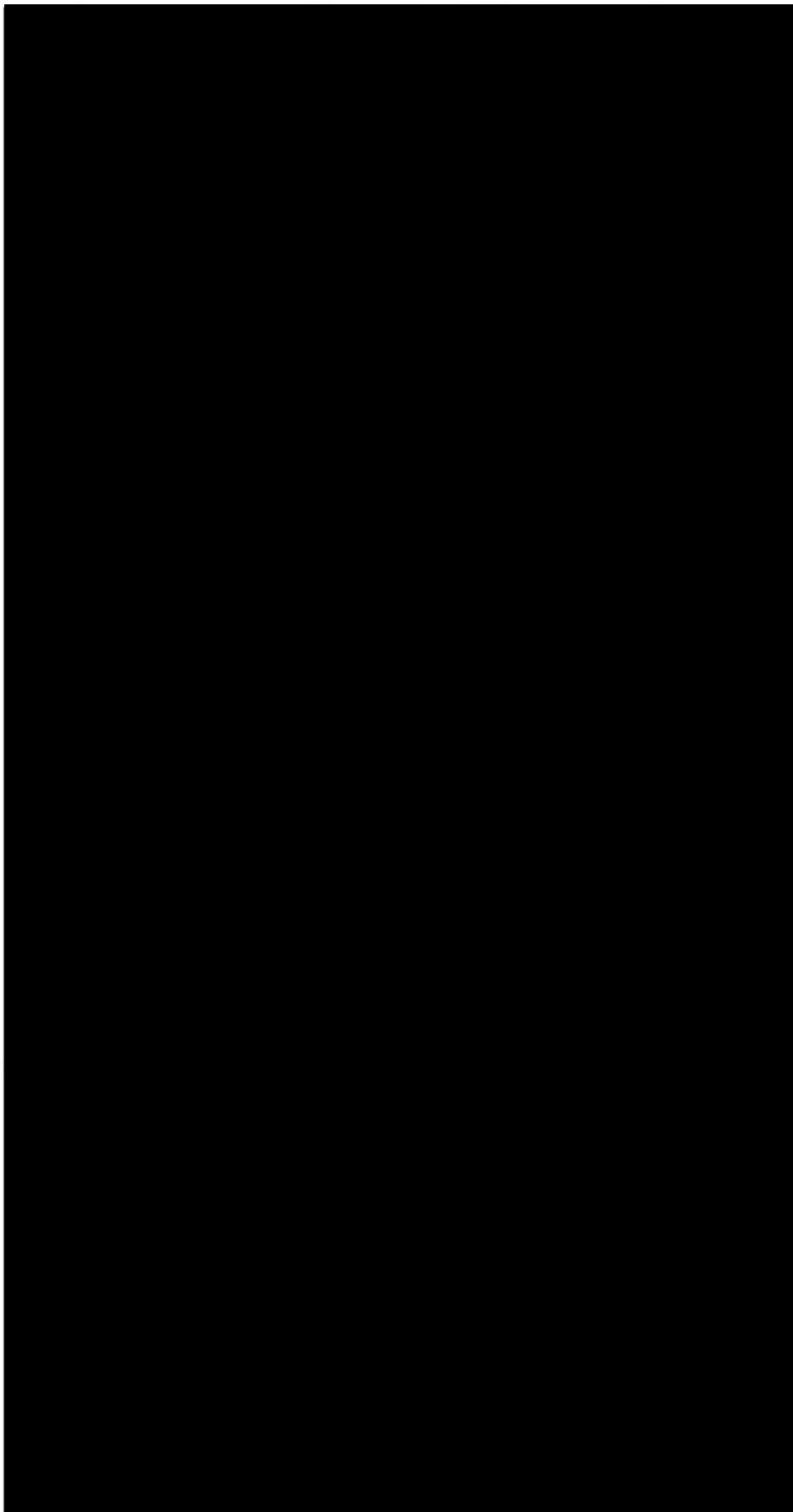
the 1990s, the number of people in the United States who are 65 years of age and older has increased by 50 percent, and the number of people 75 years of age and older has increased by 100 percent. The number of people 85 years of age and older has increased by 200 percent. The number of people 90 years of age and older has increased by 400 percent. The number of people 95 years of age and older has increased by 800 percent. The number of people 100 years of age and older has increased by 1,600 percent. The number of people 105 years of age and older has increased by 3,200 percent. The number of people 110 years of age and older has increased by 6,400 percent. The number of people 115 years of age and older has increased by 12,800 percent. The number of people 120 years of age and older has increased by 25,600 percent. The number of people 125 years of age and older has increased by 51,200 percent. The number of people 130 years of age and older has increased by 102,400 percent. The number of people 135 years of age and older has increased by 204,800 percent. The number of people 140 years of age and older has increased by 409,600 percent. The number of people 145 years of age and older has increased by 819,200 percent. The number of people 150 years of age and older has increased by 1,638,400 percent. The number of people 155 years of age and older has increased by 3,276,800 percent. The number of people 160 years of age and older has increased by 6,553,600 percent. The number of people 165 years of age and older has increased by 13,107,200 percent. The number of people 170 years of age and older has increased by 26,214,400 percent. The number of people 175 years of age and older has increased by 52,428,800 percent. The number of people 180 years of age and older has increased by 104,857,600 percent. The number of people 185 years of age and older has increased by 209,715,200 percent. The number of people 190 years of age and older has increased by 419,430,400 percent. The number of people 195 years of age and older has increased by 838,860,800 percent. The number of people 200 years of age and older has increased by 1,677,721,600 percent. The number of people 205 years of age and older has increased by 3,355,443,200 percent. The number of people 210 years of age and older has increased by 6,710,886,400 percent. The number of people 215 years of age and older has increased by 13,421,772,800 percent. The number of people 220 years of age and older has increased by 26,843,545,600 percent. The number of people 225 years of age and older has increased by 53,687,091,200 percent. The number of people 230 years of age and older has increased by 107,374,182,400 percent. The number of people 235 years of age and older has increased by 214,748,364,800 percent. The number of people 240 years of age and older has increased by 429,496,729,600 percent. The number of people 245 years of age and older has increased by 858,993,459,200 percent. The number of people 250 years of age and older has increased by 1,717,986,918,400 percent. The number of people 255 years of age and older has increased by 3,435,973,836,800 percent. The number of people 260 years of age and older has increased by 6,871,947,673,600 percent. The number of people 265 years of age and older has increased by 13,743,895,347,200 percent. The number of people 270 years of age and older has increased by 27,487,790,694,400 percent. The number of people 275 years of age and older has increased by 54,975,581,388,800 percent. The number of people 280 years of age and older has increased by 109,951,162,777,600 percent. The number of people 285 years of age and older has increased by 219,902,325,555,200 percent. The number of people 290 years of age and older has increased by 439,804,651,110,400 percent. The number of people 295 years of age and older has increased by 879,609,302,220,800 percent. The number of people 300 years of age and older has increased by 1,759,218,604,441,600 percent. The number of people 305 years of age and older has increased by 3,518,437,208,883,200 percent. The number of people 310 years of age and older has increased by 7,036,874,417,766,400 percent. The number of people 315 years of age and older has increased by 14,073,748,835,532,800 percent. The number of people 320 years of age and older has increased by 28,147,497,671,065,600 percent. The number of people 325 years of age and older has increased by 56,294,995,342,131,200 percent. The number of people 330 years of age and older has increased by 112,589,990,684,262,400 percent. The number of people 335 years of age and older has increased by 225,179,981,368,524,800 percent. The number of people 340 years of age and older has increased by 450,359,962,737,049,600 percent. The number of people 345 years of age and older has increased by 900,719,925,474,099,200 percent. The number of people 350 years of age and older has increased by 1,801,439,850,948,198,400 percent. The number of people 355 years of age and older has increased by 3,602,879,701,896,396,800 percent. The number of people 360 years of age and older has increased by 7,205,759,403,792,793,600 percent. The number of people 365 years of age and older has increased by 14,411,518,807,585,587,200 percent. The number of people 370 years of age and older has increased by 28,823,037,615,171,174,400 percent. The number of people 375 years of age and older has increased by 57,646,075,230,342,348,800 percent. The number of people 380 years of age and older has increased by 115,292,150,460,684,697,600 percent. The number of people 385 years of age and older has increased by 230,584,300,921,369,395,200 percent. The number of people 390 years of age and older has increased by 461,168,601,842,738,790,400 percent. The number of people 395 years of age and older has increased by 922,337,203,685,477,580,800 percent. The number of people 400 years of age and older has increased by 1,844,674,407,370,955,161,600 percent. The number of people 405 years of age and older has increased by 3,689,348,814,741,910,323,200 percent. The number of people 410 years of age and older has increased by 7,378,697,629,483,820,646,400 percent. The number of people 415 years of age and older has increased by 14,757,395,258,967,641,292,800 percent. The number of people 420 years of age and older has increased by 29,514,790,517,935,282,585,600 percent. The number of people 425 years of age and older has increased by 59,029,581,035,870,565,171,200 percent. The number of people 430 years of age and older has increased by 118,059,162,071,741,130,342,400 percent. The number of people 435 years of age and older has increased by 236,118,324,143,482,260,684,800 percent. The number of people 440 years of age and older has increased by 472,236,648,286,964,521,369,600 percent. The number of people 445 years of age and older has increased by 944,473,296,573,929,042,739,200 percent. The number of people 450 years of age and older has increased by 1,888,946,593,147,858,085,478,400 percent. The number of people 455 years of age and older has increased by 3,777,893,186,295,716,170,956,800 percent. The number of people 460 years of age and older has increased by 7,555,786,372,591,432,341,913,600 percent. The number of people 465 years of age and older has increased by 15,111,572,745,182,864,683,827,200 percent. The number of people 470 years of age and older has increased by 30,223,145,490,365,729,367,654,400 percent. The number of people 475 years of age and older has increased by 60,446,290,980,731,458,735,308,800 percent. The number of people 480 years of age and older has increased by 120,892,581,961,462,917,470,617,600 percent. The number of people 485 years of age and older has increased by 241,785,163,922,925,834,941,235,200 percent. The number of people 490 years of age and older has increased by 483,570,327,845,851,669,882,470,400 percent. The number of people 495 years of age and older has increased by 967,140,655,691,703,339,764,940,800 percent. The number of people 500 years of age and older has increased by 1,934,281,311,383,406,679,529,881,600 percent. The number of people 505 years of age and older has increased by 3,868,562,622,766,813,359,059,763,200 percent. The number of people 510 years of age and older has increased by 7,737,125,245,533,626,718,119,526,400 percent. The number of people 515 years of age and older has increased by 15,474,250,491,067,253,436,239,052,800 percent. The number of people 520 years of age and older has increased by 30,948,500,982,134,506,872,478,105,600 percent. The number of people 525 years of age and older has increased by 61,897,001,964,269,013,744,956,211,200 percent. The number of people 530 years of age and older has increased by 123,794,003,928,538,027,489,912,422,400 percent. The number of people 535 years of age and older has increased by 247,588,007,857,076,054,979,824,844,800 percent. The number of people 540 years of age and older has increased by 495,176,015,714,152,109,959,649,689,600 percent. The number of people 545 years of age and older has increased by 990,352,031,428,304,219,919,299,379,200 percent. The number of people 550 years of age and older has increased by 1,980,704,062,856,608,439,838,598,758,400 percent. The number of people 555 years of age and older has increased by 3,961,408,125,713,216,879,677,197,516,800 percent. The number of people 560 years of age and older has increased by 7,922,816,251,426,433,759,354,395,033,600 percent. The number of people 565 years of age and older has increased by 15,845,632,502,852,867,518,708,790,067,200 percent. The number of people 570











the 'information' and 'communication' fields. The 'information' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'communication' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of communication, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information science' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information studies' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information technology' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information systems' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information management' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)

The 'information policy' field is defined as:

...the study of the nature, creation, organisation, storage, retrieval, dissemination and use of information, and the social and cultural contexts in which these activities take place. (p. 1)



the 1990s, the number of people in the UK who are obese has increased by 50% (Health Survey for England 1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019, 2021). The prevalence of obesity in the UK is 28.5% (Health Survey for England 2021).

Obesity is a complex condition with many causes, including genetics, environment, and lifestyle. It is a leading cause of death and disability in the UK, and is associated with a range of health problems, including heart disease, diabetes, and cancer. Obesity is also a major cause of social and economic inequality, and is a leading cause of poverty in the UK. The prevalence of obesity in the UK is increasing rapidly, and it is estimated that by 2030, one in four people in the UK will be obese (Health Survey for England 2021).

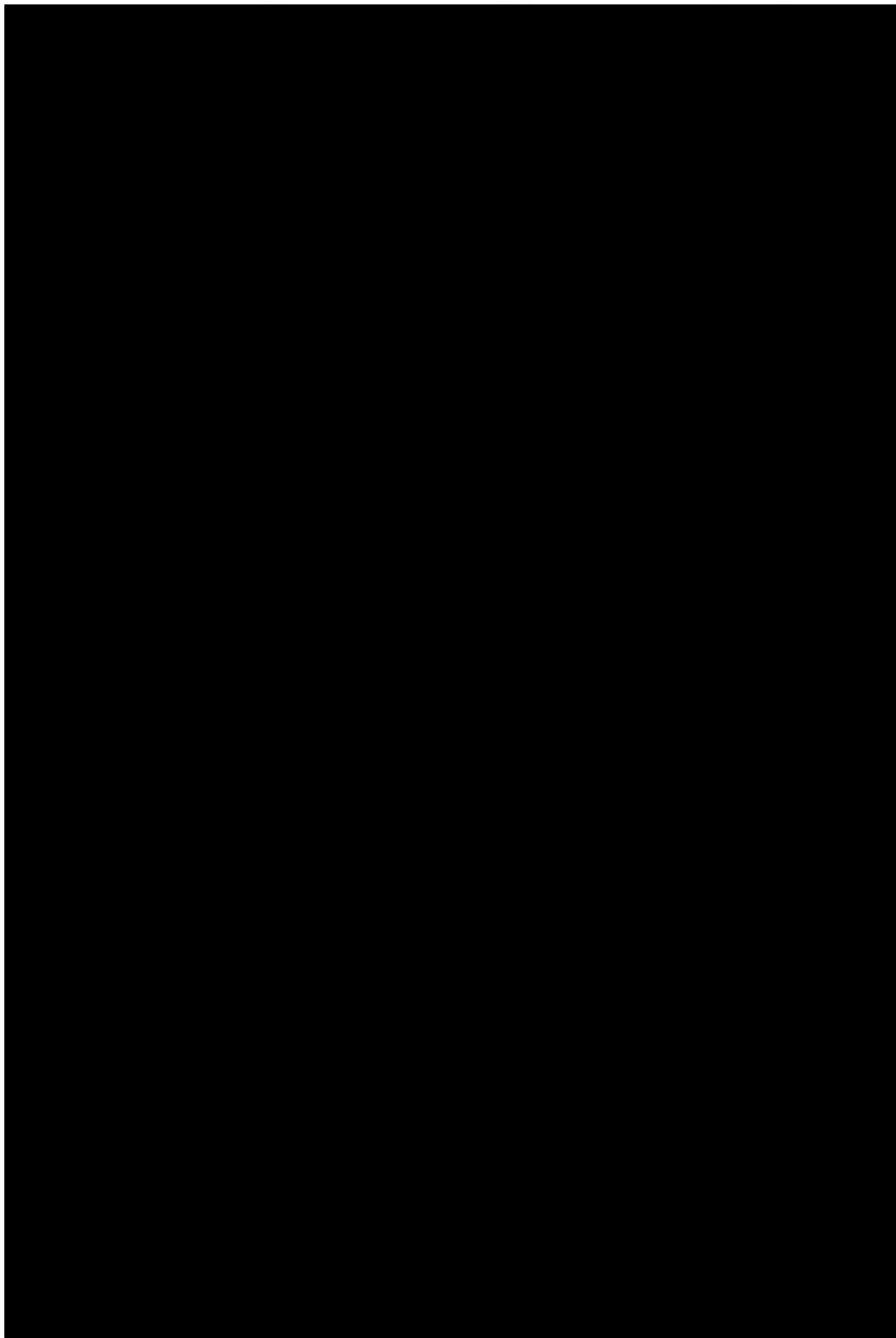
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# Appendix 19

## List of Volunteers

### 7.7.1

### LIST OF VOLUNTEERS

1	Alan O'Brien	Presenter
2	Andy Lacey	Helps with the Sports Programme
3	Josephine Kennedy	Receptionist
4	Anne Devitt	Presents morning call programme every alternate Friday.
5	Breda Hennessey	Helps with controls
6	Rita Sexton	Receptionist
7	Muriel O'Connor	Presents a weekly music programme
8	Colin Samworth	Presents a weekly programme Does controls for a number of other programmes
9	Dan Hogan	Presents a weekly environmental slot on Morning Call
10	Aidan McNamara	Presents a fortnightly music programme
11	Dean Gerard Field	Presents a weekly programme entitled "a time for thought"
12	Denis Hartnett	Presents a weekly music programme
13	Denis Keane	Presents a weekly music programme, in summer he fills in and presents a further music programme
14	Dermot Lyons	Presents a weekly music programme

15	Des Marnane	Historical Programme "Finding Tipperary" helps with research
16	Donnacha O Cinneide	Presents a weekly Comhaltas Ceolteoiri programme
17	John Hartnett	Presents Current Affairs
18	Eileen Ellard	Reception
19	Eileen O'Brien	Presents a weekly music programme
20	Gobnait Long	Presents a weekly music programme
21	Seamus McGown	Presents a weekly music programme
22	Fr. Enda Brady	Presents a weekly sports programme
23	Joan Breen	Reception
24	John Freeman	Helps with and contributes to the Sports Programme
25	Kevin O'Reilly	Presents Current Affairs show
26	Jos Tobin	Presents a weekly farm programme
27	Justin McCarthy	Voice Overs and helps with documentaries and news
28	Kathleen Heffernan	Receptionist
29	Anne O'Brien	Receptionist
30	Brian Buckley	Training to do a programme
31	Margaret Costello	Reception
32	Jimmy O Farrell	Presents 2 weekly music shows
33	Marian Dawson	Receptionist
34	Mary Fevier	Receptionist
35	John Fevier	Receptionist
36	Mary McGrath	Receptionist
37	Mary O'Brien	Presents a weekly music

		programme and Afternoon Show two evenings per week
38	Michael Hennessey	Presents a weekly sports programme
39	Stevie O'Donnell	Presents a weekly sports programme
40	Mike Maher	Presents a weekly requests programme
41	Mossie Richardson	Presents a weekly music programme
42	Noel Fahy	Presents 2 Irish music programmes weekly
43	Margaret Anderson	Reception
44	Oliver Corbett	Helps with the morning call show
45	P.J .Slattery	Presents a weekly music programme
46	Paddy O'Leary	Weekly classical programme
47	Pat Connors	Presents a weekly music programme
48	Pat O'Brien	Presents a weekly music programme, also stands in when people are away
49	Pat O'Connor	Presents a weekly music programmes
50	Pualine Mulcahy	Reception
51	Seamus Egan	Presents a programme every alternate week
52	Seamus King	Presents morning call programme every alternate Friday
53	Shane Egan	Presents a weekly Irish Programme

54	Shelly Richardson	Receptionist
55	P J Cummins	A stand by presenter
56	Teresa Lowry	Presents a weekly lotto programme
57	Tim Cooney	Presents a weekly music programme
58	Tony Lawlor	Presents a weekly Red Cross programme
59	Roisin Power	Voice Overs
60	Clodagh Cummins	Training to be a presenter
61	Michael Griffey	Helps with the Farm Show
62	Mairead Horan	Presenter / Secretary.
63	Martina Lyons	Receptionist
64	Jonny Looby	Contributor to Sports
65	John Costigan	Contributor to Sports
66	MI Guinan	Contributor to Sports
67	Liam Browne	Contributor to Sports
68	Mary Nagle	Receptionist
69.	Ned Tierney	Contributor to Sports
70	Liam O'Dwyer	Contributor to Sports
71	Francis Coughlan	Contributor to Sports
72	William Lennox	Contributor to Sports
73.	Trevor Hassett	Contributor to sports
74.	J J Kennedy	Contributor to Sports
75.	Peter Silk	Contributor to Sports
76.	Gay Lowry	Contributor to Sports
77.	Kathleen Dalton	Contributor to Morning Call

We also have a number of ticket sellers but have not included these in our list of volunteers.